

Guidelines for Promotion of Teachers/ Other Academic Staffs
under Career Advancement Scheme (CAS)

1. The Teachers who are eligible for promotion under Career Advancement Scheme before 31.12.2008 may be considered under UGC Regulation 2000 subject to the fulfillment of conditions laid down in the Regulation 2000.

2. The Teachers eligible for promotion on or after 31.12.2008 shall be considered under UGC Regulation 2010. Eligible teachers are required to apply in the prescribed format.

3. Stages of promotion of teachers under Career Advancement Scheme (UGC Regulation 2010).

Definition (i) Stage-1: AGP Rs. 6000(ii) Stage-2: AGP Rs. 7000 (iii) Stage-3: AGP Rs. 8000(iv) Stage-4: AGP Rs. 9000 (v) Stage-5: AGP Rs. 10000(vi) Stage-6: HAG.

I. Promotion of Entry level Assistant Professors/ equivalent

A. Entry level Assistant Professors/ equivalent (Stage 1) would be recommended for promotion under the CAS provided they fulfill the eligibility as in the sub-clauses below:

(a). An entry level Assistant Professor/equivalent possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor/equivalent.

Or

An entry level Assistant Professor/equivalent possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M./ M. Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor/equivalent.

Or

An entry level Assistant Professor/equivalent who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor/equivalent.

(b). The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors /equivalent shall be subject to their satisfying the API based PBAS conditions laid down in Annexure- I and Annexure-II.

B. Assistant Professor/equivalent who have completed five years of service in the stage 2 shall be eligible to move up to next higher grade (stage 3), subject to meeting the API based PBAS requirements laid down in Annexure-I and Annexure-II

C. Assistant Professor/equivalent completing three years of service in stage 3 shall be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor/Deputy Librarian/Deputy Director of Physical Education and Sports subject to fulfillment of the qualifying conditions and the API based PBAS requirements prescribed in Annexure-I and Annexure-II.

II. Promotion of Associate Professors/ equivalent

Associate Professor/equivalent possessing a Ph.D. Degree in the relevant discipline and completing three years of service in stage 4, shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to

(a) satisfying the required credit points as per API based PBAS methodology provided in Annexure-I and Annexure-II, and

(b) an assessment by a duly constituted Selection Committee as prescribed for the direct recruitment of Professor.

Provided that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.

III. Promotion of Professors

Ten percent of the Professors in the University, with a minimum of ten years of teaching and research experience as professor shall be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Annexure-I and Annexure-II through the PBAS methodology through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'.

IV. The Screening/Selection process

The Screening/Selection process involved in the promotion under Career Advancement Scheme is laid down in the following table:

