



विक्रम विश्वविद्यालय, उज्जैन

क्रमांक / प्रशासन / संस्थापन / 2023 / 1056

दिनांक : 22.09.2023

— :: आदेश :: —

विश्वविद्यालयीन शिक्षकों के कैरियर एडवॉसमेंट स्कीम अंतर्गत जारी अधिसूचना क्रमांक / प्रशासन / संस्थापन / 2023 / 890 दिनांक 01.09.2023 में आवेदन की अंतिम तिथि 15.09.2023 में वृद्धि करते हुए दिनांक 30.09.2023 आवेदन करने की अंतिम तिथि होगी।

आदेश नुसार



  
कुलसचिव

क्रमांक / प्रशासन / संस्थापन / 2023 / 1057  
प्रतिलिपि,

दिनांक : 22.09.2023

1. विभागाध्यक्ष, / निदेशक / प्रभारी / सम्स्त अध्ययनशाखा विक्रम विश्वविद्यालय उज्जैन।
3. वित्त नियंत्रक, विक्रम विश्वविद्यालय, उज्जैन।
4. कुलपति / कुलसचिव के निजी सहायक, विक्रम विश्वविद्यालय, उज्जैन।

की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

  
प्रभारी सहायक कुलसचिव (प्रशासन)  


# Vikram University, Ujjain

## विक्रम विश्वविद्यालय, उज्जैन

### APPLICATION FORM FOR PROMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)

Application form for promotion from the post of .....

(stage 1) Pay Band +AGP ..... to the post of .....(stage 2) Pay Band + AGP .....

(stage 2) Pay Band +AGP ..... to the post of .....(stage 3) Pay Band + AGP .....

(stage 3) Pay Band +AGP ..... to the post of .....(stage 4) Pay Band + AGP .....

(stage 4) Pay Band +AGP ..... to the post of .....(stage 5) Pay Band + AGP .....

(Please tick only one relevant promotion stage)

#### आवेदन-पत्र

Sir, महोदय,

With reference to notification no. .... dated ..... I hereby submit my application for promotion from the post ..... (stage 1/2/3/4) to the post ..... (stage 2/3/4/5)

अभिसूचना संख्या ..... दिनांक ..... के संदर्भ में मैं निम्नांकित जानकारी के साथ पद ..... (स्टेज 1/2/3/4) से ..... पद (स्टेज 2/3/4/5) के पदोन्नति हेतु आवेदन कर रहा/रही हूँ।

- (a) Full name (in English, capital letters)  
(Dr./Shri/Smt./Ku.).....  
पूरा नाम (हिन्दी में) (डॉ./श्री/श्रीमती/कु).....  
(b) Father's name पिता का नाम .....(c) Mother's name माता का नाम .....
- Institution/School of Studies .....  
संस्थान/अध्ययनशाला  
Subject (विषय) .....
- (i) Date of birth ( According to High School / Higher Secondary School (10+2) or equivalent certificate) जन्म-तिथि (हाईस्कूल/हायर सेकण्डरी स्कूल (10+2) या समकक्ष प्रमाण-पत्र के अनुसार)  
In words शब्दों में .....  
(ii) Place of Birth .....  
जन्म स्थान  
4. (i) Sex (लिंग) ..... (ii) Marital Status (वैवाहिक स्तर) ..... (iii) Nationality (राष्ट्रियता) .....  
5. Indicate whether belongs to SC/ST/OBC category .....  
क्या आप अ.जा./अ.ज.जा./अ.पि.व. से संबंध रखते हैं, तो यहाँ लिखें  
6. Current designation and grade pay .....  
वर्तमान पद एवं ग्रेड पे  
7. Date of appointment at present post .....  
वर्तमान पद पर नियुक्ति दिनांक  
8. Date of permanent ..... at the post of .....  
स्थायीकरण का दिनांक ..... के पद पर  
(order no. .... dated .....)  
आदेश क्रमांक ..... दिनांक  
9. Date of eligibility of promotion at the post ..... (stage 2/3/4/5)  
पदोन्नति (स्टेज 2/3/4/5) का पात्रता दिनांक  
10. Previous promotion details under CAS  
पूर्व में किस के अन्तर्गत पदोन्नति का विवरण  
Date of promotion ..... from the post ..... to the post .....  
पदोन्नति का दिनांक ..... पद से ..... पद पर  
11. Which position and grade pay are you an applicant under CAS ? .....  
किस के अन्तर्गत आप किस पद तथा वेतन ग्रेड के प्रार्थी हैं ?

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

12.

(a) Permanent Address स्थायी पता

(b) Address for correspondence पत्र-व्यवहार का पता

.....  
 .....  
 .....  
 .....

State प्रदेश..... Pin पिन .....

(c) Contact no. सम्पर्क सूत्र : Telephone दूरभाष..... Mobile मोबाइल ..... E-Mail (ई-मेल) .....

