

PART- B

ASSESSMENT CRITERIA AND METHODOLOGY PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)

BASED ON ASSESSMENT CRITERIA AND METHODOLOGY GUIDELINES SET OUT IN UGC (MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR MAINTENANCE OF STANDARDS IN HIGHER EDUCATION) REGULATIONS, 2018

This Annual Performance Assessment Report contains two Categories. Category-I is based on Table-1 of Appendix-II and Category-II is based on Table-2 of Appendix-II.

The self-appraisal grade/score should be based on objectively verifiable criteria and will be finalized by screening/selection committee. For minimum grade/score required for promotion from one stage to the next stage and guidelines for expert assessment please refer Table-1 and Table-2 of Appendix-II of UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 published in Gazette of India on 18th July, 2018. Use additional sheets wherever necessary.

- NOTE:** 1. Please submit year-wise separate sheets for Category-I.
2. Applicants must submit documentary evidence in support of each of their claim.

CATEGORY: I. TEACHING, LEARNING, EXAMINATION, EVALUATION, ADMINISTRATIVE, AND STUDENT RELATED ACTIVITIES / RESEARCH ACTIVITIES (BASED ON TABLE-1 OF APPENDIX-II)

Academic Year 20_____ to 20_____

1. TEACHING

Grading Criteria : For S. No. 1 (Teaching) : 80% & above - Good
Below 80% but 70% & above - Satisfactory
Less than 70% - Not satisfactory

Sl. No.	Nature of Activity	No. of classes assigned	No. of classes taught	Actual hours spent per academic year	Grade claimed (in %)	Grading awarded by the screening committee	S.No. of supporting document
1	Teaching						
2	Tutorials						
3	Laboratory related activities						
4	Other teaching related activities						
Total							
Overall Grading							

2. INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES

Grading Criteria : For S.No. 2 (Involvement in the University students related activities/research activities)

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

Note: Number of activities can be within or across the broad categories of activities.

	Nature of Activity	Periods of duration spent/ Actual hours spent per academic year	Grade claimed	Grading awarded by the screening committee	S.No. of supporting document
(a)	Administrative responsibilities such as Head/Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.				
(b)	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation				
(c)	Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				
(d)	Organising seminars/ conferences/ workshops, other university activities				
(e)	Evidence of actively involved in guiding Ph.D. Students				
(f)	Conducting minor or major research project sponsored by national or international agencies				

	Nature of Activity	Periods of duration spent/ Actual hours spent per academic year	Grade claimed	Grading awarded by the screening committee	S.No. of supporting document
(g)	At least one single or joint publication in peer-reviewed or UGC list of Journals				
	Overall Grading				

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of Central University of South Bihar.

Signature of the Applicant

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

Remarks of Head of Department:

Signature of the Head of Department with Seal

Forwarded by Dean of School

The self-appraisal report and the documentary evidence in support of the grade/score claimed by the applicant have been verified. The applicant is recommended to screening-cum-evaluation/selection committee for promotion.

Coordinator of IQAC

CATEGORY: II. RESEARCH AND ACADEMIC CONTRIBUTIONS
(Based on Table 2 of Appendix-II)

(Assessment must be based on evidence produced by the teacher such as : copy of publications, project sanction letter, utilization and completion certificate issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter etc.)

1. Research Paper Published in Peer Reviewed or UGC listed Journals :

- (Max. Score - [08 + augmented score (if any) per paper for Faculty of Sciences/Engg./ Agri./ Medical/ Veterinary Sc.)
- (10 + augmented score (if any) per paper for Faculty of Languages/Humanities/Arts/ Social Sciences/ Library/ Education/ Commerce/ Management & other related disciplines)

S. No.	Title with Page No.	Name of the Journal with Month, Year & Volume No.	ISSN No.	Impact Factor as per Thomson Reuters	Whether Peer reviewed	UGC List S.No.	No. of co-authors	Whether you are the main author	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total (1)											

2. Publications (other than Research Papers)

(a) Books authored which are published by:

(i) International Publishers (Max. Score : 12 per book for single author)

S. No.	Title of the Book	Name of the Publisher	ISBN No.	Year of Publication	No. of Co-authors	Whether you are the main author	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(a)(i)									

(ii) National Publishers (Max. Score : 10 per book for single author)

S. No.	Title of the Book	Name of the Publisher	ISBN No.	Month & Year of Publication	No. of Co-authors	Whether you are the main author	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(a)(ii)									

(iii) Chapters in Edited Book (Max. Score : 05 per chapter for single author)

S. No.	Title of the Chapter with Page No.	Month & Year of Publication	Type of Book & Publisher	National/ International	ISBN No.	No. of Co-authors	Whether you are the main author	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(a)(iii)										

(iv) Editor of Book by International Publisher (Max. Score : 10 per book for single author)

S. No.	Title of the Book	Name of the Publisher	ISBN No.	Month & Year of Publication	No. of Co-Editors	Whether you are the main Editor	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(a)(iv)									

(v) Editor of Book by National Publisher (Max. Score : 08 per book for single author)

S. No.	Title of the Book	Name of the Publisher	ISBN No.	Month & Year of Publication	No. of Co-Editors	Whether you are the main Editor	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(a)(v)									

(b) Translation works in Indian and Foreign Languages by qualified faculties

(i) Chapter or Research Paper (Max. Score : 03 per work)

S. No.	Title of the Translated Chapter or Research Paper	Name of the Publisher	ISBN /ISSN No.	Year of Publication	No. of Co-translators	Whether you are the main Translator	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(b)(i)									

(ii) Book (Max. Score : 08 per work)

S. No.	Name of the Translated Book	Name of the Publisher	ISBN No.	Month & Year of Publication	No. of Co-translators	Whether you are the main Translator	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(b)(ii)									