Constitution of Screening/Selection/Expert Committees or Different Stages for Purpose of CAS			
Stage	Process	Composition of Screening/Selection Committee	Remarks
Promotion from stage 1 to 2	Screening	(1) Vice Chancellor (Chairperson), (2) Dean of the School concerned, (3) Head of the concerned Department, (4) One subject expert to be nominated by Vice Chancellor from the University panel of experts.	Promotion to stage-2 shall be subject to the recommendation of the Screening Committee and approval of the Executive Council.
	Selection	Interview not required	
Promotion from stage 2 to 3	Screening	(1) Vice Chancellor (Chairperson), (2) Dean of the School concerned, (3) Head of the concerned Department, (4) One subject expert to be nominated by Vice Chancellor from the University panel of experts.	Promotion to stage-3 shall be subject to the recommendation of the Screening Committee and approval of the Executive Council.
	Selection	Interview not required	
Promotion from stage 3 to 4	Screening	Self assessment to be countersigned by the Head/Dean (in case candidate is Head) and to be verified by the Selection Committee.	Promotion to stage-4 shall be subject to the recommendation of the Selection Committee and approval of the Executive Council.
	Selection	(i) Vice-Chancellor— Chairperson (ii) An academician nominated by the Visitor (iii) Three experts in the concerned subject/ field not below the rank of Professor, not in the service of the University and nominated by the Executive Council, out of the panel of names recommended by the Academic Council (iv) Dean of the School (v) Head of the Department/ Centre. At least four members, including two outside experts, shall constitute the quorum. Provided that for the post of Associate Professor, the Head of the Department/ Centre shall not be a member of the Selection Committee if he/ she is not a Professor. Provided further that, Assistant Professor in-charge of any Department/ Centre shall not be a member of the Selection Committee.	
Promotion from stage 4 to 5	Screening	Self assessment to be countersigned by the Head/Dean (in case candidate is Head) and to be verified by the Selection Committee.	Promotion to stage-5 shall be subject to the recommendation of the Selection Committee and approval of the Executive Council.
	Selection	(i) Vice-Chancellor— Chairperson (ii) An academician nominated by the Visitor (iii) Three experts in the concerned subject/ field not below the rank of Professor, not in the service of the University and nominated by the Executive Council, out of the panel of names recommended by the Academic Council (iv) Dean of the School (v) Head of the Department/ Centre. At least four members, including two outside experts, shall constitute the quorum. Provided that for the post of Professor, the Head of the Department/ Centre shall not be a member of the Selection Committee if he/ she is not a Professor. Provided further that, Assistant Professor in-charge of any Department/ Centre shall not be a member of the Selection Committee.	
Promotion from stage 5 to 6	Screening	Self assessment to be countersigned by the Head/Dean (in case candidate is Head) and to be verified by the Expert Committee.)	Promotion to stage-6 shall be subject to the recommendation of the Expert Committee and approval of the Executive Council.
	Selection	Expert Committee (Interview not required)	

TABLE 1- Minimum API scores required for promotion of teachers and equivalent cadres (Library and Physical Education and Sports, etc.) under Career Advancement Scheme (CAS) and weightage for assessment.

Stage	Percentage Distribution of Weightage Points in the Assessment (Total weightage = 100. Minimum required for promotion is 50)	Teaching-learning, Evaluation Related Activities (Category-I)	Co-curricular, Extension and Profession related activities (Category-II)	Minimum total average annual Score under Categories I and II	Research and Academic Contribution (Category III)	Expert Assessment System
Assistant Professor/ equivalent cadres (Stage 1 to Stage 2)	No separate points. Screening Committee to verify API scores	75/Year	15/Year	100/Year	40/ assessment period	Screening Committee
Assistant Professor/ equivalent cadres (Stage 2 to Stage 3)	No separate points. Screening Committee to verify API scores	75/Year	15/Year	100/Year	100/ assessment period	Screening Committee
Assistant Professor equivalent cadres (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	30%-Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance					
Deputy Librarian/ Assistant Librarian (selection Grade) (Stage 3 to Stage 4)	30% - Library related research papers evaluation; 50% - Assessment of domain knowledge on Library automation and Organisational skills; 20%- Interview performance.	75/Year	15/Year	100/Year	90 per assessment period	Selection Committee
Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports 20 % - Interview performance					
Associate Professor (Stage 4) to Professor/	50%-Contribution to Research 30% - Assessment of domain knowledge					

equivalent cadres (Stage 5)	and teaching practices. 20 % - Interview performance	75/Year	15/Year	100/Year	120 per assessment period	Selection Committee
Librarian (Stage 4 to Stage 5)	50% -Library publication work; 30% -Assessment of innovative Library service and organisation of digital library services; 20%- Interview performance.					
Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5)	50% - Research evaluation. 30 % - Assessment of domain knowledge contribution and organisation track record with vision plan. 20 % - Interview performance					
Professor (Stage 5) to Professor (Stage 6)	50% - Research. 50 %- Performance evaluation and other credential by referral procedure	75/Year	15/Year	100/Year	500/ assessment period	Expert Committee

Note 1: Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note 2: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and HAG respectively.

Note 3: A relaxation of 15% shall be provided to humanities and social sciences, etc. for category 3 scores.