13. Academic Qualifications (Matric till post graduation) : अकादमिक योग्यता (मैट्रिक से स्नातकोत्तर स्तर तक)

| Examinations परीक्षा                                   | Name of the Board/University बोर्ड/विश्वविद्यालय का नाम | Year of Passing परीक्षा करने का वर्ष | Percentage of marks obtained प्राप्त अंकों का प्रतिशत | Division/Class/Grade विभाग/कक्षा/ग्रेड | Subject विषय |
|--|---|--------------------------------------|---|--|--------------|
| High School/Matric हाईस्कूल/मैट्रिक                    |   |                                      |   |  |              |
| Intermediate इंटरमीडिएट                                |   |                                      |   |  |              |
| B.A./B.Sc./B.Com./B.Mus बी.ए./बी.एस./बी.कॉम./बी.एम.यू. |   |                                      |   |  |              |
| M.A./M.Sc./M.Com./M.Mus एम.ए./एम.एस./एम.कॉम./एम.एम.यू. |   |                                      |   |  |              |
| Others examination, if any अन्य परीक्षा यदि कोई हो है  |   |                                      |   |  |              |

14. Research Degree (s) : शोध डिग्री/डीग्रियां

| Degree डिग्री                  | Title शीर्षक | Date of award अवधि तिथि | University विश्वविद्यालय |
|--------------------------------|--------------|-------------------------|--------------------------|
| M.Phil. एम.फिल.                |              |                         |                          |
| Ph.D./D.Phil. पीएच.डी./डी.फिल. |              |                         |                          |
| D.Sc./D.Lit. डी.एस.सी./डी.लिट. |              |                         |                          |

15. Summary of experience/performance :-

कार्य अनुभव/निष्पादन का संक्षिप्त विवरण

(a) Teaching experience (in years) अध्यापन अनुभव (वर्षों में) -  
 IIG (स्नातक) ..... PG (स्नातकोत्तर) .....  
 M.Phil. (एम.फिल.) ..... Others (अन्य) .....

(b) Research experience after Ph.D. degree (in years).....  
 पीएच.डी. डिग्री के पश्चात् शोध का अनुभव (वर्षों में)

16. Fields of Specialisation under the Subject/Discipline विषय/शाखा के अन्तर्गत विशेषज्ञता का क्षेत्र

(a) ..

(b) ..

**17. Appointments held prior to joining this institution**  
इस संस्थान में आने से पूर्व नियुक्तियों

| Designation<br>पद | Name of Employer<br>नियोजक का नाम | Date of Joining<br>कार्यग्रहण की तिथि |                   | Salary with Grade<br>ग्रेड सहित/वेतन | Reason of leaving<br>छोड़ने का कारण |
|-------------------|-----------------------------------|---------------------------------------|-------------------|--------------------------------------|-------------------------------------|
|                   |                                   | Joining<br>कार्यग्रहण                 | Leaving<br>छोड़ना |                                      |                                     |
|                   |                                   |                                       |                   |                                      |                                     |
|                   |                                   |                                       |                   |                                      |                                     |

**18. Details of academic visits abroad**  
विदेशीय शैक्षणिक यात्राओं का विवरण

| Name of country visited<br>देश का नाम<br>जिसकी यात्रा की गई हो | Purpose of the visit<br>यात्रा का उद्देश्य | Sponsor of the visit<br>यात्रा का स्पॉन्सर | Duration<br>अवधि |          |
|--|--|--|------------------|----------|
|  |  |  | From<br>से       | To<br>तक |
|  |  |  |                  |          |
|  |  |  |                  |          |

**19. (a) Prizes/Medals/Awards/Honours (if any, then give details).....**  
पुरस्कार/पदक/पारितोषिक/सम्मान (यदि कोई हो, तो विवरण दें)

.....  
.....

**(b) Patents एकरस प्राप्त.....**

.....

**20. Posts held after appointment at this institution : इस संस्थान में नियुक्ति के पश्चात प्राप्त किए गए पद**

| Designation<br>पद | Department<br>विभाग | Date of actual joining<br>कार्यग्रहण की तिथि |          | Grade<br>ग्रेड |
|-------------------|---------------------|--|----------|----------------|
|                   |                     | From<br>से                                   | To<br>तक |                |
|                   |                     |  |          |                |
|                   |                     |  |          |                |
|                   |                     |  |          |                |
|                   |                     |  |          |                |

**21. Academic staff college orientation/Refresher Course attended :**  
अकादमिक स्टाफ कालेज अभिविन्यास/पुनरुत्थार पाठ्यक्रम जिनमें भाग लिया

| Name of the Course/Summer School<br>पाठ्यक्रम का नाम/ग्रीष्मकालीन स्कूल | Place<br>स्थान | Duration<br>अवधि | Sponsoring Agency<br>प्रायोजक अभिकरण |
|---|----------------|------------------|--------------------------------------|
|   |                |                  |                                      |

22. **SUMMARY**

(निचे हुए आवेदन पत्र के साथ Summary of the Application along with summary of the Academic performance Indicators (APIs) आवेदन पत्र के अतिरिक्त पॉच प्रतियों में जमा करें)

Application for Promotion from the post of ..... (stage 1/2/3/4)

Pay Band +AGP ..... to the post of .....(stage 2/3/4/5)

Pay Band + AGP ..... in reference to notification no. .... dated.....

**(a) SUMMARY OF THE APPLICATION**

1. Full Name: .....  
(In English Block letters).....

2. Father's Name: .....

3. Postal Address to which letter of interview, if called, be sent:  
.....

Ph.No,..... Mobile..... E-mail .....