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy ---- (Max. Score : 05 per Pedagogy)

S. No.	Title of Innovative Pedagogy	Entrusted by (Name of the Agency)	Whether accomplished	Month & Year of completion	Implemented / adopted by (Name of the Organisation)	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 3(a)								

(b) Design of new curricula and courses ---- (Max. Score : 02 per curricula/course)

S. No.	Level of New Curricula and Courses	Entrusted by (Name of the Agency)	Whether accomplished	Month & Year of completion	Implemented / adopted by (Name of the Organisation)	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 3(b)								

(c) MOOCs

Development of complete MOOCs in 4 quadrants (4 credit course) - {Max Score : 20}
(In case of MOOCs of lesser credits 05marks/credit)

MOOCs (developed in 4 quadrant) per module/lecture - {Max Score : 05}

Content writer/subject matter expert for each module of MOOCs - {Max Score : 02}
(at least one quadrant)

Course Coordinator for MOOCs (4 credit course)
(In case of MOOCs of lesser credits 02 marks/credit) - {Max Score : 08}

S. No.	Title(s) of Lecture	Entrusted by (Name of the Agency)	No. of Quadrant Developed	Whether Content writer/ Course Coordinator	Whether recognised by SWAYAM	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 3(c)								

(d) E-Content

Development of e-Content in 4 quadrants for a complete course/e-book - (Max Score : 12)

E-Content (developed in 4 quadrants) per module - (Max Score : 05)

Contribution to development of e-content module in complete course/ paper/e-book (at least one quadrant) - (Max Score : 02)

Editor of e-content for complete course/ paper /e-book - (Max Score : 10)

S. No.	Type of the E-content	Entrusted by (Name of the Agency)	No. of Quadrant/ Module Developed	Whether Content writer/ Editor of E-content	Whether recognised by SWAYAM/ other Agency	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 3(d)								

4. (a) RESEARCH GUIDANCE

(i) M. Phil/P.G. Dissertation (Max. Score : 02 per degree awarded)

S. No.	Number of Student Enrolled	No. of Dissertation Submitted	No. of Degree awarded	Score claimed	Score awarded by screening committee	S.No. of supporting document
Sub Total 4 (a)(i)						

(ii) Ph.D. (Max. Score : 10 per degree awarded) (Max. Score : 05 per thesis submitted)

S. No.	Number of students Enrolled	No. of Thesis Submitted	No. of Degree awarded	Score claimed	Score awarded by screening committee	S.No. of supporting document
Sub Total 4 (a)(ii)						

(b) Research Projects Completed

(Max. Score : 10 for more than 10 Lakhs) (Max. Score : 05 for less than 10 Lakhs)

S.No	Title of the Research Project	Funding Agency	Year of sanction of the project	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. (Lakhs)	Whether PI/ Co-PI	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 4 (b)									

(c) Research Projects Ongoing

(Max. Score : 05 for more than 10 Lakhs) (Max. Score : 02 for less than 10 Lakhs)

S.No	Title of the Consultancy Project	Funding Agency	Year of sanction of the project	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. (Lakhs)	Whether PI/ Co-PI	Score claimed	Score Awarded by screening committee	S.No. of supporting document
Total 4 (c)									

(d) Consultancy

(Max. Score : 03 per consultancy project)

S.No	Title of the consultancy Project	Name of the Agency	Year of sanction of the project	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. (Lakhs)	Whether PI/ Co-PI	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 4(d)									

5. (a) PATENTS

(Max. Score : 10 for International) (Max. Score : 07 for National)

S.No	Title of the Patent	Granting Authority	Year of Approval	Whether International/ National	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 5 (a)							

(b) *Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government)

(Max. Score : 10 for International)

(Max. Score : 07 for National)

(Max. Score : 04 for State)

S.No	Title of the Policy Document	Submitted to	Year of Submission	Whether International/ National/ State	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 5 (b)							

(c) **AWARDS/FELLOWSHIP**

(i) **Fellowships/Awards:**

(Max. Score : 07 for International)

(Max. Score : 05 for National)

S. No.	Name of the Award/ Fellowship	Status International/ National/	Granting Organisation	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 5 (c)						

6. *Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference; proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

International (Abroad) : Max. Score - 07 per contribution

International (within country): Max. Score - 05 per contribution

National : Max. Score - 03 per contribution

State level/University level : Max. Score - 02 per contribution

S. No	Title of the lecture/ paper presented	Title of the Conference / Seminar	Participated as	Organized by	Whether International /National/ State/ University level	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 6								

7. Calculation of combined research score from the categories of S.No. 5(b) & S.No. 6

Note: Capping Score for Promotion to Associate Professor (30% of 70 = 21); and Professor (30% of 110 = 33%)

S. No.	Score claimed in S. No. 5 b	Score claimed in S. No. 6	Combined Score of 5(b) & 6	Score claimed after capping	Score Awarded by Screening Committee

Note: Documentary evidence to be furnished duly certified by relevant/ concerned Competent Authority specifying number of hours devoted for each activity.

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

OTHER RELEVANT INFORMATION

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

S. No	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

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

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

I hereby declare that the information provided by me in the Annual Performance Assessment Report is true and verifiable as per the copies of the documents enclosed and I understand that in the event of any information being found false, incomplete or incorrect my candidature is liable to be cancelled.

Date:

Signature of the Candidate

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

Remarks of Head of Department :

Head of the Department

Forwarded by Dean of School

The self-appraisal report and the documentary evidence in support of the grade/score claimed by the applicant have been verified. The applicant is recommended to screening-cum-evaluation/selection committee for promotion.

Coordinator of IQAC