Note 4: Teachers in Centres that do not have regular teaching programmes shall be exempted from minimum API Score in category I . However, they have to make it up under category III as shown below -

API Score requirements for Centres without regular teaching

API Score Requirements for Centres without Regular Teaching			
Stage	Category I	Category II	Category III
1 – 2 (ia)	0	25 / years	340/assessment period
1-2(ib)	0	25 / years	415/assessment period
1-2(ic)	0	25/year	490/assessment period
2-3	0	25/year	475/assessment period
3-4	0	25/year	315/assessment period
4-5	0	25/year	345/assessment period
5-6	0	25/year	1250/assessment period

**ACADEMIC PERFORMANCE INDICATORS (API) FOR DIRECT RECRUITMENT/ CAREER ADVANCEMENT SCHEME (CAS)
PROMOTION OF TEACHERS UNDER PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

Summary of API Scores

API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2011-2012, annual averages of two years in 2012-2013 and so on. But for Category III, scores will be computed for the entire assessment period.

**Teaching, Research, Learning and Evaluation Related Activities for Departments/Centres
with Regular Teaching**

TABLE 1- CATEGORY I: Teaching, Learning and Evaluation Related Activities		
Sl. No.	Nature of Activity	Maximum score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score required	25

*Ordinarily no points shall be awarded for less than 80% of the assigned contact hours undertaken. Any teacher who completes the course and takes at least 80% of the assigned classes shall be awarded 50 points.

Note: Teachers in Centres that do not have regular teaching programmes shall be exempted from minimum API score in category I, however, they have to make it up under category III.

TABLE 2- CATEGORY II: Co-curricular, Extension & Professional development related Activities

Sl. No.	Ature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling), etc.	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities, etc.	15
3	Professional Development activities, etc. (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

TABLE 3-CATEGORY III: Research, Publications and Academic Contributions

Sl. No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Maximum Points
III A	Research Papers published in:	Refereed Journals *	Refereed Journals *	15/ publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/ publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III B	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50/ sole author 30/ edited book 10/ chapter in edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25/ sole author, 15/ edited book 5/ chapter in edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15/ sole author, 9/ edited book 3/ chapter in edited book
		Chapters contributed to edited knowledge based volumes published by	Chapters contributed to edited knowledge based volumes published by	10/ chapter

		International Publishers	International Publishers	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/ chapter
IIIC	RESEARCH PROJECTS			
IIICi	Sponsored Projects carried out/ ongoing	Major Projects	Major Projects	20/ project
		Minor Projects	Minor Projects	10/ project
IIICii	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakh	10/ Rs.10.0 lakhs and Rs.2.0 lakhs, for Sciences & Social Sciences & Humanities respectively
IIICiii	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 / each minor project
IIICiv	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level
IIID	RESEARCH GUIDANCE			
IIIDI	M.Phil.	Degree awarded only	Degree awarded only	3/ candidate
IIIDii	Ph.D.	Degree awarded	Degree awarded	15/ candidate
		Thesis submitted	Thesis submitted	10/ candidate
		Scholars registered	Scholars registered	5/ candidate
IIIE	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			

III Ei	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/ each
		(b) One week duration	(b) One week duration	10/ each
III Eii	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10/ each
		b) National	b) National	7.5/ each
		c) Regional/State level	c) Regional/State level	5/ each
		d) Local – University/College level	d) Local – University/College level	3/ each
III Eiii	Invited lectures or presentations for conferences/ Symposia	(a) International	(a) International	10/ each
		(b) National level	(b) National level	5/ each

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

Notes.