4. Date of Birth..... Age in Years..... Months.....

5. Qualifications:

| Examination passed | Subjects | Year of passing | Class/Division/Grade obtained with percentage of marks | Name of the Board/University |
|--------------------|----------|-----------------|--|------------------------------|
|                    |          |                 |  |                              |
|                    |          |                 |  |                              |
|                    |          |                 |  |                              |
|                    |          |                 |  |                              |
|                    |          |                 |  |                              |
|                    |          |                 |  |                              |
|                    |          |                 |  |                              |

6. Teaching Experience

| Post held | Date of appointment | Salary and grade at present | Dearness and other allowances. If any | Date of next increment |
|-----------|---------------------|-----------------------------|---------------------------------------|------------------------|
|           |                     |                             |                                       |                        |
|           |                     |                             |                                       |                        |
|           |                     |                             |                                       |                        |
|           |                     |                             |                                       |                        |
|           |                     |                             |                                       |                        |

7. Name of the present post held: .....

8. Date of appointment at the present post .....

9. Date of permanent :..... at the post of .....

10. Date of eligibility of promotion at the post : .....(stage 2/3/4/5)

11. Any other remarks: .....

**(b) SUMMARY OF THE ACADEMIC PERFORMANCE INDICATORS (APIs)**  
 (Initially candidate is required to fill all APIs proformas annexed at the end of the application. Subsequently, this summary (b) is to be filled up.)

| <b>ACADEMIC PERFORMANCE INDICATORS (APIs)</b>  | <b>Self Assessed Score</b> |
|--|----------------------------|
| <b>CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</b>                       |                            |
| <b>CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.</b> |                            |

| <b>CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS</b>  |   | <b>Self Assessed Score</b> |
|--|---|----------------------------|
| <b>III (A) RESEARCH PAPERS PUBLISHED IN</b>  |   |                            |
| III (A) (i)  | Refereed Journals :   |                            |
| III (A) (ii)   | Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers  |                            |
| III (A) (iii)  | Conference proceedings as full papers, etc. ( Abstracts not to be included )  |                            |
| <b>III (B) RESEARCH PUBLICATIONS<br/>( BOOK, CHAPTERS IN BOOKS, OTHER THAN REFEREED JOURNAL ARTICLES )</b> |   |                            |
| III (B) (i)  | Text or Reference Books Published by international Publishers with an established peer review system :  |                            |
| III (B) (ii)   | Subject Books by national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers  |                            |
| III (B) (iii)  | Subject Books by Other local publishers with ISBN/ISSN numbers  |                            |
| III (B) (iv)   | Chapters contributed to edited knowledge based volumes published by International Publishers  |                            |
| III (B) (v)  | Chapters in knowledge based volumes in Indian/National level publishers with ISBN / ISSN numbers and with numbers of national and international directories |                            |
| <b>III (C) RESEARCH PROJECTS</b>   |   |                            |
| III (C) (i) (a)  | Sponsored Projects carried out/ongoing - (a) Major Projects (Amount mobilized with grants above 5.0 lakhs)  |                            |
| III (C) (i) (b)  | Sponsored Projects carried out/ongoing - (b) Major Projects (Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs )                         |                            |
| III (C) (i) (c)  | Sponsored Projects carried out/ongoing - (c) Minor Projects ( Amount mobilized with grants above Rs.25,000 up to Rs. 3 lakhs )                              |                            |
| III (C) (ii)   | Consultancy Projects - carried out / ongoing – Amount mobilized with Minimum of Rs. 2.0 lakhs   |                            |
| III (C) (iii)  | Completed Projects : Quality Evaluation – Completed project report ( Accepted by funding agency )   |                            |
| III (C) (iv)   | Projects Outcome / Outputs – Major policy document of government bodies at Central and State level  |                            |

| <b>III (D) RESEARCH GUIDANCE</b>                                       |  |  |
|--|--|--|
| III (D) (i)  | M.Phil. – Degree awarded only  |  |
| III (D) (ii) (a)   | Ph.D. – Degree awarded only  |  |
| III (D) (ii) (b)   | Ph.D. – Thesis submitted only  |  |
| <b>III (E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS</b> |  |  |
| III (E) (i) (a)  | Refresher courses, Methodology workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes<br>( Max: 30 points ) (a) Not less than two weeks duration |  |
| III (E) (i) (b)  | Refresher courses, Methodology workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes<br>( Max: 30 points ) (b) One week duration                |  |
| III (E) (ii) (a)   | Papers in Conferences / Seminars / workshops etc. – Participation and Presentation of research papers (oral/poster) – (a) International conference   |  |
| III (E) (ii) (b)   | Papers in Conferences / Seminars / workshops etc. – Participation and Presentation of research papers (oral/poster) – (b) National conference  |  |
| III (E) (ii) (c)   | Papers in Conferences / Seminars / workshops etc. – Participation and Presentation of research papers (oral/poster) – (c) Regional / State level   |  |
| III (E) (ii) (d)   | Papers in Conferences / Seminars / workshops etc. – Participation and Presentation of research papers (oral/poster) – (d) Local-University/College level   |  |
| III (E) (iii) (a)  | Invited lectures or presentation for Conferences/Symposia – (a) International level  |  |
| III (E) (iii) (b)  | Invited lectures or presentation for Conferences/Symposia – (b) National level   |  |
| <b>Total Self Assessed Score</b>                                       |  |  |

**Note :** In support of the APIs all supporting documents are to be enclosed. Credit will not be given if relevant certificates are not attached.