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

2. The API for joint 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.

**Research, Learning and evaluation Related Activities for Other Academic Staff
under Library Services**

Table-4. Category – I : Procurement, organisation, and delivery of knowledge and information through Library services		
S.No	Nature of Activity	Maximum Score
1	Library resources organisation and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30
3	Development, organisation and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
Total Score		125
Minimum API score required		75

Table-5. Category- II – CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.		
S.No	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	20
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
Minimum API Score Required		15

Table-6. Category – III – Research and academic contributions			
S No.	APIs	Activity	Maximum Point
III(A)	Research Papers published in:	(a) Refereed Journals	15 / Publication
		(b) Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		(c) Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III(B)	Research Publications (books, chapters in books, other than refereed Journal articles)	(a) Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 / chapter in an edited book
		(b) Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		(c) Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		(d) Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		(e) Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III(C)			
III(C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh)	10/each Project
III(C) (ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III(C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 / each minor project
III(C) (iv)	Projects Outcome/ Outputs	Patent/Technology transfer/ Product/Process	30 / each national level output or patent /50 /each for International level,
III (D)			
III(D) (i)	M.Phil.	Degree awarded only	3 /each candidate
III(D) (ii)	Ph.D	(a) Degree awarded	10 /each candidate
		(b) Thesis submitted	7 /each candidate
III(E)			
III(E)	Refresher courses,	(a) Not less than two weeks duration	20/each

(i)	Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(b) One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc. * (Participation and Presentation of research papers (oral/poster) in:	(a) International conference	10/ each
		(b) National	7.5 / each
		(c) Regional/State level	5/ each
		(d) Local –University/College level	3 / each
III(E) (III)	Invited lectures or presentations for conferences/ symposia	(a) International	10 /each
		(b) National level	5 each

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

Notes.

1. The API for joint 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.

Teaching, Research, Learning and evaluation Related Activities for Other Academic Staff under Physical Education and Sports disciplines

Table-7. CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES		
S. No.	Nature of Activity	Maximum Score
1	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points) Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours (20 Points)	40
2	Extending services, sports facilities and training on holidays to the institutions and organisations	10
3	Organizing and conducting sports and games competitions at the International /National/ State/ Inter University/Inter Zonal Levels (25 Points) Organizing and conducting coaching camps / sports person development / training programmes (15 Points)	40
4	Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points) Identifying sports talents and Mentoring sports excellence among students (10Points)	20
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15

Total Score	125
Minimum API Score Required	75

Table-8. CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.		
S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS / NCC and other channels,	20
2	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
Total Score		50
Minimum API Score Required		15

Table-9. CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS			
S. No.	APIs	Faculties of Physical education	Max. points for University and college teacher position
III(a)	Research Publication (Journals) * Note :For Joint Research papers, the First/Principal author will share 60%, while the rest joint authors will share the 40% of API scores	Refereed Journals*	15/ Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Full papers in Conference proceedings, etc.* (Abstracts not to be included)	10 / publication
III(b)	Research Publications (books, chapters in books, other than refereed journal article) ** Note: Scores (50/25/10/05/03 whatever the case may be) to be shared equally by all authors	Text or Reference Books Published by International Publishers **	50 /sole author 10 / chapter in an edited book
		Text or Reference Books Published by National/ Central/ State Government/ Societies **	25/sole author, 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers **	15/ sole author, 3/ chapter in edited books
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories **	5 / Chapter
III(C)	RESEARCH PROJECT		
III (C) (i)	Sponsored Projects	Major Projects/Events amount mobilized with grants above 5.0 lakhs	20 each Project

	carried out/ ongoing	Major Projects /Events Amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 lakhs	15 each major project
		Minor projects from central / state funding agencies with grants below 4.00 lakhs	10 each minor Project
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.1.0 lakh	10 per every Rs.5.0 lakhs 2 per every Rs.1.0 lakhs
III (C) (iii)	Completed projects : Quality Evaluation	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Policy document of Govt. Bodies at Central and State level	30 / each output or outcome for National patents etc/50 /each for International patents.
III (D)	RESEARCH GUIDANCE		
III (D)(i)	M.Phil.	Degree awarded only	3 /each candidate
III (D) (ii)	Ph.D.	Degree awarded	10/each candidate
		Thesis submitted	7 /each candidate
III(E)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS		
III(E)(i)	Methodology/ Training/ Coaching workshop	Research methodology / Training/ Coaching programme (not less than three weeks)/workshops of not less than one week.	20
III(E)(ii)	Papers in Conferences/ Seminars/ workshops, etc. [Participation and Presentation of research papers (oral/poster) in]	a) International conference	10 / each
		b) National	7.5 / each
		c) Regional/State level	5 /each
		d) Local – University/College level	3 / each
III(E) (iii)	Invitations for conferences/seminars/ workshops/ symposia to deliver lectures/chair sessions	(a) International	10 /each
		(b) National	7.5 /each
		(c) State level/Regional	5 /each
		(d) University/College level Endowment lectures	5 /each