23. (a) Have your been punished during your services or convicted by a court of law? If so, give details. क्या कमी आपकी सेवा के दौरान आपको दण्डित किया गया है या किसी न्यायालय द्वारा आपको दोषी प्रमाणित किया गया ? यदि हाँ, तो विवरण दें।

(b) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet. क्या कमी आप चिकित्सक दृष्टया अयोग्य घोषित हुये अथवा आपसे त्यागपत्र देने के लिये कहा गया अथवा आपको सेवानुवृत्त या बर्खास्त किया गया है ? यदि हाँ, तो पृथक पृष्ठ पर विवरण दें।

(c) Do you have any case pending against you in any court of law? If yes, give details. क्या आपके विरुद्ध कोई न्यायिक प्रकरण विचारधीन है ? यदि हाँ, तो विवरण दें।

24. List of enclosures संलग्नकों की सूची -

(Attach extra sheets for details and lists, if necessary)

(आवश्यक होने पर अतिरिक्त पृष्ठों में विवरण एवं सूची सहित संलग्न करें)

(i) Attested photocopy of High School / Higher Secondary School or equivalent examination certificate in support of age आयु सत्यापन हेतु हाई स्कूल/हायर सेकण्डरी स्कूल अथवा समकक्ष परीक्षा प्रमाण-पत्र की सत्यापित छायाप्रति

(ii) Attested photocopies of Degrees, Diplomas and other certificates of educational qualifications शैक्षणिक योग्यता संबंधी उपाधि, पत्रोपाधि एवं अन्य प्रमाण-पत्रों की सत्यापित छायाप्रतियाँ संलग्न करें।

(iii) Any other enclosures अन्य कोई संलग्नक

25. Declaration to be signed by the candidate अभ्यर्थी द्वारा हस्ताक्षरित घोषणा-पत्र

I hereby declare that the entries in this form are correct and true to the best of my knowledge and belief. If at any time, I am found to have concealed/suppressed any material/information or given any false details, my promotion shall be liable to be canceled without notice or compensation.

मैं एतद् द्वारा घोषणा करता/करती हूँ कि इस आवेदन में दी गयी सभी सूचनायें मेरी जानकारी एवं विश्वास से सत्य हैं। यदि किसी समय यह पाया गया कि कोई सामग्री/सूचना मेरे द्वारा छिपाई/अभिच्छादित की गई है अथवा मैंने कोई असत्य विवरण दिया है तो मेरी पदोन्नति बिना किसी सूचना अथवा मुआवजा के निरस्त करने योग्य होगी।

Place स्थान.....

Applicant's signature प्रार्थी के हस्ताक्षर.....

Date दिनांक.....

Name नाम.....

Signature of Head of Department

विभागाध्यक्ष के हस्ताक्षर



**ACADEMIC PERFORMANCE INDICATORS (APIs ) FORMS**  
 (Teacher are required to fill these performs for each year of assessment period separately)  
**CATEGORY I : Teaching, Learning & Evaluation Related Activities**

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

| S.No.            | Semester | Course/Paper | Level | Mode of Teaching<br>(L/S/T/P/CH)* | Number of classes allotted per semester | Number of classes conducted per Semester | % of classes/practical taken as per documented record |
|------------------|----------|--------------|-------|-----------------------------------|---|--|---|
|                  |          |              |       |                                   |   |  |   |
|                  |          |              |       |                                   |   |  |   |
|                  |          |              |       |                                   |   |  |   |
|                  |          |              |       |                                   |   |  |   |
|                  |          |              |       |                                   |   |  |   |
|                  |          |              |       |                                   |   |  |   |
|                  |          |              |       |                                   |   |  |   |
|                  |          |              |       |                                   |   |  |   |
| <b>Average %</b> |          |              |       |                                   |   |  |   |

Note : Give information in different rows for each mode of teaching.

\*=Lecture, =Seminar, =Tutorial, =Practical, =Contact Hours

|     |   | API Score<br>(To be filled only at the time of year ending) |
|-----|---|---|
| (a) | Classes Taken (Maximum API score 50 for 100% performance & proportionate score up to 80 % performance, below which no score may be given) |   |
| (b) | Teaching Load in excess of UGC norm (Maximum Score 10)  |   |

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

| S.No.  | Semester | Course/Paper | Consulted | Prescribed | Additional Resource Provided                             | Attach SoftCopy/ Hard copy of Document |
|--|----------|--------------|-----------|------------|--|--|
|  |          |              |           |            |  |  |
|  |          |              |           |            |  |  |
|  |          |              |           |            |  |  |
|  |          |              |           |            |  |  |
|  |          |              |           |            |  |  |
| <b>Remark : Attachment of additional resource material is mandatory</b>  |          |              |           |            |  |  |
| API Score based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resources to students (Maximum API score 20) |          |              |           |            | API Score (To be filled only at the time of year ending) |  |
|  |          |              |           |            |  |  |

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course improvement etc.

| S.No.   | Criteria   | Short Description | Attach Softcopy of Document | Criterion-wise API score (Maximum 10 for each criterion) |
|---|--|-------------------|-----------------------------|--|
| 1   | Updating of courses, design of curriculum (5-single course)  |                   |                             |  |
| 2   | Preparation of resource material, fresh reading materials, Laboratory manuals etc.   |                   |                             |  |
| 3   | Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement.<br>a. ICT Based Teaching material : 10 points/each<br>b. interactive courses:5points/each<br>c. Participatory Learning modules :5 points/each |                   |                             |  |
| 4   | Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity :5 points)  |                   |                             |  |
| 5   | Developing and imparting soft skills/communication skills/personality development course/modules (Each activity : 5 points)  |                   |                             |  |
| 6   | Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)                          |                   |                             |  |
| 7   | Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students<br>(a) Workshop/Training course :10 points each<br>(b) Popularization program : 5 points each      |                   |                             |  |
| <p>Note : 1. Describe your contribution against relevant criterion.<br/>2. Attachment of the Hardcopy/softcopy of relevant document is mandatory.</p> |  |                   |                             |  |
|   |  |                   |                             | API Score (To be filled only at the time of year ending) |
| Total API Score (Maximum 20)  |  |                   |                             |  |

(iv) Examination Duties Assigned and Performed

| S.No.   | Type of Examination Duties   | Duties Assigned | Extent to which carried out (%) | Criterion-wise maximum API score |
|---|--|-----------------|---------------------------------|----------------------------------|
| 1   | College/University end semester/Annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scripts-5 points; Question paper setting-5 points). (100% compliance=20 points). |                 |                                 |                                  |
| 2   | College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance=10 points).  |                 |                                 |                                  |
| 3   | Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance=10 points).  |                 |                                 |                                  |
| <b>Note : 1. Describe your contribution against relevant criterion in the duties assigned column.</b> |  |                 |                                 |                                  |
|   |  |                 |                                 | <b>API Score</b>                 |
| <b>Total API Score (Maximum 25)</b>   |  |                 |                                 |                                  |

**CATEGORY-II: Co-curricular, Extension, Professional Development Related Activities**  
Please mention your contribution to any of the following:

| S.No.   | Type of Activity   | Short Description | Average Hours/Week | API Score       |
|---|--|-------------------|--------------------|-----------------|
| <b>(i) Extension, Co-curricular &amp; field based Activities</b>    |  |                   |                    |                 |
| 1   | Institutional Co-curricular activities for students such as field studies/educational tours, industry-plant training and placements activity (5 points each).                                  |                   |                    | (Max Points 10) |
| 2   | Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)                |                   |                    | (Max Points 10) |
| 3   | Students and Staff Related Socio Cultural and Sports Programmes, Campus Publications (departmental level 2 points, Institutional level 5 points).  |                   |                    | (Max Points 10) |
| 4   | Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each) |                   |                    | (Max Points 10) |
| <b>Note : Describe your contribution against relevant activity.</b> |  |                   |                    |                 |
| <b>(i) Total API score (Maximum 20)</b>                             |  |                   |                    |                 |

| S.NO.  | (ii) Contribution to Corporate life and Management of the Institution  | Yearly/Semester-wise Responsibilities | API Score       |
|--|--|---------------------------------------|-----------------|
| 1  | Contribution to Corporate life in Universities/colleges through meetings popular lectures, subject related events, articles in college magazine and University volumes (2 point each). |                                       | (Max Points 10) |
| 2  | Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)                                  |                                       | (Max Points 10) |
| 3  | Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each)   |                                       | (Max Points 10) |
| 4  | Responsibility for, or participation in committees for students welfare, Counseling and Discipline (5 each)  |                                       | (Max Points 10) |
| 5  | Organization of conference/Training:   |                                       |                 |
|  | International : (10 points)  |                                       |                 |
|  | National/Regional (5 Points each)  |                                       | (Max Points 10) |
| <b>Note : Describe your contribution against relevant criterion.</b> |  |                                       |                 |
| <b>(ii)Total API score (Maximum 15)</b>                              |  |                                       |                 |

| S.No.  | (iii) Professional Development Activities   | Yearly/Semester – wise Responsibilities | API Score   |
|--|---|---|---|
| 1  | Membership in profession related committees at state and national level.<br>a. At national level:3 points each<br>b. At state level: 2 points each  |   | (Max Points 10)   |
| 2  | Participation in subject associations conferences, seminars, without paper presentation (Each activity:2 point)   |   | (Max Points 10)   |
| 3  | Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination, reforms, Institutional governance (Each activity:5 points) |   | (Max Points 10)   |
| 4  | Membership/participation in Bodies/Committees on Education and National Development (5 each).   |   | (Max Points 10)   |
| 5  | Publication of articles in newspapers magazines or other publications (not covered in category 3) ; radio talks etc. (1 point each).  |   | (Max Points 10)   |
| <b>Remark : Table may be used to capture the above data.</b> |   |   |   |
| <b>(iii) Total API score (Maximum 15)</b>                    |   |   |   |
| <b>Total API Score [(i)+(ii)+(iii)] (Maximum 50)</b>         |   |   | <b>API Score<br/>(To be filled only at<br/>the time of year<br/>ending)</b> |

**CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS  
THE INFORMATION SHOULD BE TYPED ON SEPARATE SHEETS IN THE FOLLOWING PROFORMAS**

The minimum API score required :

- Stage 1 to Stage 2 – 10 per year (40 for Assessment Period)
- Stage 2 to Stage 3 – 20 per year (100 for Assessment Period)
- Stage 3 to Stage 4 – 30 per year (90 for Assessment Period)
- Stage 4 to Stage 5 – 40 per year (120 for Assessment Period)

**Notes :** (i) Screening/selection committees will assess and verify the categorization and scores of publications.  
(ii) The API for joining publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**III (A) RESEARCH PAPERS**

**III (A) (i) Details of Research Papers published in : Refereed Journals :  
Score - 15 / publication**

| S.No.                            | Names of the authors in the order as they appear in the research paper | Title of the research paper | Name of the research journal | Year | Volume | Pages from - | Publisher | Impact factor of the journal, OR Indexed in... | Category as author as per note (ii) | Self Assessed Score |
|----------------------------------|--|-----------------------------|------------------------------|------|--------|--------------|-----------|--|-------------------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |                             |                              |      |        |              |           |  |                                     |                     |