**COUNTING OF PAST SERVICE FOR THE PURPOSE OF CAREER ADVANCEMENT
SCHEME**

- A. The following criteria shall apply for counting of past Service for the purpose of Career Advancement Scheme from outside the University.

Previous service, without any breaks as a Lecturer or equivalent in a University, College, National Institute Laboratory, or other research organizations e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR will be counted for placement of Lecturer/Assistant Professor in next stage/ Associate Professor provided that

- i. the post was in an equivalent grade/ scale of pay as the post of Lecturer/ Assistant Professor/ Reader/ Associate Professor;
- ii. the qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer/ Assistant Professor/ Reader/ Associate Professor;
- iii. the candidate applied through proper channel;
- iv. the concerned Lecturer/ Assistant Professor/ Reader/ Associate Professor possessed the minimum qualifications prescribed by the UGC for appointments as Lecturer/ Assistant Professor/ Reader/ Associate Professor;
- v. the post was filled in accordance with the prescribed selection procedure as laid down by the University/ State Government/ Central Government/ Institutions regulations;
- vi. the appointment was not ad-hoc or in a leave vacancy of less than one year duration. Service of such appointment for one year or more can be counted provided:
 - (a) The ad-hoc service under such appointments was for more than one year duration;
 - (b) The incumbent was appointed on the recommendation of a duly constituted Selection Committee; and
 - (c) The incumbent was selected to the permanent post in continuation with ad-hoc appointment, without any break.

- B. (i) To avoid hardships to those who have completed more than the total number of years in their entire service for eligibility in the cadre, a promotee will be placed in the next higher cadre/stage/ category from his/her date of eligibility for the promotion as per UGC norms issued from time to time.

North Eastern Hill University, Shillong

APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME

From Stage _____ to Stage _____

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters)** :
 2. **Father's Name/Mother's Name** :
 3. **Date of Birth** :
 4. **Category** : SC ST OBC GEN
 5. **Department** :
 6. **Current Designation & Academic Grade Pay** :
 7. **Date of last Promotion, if any** :
 8. **Date of eligibility for promotion** :
 9. **Address for correspondence (with pin code)** : _____

 10. **Permanent Address (with pin code)** : _____

- Telephone No** :
- E-mail address** :

11. Academic Qualifications

A. Class X till post graduation

Degree/ Certificate	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject (s)

B. Research Degree(s)

Degree	Title of dissertation/ thesis	Date of award	University
M. Phil.			
Ph. D./ D. Phil.			
D. Sc./ D. Litt.			

12. Appointments held prior to joining this University, if any

Designation	Name of Employer	Date of		Salary with Grade	Reason for leaving
		Joining	Leaving		

13. Posts held after appointment at the University:

Designation	Department	Period		Pay Scale/ Grade
		From	To	

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

U.G. Classes (in years)

15. Research Experience excluding years spent for M.Phil./ Ph.D.(in years)

16. Field(s) of Specialisation under the Subject/ Discipline

(a).

(b).

17. Orientation/ Refresher Course(s) attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see details of API scoring points for each category in Annexure III of Regulation RE-1 of NEHU)

CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Practical, Tutorials/ Contact hours

S. No.	Year	Course/ Paper	Level PG/ UG	Mode of teaching*	Lectures, etc.			API Score accrued	Enclosure number of supporting document
					Undertaken	Allotted	%age		
Total API Score (Maximum 50 points/ year)									

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

(ii) Classes conducted exceeding UGC norms, if any

S.No.	Year	Course/ Paper	Lectures, etc.		API Score	Enclosure
			UGC norm Exceeded by			
Total API score (maximum 10 points/ year)						

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

S.No.	Year	Course/ Paper	Resource		Additional Resource provided	API Score	Enclosure
			Consulted	Prescribed			
Total API score							
Based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to Students (maximum 20 points/ year)							

(iv) Use of participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.

S. No.	Year	Short Description	API Score	Enclosure
Total API Score (Max Score 20 points/ year)				

(v) Examination Duties Assigned and Performed

S. No.	Year	Type of Examination Duty	University / College	API Score	Enclosure
Total API Score (Maximum Score 25 points/ year)					

CATEGORY-II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

S.N o.	Year	Type of Activity	API Score
(i) Extension, Co-curricular & field based Activities			
Total API Score (Max: 20/ year)			
(ii) Contribution to Corporate Life and Management of the Institution			
Total API Score (Max:15/ year)			
(iii) Professional Development Activities			
Total API Score(Max:15/ year)			
Total API Score(i+ii+iii)			

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

S. No.	Title with page nos.	Journal	ISSN/ ISBN No.	Refereed or not.	Latest Impact Factor, If any	No. of authors	Whether main author	API Score

Please use additional sheets if required.

B. Books/ Chapters published in Books/ Proceedings of Conferences/ knowledge based serial volumes, etc.

S. No.	Title with page nos.	Book Title, Editor & Publisher	ISSN/ISBN No..	Whether Peer Reviewed	No. of Authors	Whether sole/ main author/ editor	API Score

Please use additional sheets if required

III C(i) Ongoing Research Projects

S. No.	Title	Funding Agency	Period	Major/ Minor	Number of re- staff	API Score

Please use additional sheets if required

III C(ii) Ongoing Consultancy Projects

S. No.	Title	Consultancy Grantee	Period	Amount mobilized in `	API Score

III C (iii) Completed Projects outcome/ output/ patent/ technology transfer, etc.

S. No.	Title	Funding Agency	Period	National/ International	API Score

III D Research Guidance (Give number of candidates in each case. API score can be claimed only for one of these categories for each candidate)

Level of guidance	Registered	Submitted	Degree awarded	API Score
M.Phil./M.Tech./LLM or Equivalent				
Ph.D. or Equivalent				

III E (i) Participation in Refresher Courses/ Training Courses/ Workshops, etc.

S. No.	Programme	Duration	Organizers	API Score

III E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No.	Title of the paper presented	Title of Conference/ Seminar	Organised by	Whether international/ national/ state/ regional/ college or university level	API Score

III E (iii) Invited Lectures at national or international conference/ seminar, etc.

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc	Organised by	Whether international/ national	API Score

--	--	--	--	--	--

IV. SUMMARY OF API SCORES

S.No.	Criteria	API Score for Assessment period
I	Teaching, Learning and Evaluation related activities	
II	Co-curricular, Extension, Professional development etc	
	Total I +II	
III	Research and Academic Contribution	
Total API Score (i+ii+iii)		

PART C: OTHER RELEVANT INFORMATION

Please give details of any other significant contributions not included above.

S.No.	Details (Mention year, value etc, where relevant)

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

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

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

Signature of the applicant

Place
Date

Countersigned

Head of the Department/ Centre/Dean of the
School concerned (in case the candidate is Head)

Place
Date

Instructions for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Annexure-III, appended to Regulation RE-1 of the University. I.1-I.5 are based on the API scoring for Category I. Detailed information for 2010-11 or most recent assessment year is to be provided. II.1 to II.3 are based on Category II. Detailed information for 2010-11 or most recent assessment year is to be provided. IIIA-I is based on Category III. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the relevant tables annexed to Regulation RE-1 and self-assessment scores are to be given. For each category, even though several avenues of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/ area is indicated in the respective places.

The self-assessment scores are subject to verification by the university, and by the Screening cum Verification Committee or Selection Committee as the case may be.