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals -- by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

III (A) (ii) Details of Research Papers published in : Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers :  
 Score - 10 / publication.

| S.No.                     | Names of the authors in the order as they appear in the research paper | Title of the research paper | Name of the research journal OR periodical | Year | Volume | Pages from - to | Publisher | ISBN/ISSN Number of the journal OR periodical | Category as author as per note (ii) | Self Assessed Score |
|---------------------------|--|-----------------------------|--|------|--------|-----------------|-----------|---|-------------------------------------|---------------------|
| Total Self Assessed Score |  |                             |  |      |        |                 |           |   |                                     |                     |

III (A) (iii) Details of Research Papers published in : Conference proceedings as full papers, etc. ( Abstracts not to be included ) :  
 Score - 10 / publication

| S.No.                     | Names of the authors in the order as they appear in the research paper | Title of the research paper | Name of the Conference proceedings | Year | Volume | Pages from - to | Publisher | Place and date of the conference | Category as author as per note (ii) | Self Assessed Score |
|---------------------------|--|-----------------------------|------------------------------------|------|--------|-----------------|-----------|----------------------------------|-------------------------------------|---------------------|
| Total Self Assessed Score |  |                             |                                    |      |        |                 |           |                                  |                                     |                     |

**III (B) RESEARCH PUBLICATIONS**

( BOOK, CHAPTERS IN BOOKS, OTHER THAN REFEREED JOURNAL ARTICLES )

**III (B) (i) Text or Reference Books Published by International Publishers with an established peer review system : Score - 50 / sole author, 10 / chapter in an edited book.**

| S.No.                            | Names of the authors in the order as they appear on the book | Title of the book | Publisher | Year | If the book is an edited book, then                        |                                     | Category as author as per note (ii) | Self Assessed Score |
|----------------------------------|--|-------------------|-----------|------|--|-------------------------------------|-------------------------------------|---------------------|
|                                  |  |                   |           |      | Title of the chapter authored by the applicant in the book | Names of the authors of the chapter |                                     |                     |
| <b>Total Self Assessed Score</b> |  |                   |           |      |  |                                     |                                     |                     |

**III (B) (ii) Subject Books by national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers : Score - 25 / sole author, and 5/ chapter in edited books.**

| S.No.                            | Names of the authors in the order as they appear on the book | Title of the book | Publisher | ISBN/ISS number | Year | If the book is an edited book, then                        |                                     | Category as author as per note (ii) | Self Assessed Score |
|----------------------------------|--|-------------------|-----------|-----------------|------|--|-------------------------------------|-------------------------------------|---------------------|
|                                  |  |                   |           |                 |      | Title of the chapter authored by the applicant in the book | Names of the authors of the chapter |                                     |                     |
| <b>Total Self Assessed Score</b> |  |                   |           |                 |      |  |                                     |                                     |                     |

**III (B) (iii) Subject Books by Other local publishers with ISBN/ISSN numbers : Score - 15 / sole author, and 3 / chapter in edited books**

| S.No.                            | Names of the authors in the order as they appear on the book | Title of the book | Publisher | ISBN/ISS number | Year | If the book is an edited book, then                        |                                     | Category as author as per note (ii) | Self Assessed Score |
|----------------------------------|--|-------------------|-----------|-----------------|------|--|-------------------------------------|-------------------------------------|---------------------|
|                                  |  |                   |           |                 |      | Title of the chapter authored by the applicant in the book | Names of the authors of the chapter |                                     |                     |
| <b>Total Self Assessed Score</b> |  |                   |           |                 |      |  |                                     |                                     |                     |



**III (B) (iv) Chapters contributed to edited knowledge based volumes published by International Publishers :**  
**Score - 10 / Chapter**

| S No                             | Names of the authors in the order as they appear on the volume | Title of the volume | Publisher | Year | Title of the chapter authored by the applicant in the book | Name of the authors of the chapter | Category as author as per note (ii) | Self Assessed Score |
|----------------------------------|--|---------------------|-----------|------|--|------------------------------------|-------------------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |                     |           |      |  |                                    |                                     |                     |

**III (B) (v) Chapters in knowledge based volumes in Indian/National level publishers with ISBN / ISSN numbers and with numbers of national and international directories :**  
**Score - 5 / Chapter**

| S No                             | Names of the authors in the order as they appear on the volume | Title of the volume | Publisher | ISBN/ISS number | Year | Title of the chapter authored by the applicant in the book | Name of the authors of the chapter | Category as author as per note (ii) | Self Assessed Score |
|----------------------------------|--|---------------------|-----------|-----------------|------|--|------------------------------------|-------------------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |                     |           |                 |      |  |                                    |                                     |                     |

**III (C) RESEARCH PROJECTS**

**III (C) (i) (a) Sponsored Projects carried out/ongoing - (a) Major Projects (amount mobilized with grants above 5.0 lakhs) Score - 20 / each Project**

| No.                              | Names of the Principal Investigator and co-investigators | Title of the project | Name of the agency granting the project | Date of start | Date of finish | Total amount of the project | Whether completed or ongoing | Category as investigator | Self Assessed Score |
|----------------------------------|--|----------------------|---|---------------|----------------|-----------------------------|------------------------------|--------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |                      |   |               |                |                             |                              |                          |                     |
|                                  |  |                      |   |               |                |                             |                              |                          |                     |

**III (C) (i) (b) Sponsored Projects carried out/ongoing - (b) Major Projects (Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs ); Score - 15 / each Project.**

| No.                              | Names of the Principal investigator and co-investigators | Title of the project | Name of the agency granting the project | Date of start | Date of finish | Total amount of the project | Whether completed or ongoing | Category as investigator | Self Assessed Score |
|----------------------------------|--|----------------------|---|---------------|----------------|-----------------------------|------------------------------|--------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |                      |   |               |                |                             |                              |                          |                     |
|                                  |  |                      |   |               |                |                             |                              |                          |                     |

**III (C) (i) (c) Sponsored Projects carried out/ongoing - (c) Minor Projects ( Amount mobilized with grants above Rs.25,000 up to Rs. 3 lakhs ) :**

**Score - 10 / each Project.**

| S.No                             | Names of the Principal investigator and co-investigators | Title of the project | Name of the agency granting the project | Date of start | Date of finish | Total amount of the project | Whether completed or ongoing | Category as investigator | Self Assessed Score |
|----------------------------------|--|----------------------|---|---------------|----------------|-----------------------------|------------------------------|--------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |                      |   |               |                |                             |                              |                          |                     |

**III (C) (ii) Consultancy Projects - carried out / ongoing - Amount mobilized with Minimum of Rs. 2.0 lakhs :**

**Score - 10 / per every Rs. 2.0 lakhs**

| S.No                             | Names of the Principal investigator and co-investigators | Title of the project | Name of the agency granting the project | Date of start | Date of finish | Total amount of the project | Whether completed or ongoing | Category as investigator | Self Assessed Score |
|----------------------------------|--|----------------------|---|---------------|----------------|-----------------------------|------------------------------|--------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |                      |   |               |                |                             |                              |                          |                     |

**III (C) (iii) Completed Projects : Quality Evaluation – Completed project report ( Accepted by funding agency )  
Score - 20 / each major project and 10 / each minor project**

| S.No                             | Names of the Principal investigator and co-investigators | Title of the project of Quality Evaluation<br>State whether major or minor | Name of the agency granting the project | Date of start | Date of finish | Total amount of the project | Whether completed project report accepted by funding agency | Category as investigator | Self Assessed Score |
|----------------------------------|--|--|---|---------------|----------------|-----------------------------|---|--------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |  |   |               |                |                             |   |                          |                     |

**III (C) (iv) Projects Outcome / Outputs – Major policy document of government bodies at Central and State level Score -  
30 / each national level output and 50 / each for international level**

| S.No                             | Names of the Principal investigator and co-investigators | Title of the project<br>State whether national or international | Name of the agency granting the project | Date of start | Date of finish | Total amount of the project | Whether major policy document accepted by government body | Category as investigator | Self Assessed Score |
|----------------------------------|--|---|---|---------------|----------------|-----------------------------|---|--------------------------|---------------------|
| <b>Total Self Assessed Score</b> |  |   |   |               |                |                             |   |                          |                     |

**III (D) RESEARCH GUIDANCE**

**III (D) (i) M.Phil. – Degree awarded only  
Score – 3 / each candidate**

| S.No.                            | Name of the candidate | Title of dissertation | Name of the University | Date of award of M.Phil. degree | Whether applicant is supervisor or co-supervisor | Self Assessed Score |
|----------------------------------|-----------------------|-----------------------|------------------------|---------------------------------|--|---------------------|
|                                  |                       |                       |                        |                                 |  |                     |
| <b>Total Self Assessed Score</b> |                       |                       |                        |                                 |  |                     |

**III (D) (ii) (a) Ph.D. – Degree awarded only  
Score – 10 / each candidate**

| S.No.                            | Name of the candidate | Title of thesis | Name of the University | Date of award of Ph.D. degree | Whether applicant is supervisor or co-supervisor | Self Assessed Score |
|----------------------------------|-----------------------|-----------------|------------------------|-------------------------------|--|---------------------|
|                                  |                       |                 |                        |                               |  |                     |
| <b>Total Self Assessed Score</b> |                       |                 |                        |                               |  |                     |

**III (D) (ii) (b) Ph.D. – Thesis submitted only  
Score – 7 / each candidate**

| S.No.                            | Name of the candidate | Title of thesis | Name of the University | Date of submission of Ph.D. degree | Whether applicant is supervisor or co-supervisor | Self Assessed Score |
|----------------------------------|-----------------------|-----------------|------------------------|------------------------------------|--|---------------------|
|                                  |                       |                 |                        |                                    |  |                     |
| <b>Total Self Assessed Score</b> |                       |                 |                        |                                    |  |                     |

**III (E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS**

**III (E) (i) Refresher courses, Methodology workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes ( Max: 30 points )**

**(a) Not less than two weeks duration -  
Score - 20 / each**

| S.No. | Name of the programme | Organized by | Dates of the programme |    | Duration of the programme | Whether the applicant actually attended and participated in the programme for full duration | Self Assessed Score              |
|-------|-----------------------|--------------|------------------------|----|---------------------------|---|----------------------------------|
|       |                       |              | From                   | To |                           |   |                                  |
|       |                       |              |                        |    |                           |   | <b>Total Self Assessed Score</b> |

**III (E) (i) Refresher courses, Methodology workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes ( Max: 30 points )**

**(b) One week duration -  
Score - 10 / each**

| S.No. | Name of the programme | Organized by | Dates of the programme |    | Duration of the programme | Whether the applicant actually attended and participated in the programme for full duration | Self Assessed Score              |
|-------|-----------------------|--------------|------------------------|----|---------------------------|---|----------------------------------|
|       |                       |              | From                   | To |                           |   |                                  |
|       |                       |              |                        |    |                           |   | <b>Total Self Assessed Score</b> |

**III (E) (ii) Papers in Conferences / Seminars / workshops etc. – Participation and Presentation of research papers (oral/poster) – (a) International conference  
Score – 10 / each**

| S/N                       | Names of the authors in the order as they appear in the research paper | Title of the research paper | Name of the Conference / Seminar / workshop etc. | Place of the Conference etc. | Dates of the Conference etc. | Oral / poster | Whether the applicant actually participated and presented the research paper | Self Assessed Score |
|---------------------------|--|-----------------------------|--|------------------------------|------------------------------|---------------|--|---------------------|
| Total Self Assessed Score |  |                             |  |                              |                              |               |  |                     |

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication { III (A) (ii) } and not under presentation { III (E)(ii) }.

**III (E) (ii) Papers in Conferences / Seminars / Workshops etc. – Participation and Presentation of research papers (oral/poster) – (b) National conference  
Score – 7.5 / each**

| S/N                       | Names of the authors in the order as they appear in the research paper | Title of the research paper | Name of the Conference / Seminar / Workshop etc. | Place of the Conference etc. | Dates of the Conference etc. | Oral / poster | Whether the applicant actually participated and presented the research paper | Self Assessed Score |
|---------------------------|--|-----------------------------|--|------------------------------|------------------------------|---------------|--|---------------------|
| Total Self Assessed Score |  |                             |  |                              |                              |               |  |                     |

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication { III (A) (iii) } and not under presentation { III (E)(ii) }.

**III (E) (ii) Papers in Conferences / Seminars / workshops etc. – Participation and Presentation of research papers  
(oral/poster) – (c) Regional/State level**

Score – 5 / each

| Sl No                     | Names of the authors in the order as they appear in the research paper | Title of the research paper | Name of the Conference / Seminar / workshop etc. | Place of the Conference etc. | Dates of the Conference etc. | Oral / poster | Whether the applicant actually participated and presented the research paper | Self Assessed Score |
|---------------------------|--|-----------------------------|--|------------------------------|------------------------------|---------------|--|---------------------|
| Total Self Assessed Score |  |                             |  |                              |                              |               |  |                     |

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication { III (A) (iii) } and not under presentation { III (E)(ii) }.

**III (E) (ii) Papers in Conferences / Seminars / workshops etc. – Participation and Presentation of research papers (oral/poster) – (d) Local-University/College level**

Score – 3 / each

| Sl No                     | Names of the authors in the order as they appear in the research paper | Title of the research paper | Name of the Conference / Seminar / workshop etc. | Place of the Conference etc. | Dates of the Conference etc. | Oral / poster | Whether the applicant actually participated and presented the research paper | Self Assessed Score |
|---------------------------|--|-----------------------------|--|------------------------------|------------------------------|---------------|--|---------------------|
| Total Self Assessed Score |  |                             |  |                              |                              |               |  |                     |

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication { III (A) (iii) } and not under presentation { III (E)(ii) }.



**III (E) (ii) Invited lectures or presentation for Conferences/Symposia – (a) International level**  
**Score – 10 / each**

| S/No.                            | Title of the invited lecture or presentation | Name of the Conference / Symposia | Place of the Conference / Symposia | Dates of the Conference / Symposia | Whether the applicant actually delivered the invited lecture or presentation | Self Assessed Score |
|----------------------------------|--|-----------------------------------|------------------------------------|------------------------------------|--|---------------------|
| <b>Total Self Assessed Score</b> |  |                                   |                                    |                                    |  |                     |

**III (E) (iii) Invited lectures or presentation for Conferences/Symposia – (b) National level**  
**Score – 5 / each**

| S/No.                            | Title of the invited lecture or presentation | Name of the Conference / Symposia | Place of the Conference / Symposia | Dates of the Conference / Symposia | Whether the applicant actually delivered the invited lecture or presentation | Self Assessed Score |
|----------------------------------|--|-----------------------------------|------------------------------------|------------------------------------|--|---------------------|
| <b>Total Self Assessed Score</b> |  |                                   |                                    |                                    |  |                     |

## IMPORTANT INSTRUCTIONS

1. Teachers are requested to see UGC regulations 2010, Appendix - III, Table - III before filling this application form.
2. Teachers are required to fill all the columns of the application form.
3. Teachers are required to fill all specified proformas (Category I, II & III) for each year separately.
4. For the assessment the minimum API score required in Category I is 75 per year and in Category II is 15 per year.
5. In support of APIs, all supporting documents are to be enclosed. Credit will not be given if relevant certificates are not attached.
6. Three publications are required to be submitted for promotion from Assistant Professor to Associate Professor (see UGC regulations 2010, 6.0.6).
7. Reprints of the five major publications published subsequent to the period from which the teacher was placed in the Assistant Professor stage-III for promotion from Associate Professor (stage IV) to Professor (stage V) are to be submitted.
8. While filling the application form, teacher has to ensure himself/herself that he/she meets the requisite experience and API norms for promotion his present stage to next stage.
9. Incomplete application forms will not be considered and be automatically rejected.
10. Guidelines issued from time to time by UGC and State Government are also applicable.