**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.**

1. **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**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** | | | | | | | |
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| **(b)** | **Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation** | | | | | | | |
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|  |  |  |  | |  | |  | |
| **(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.** | | | | | | | |
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|  |  |  | |  | |  | |  |
| **(d)** | **Organising seminars/ conferences/ workshops, other university activities** | | | | | | | |
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|  |  |  | |  | |  | |  |
| **(e)** | **Evidence of actively involved in guiding Ph.D. Students** | | | | | | | |
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| **(f)** | **Conducting minor or major research project sponsored by national or international agencies** | | | | | | | |
|  |  |  |  | |  | |  | |
|  |  |  |  | |  | |  | |
| **(g)** | **At least one single or joint publication in peer-reviewed or UGC list of Journals** | | | | | | | |
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|  |  |  | |  | |  |  | |
|  | **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)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
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| **Total (1)** | | | | | | | | |  |  |  |

1. **Publications (other than Research Papers)**
2. **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 |
|  |  |  |  |  |  |  |  |  |  |
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| **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 |
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| **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 |
|  |  |  | |  |  |  |  |  |  |  |  |
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|  | | | **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 |
|  |  |  |  |  |  |  |  |  |  |
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| **Total 2(a)(iv)** | | | | | | |  |  |  |

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |  |  |  |  |
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| **Total 2(a)(v)** | | | | | | |  |  |  |

1. **Translation works in Indian and Foreign Languages by qualified faculties**
2. **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 |
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|  |  |  |  |  |  |  |  |  |  |
| **Total 2(b)(i)** | | | | | | |  |  |  |

1. **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 |
|  |  |  |  |  |  |  |  |  |  |
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| **Total 2(b)(ii)** | | | | | | |  |  |  |

1. **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**
2. **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)** | | | | | |  |  |  |

1. **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 |
|  |  |  |  |  |  |  |  |  |
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| **Total 3(b)** | | | | | |  |  |  |

1. **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)** | | | | | |  |  |  |

1. **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/ - (Max Score : 02)

paper/e-book (at least one quadrant)

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 |
|  |  |  |  |  |  |  |  |  |
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| **Total 3(d)** | | | | | |  |  |  |

1. **(a) RESEARCH GUIDANCE**
2. **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)** | | | | |  |  |

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

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| --- | --- | --- | --- | --- | --- | --- |
| 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)** | | | | | | |  |  |  |

1. **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 |
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| **Total 4 (c)** | | | | | | |  |  |  |

1. **Consultancy**

**(Max. Score : 03 per consultancy project)**

|  |  |  |  |  |  |  |  |  |  |
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| 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 |
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| **Total 4(d)** | | | | | | |  |  |  |

1. **(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 |
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|  |  |  |  |  |  |  |  |
| **Total 5 (b)** | | | | |  |  |  |

**(c) AWARDS/FELLOWSHIP**

1. **Fellowships/Awards:**

**(Max. Score : 07 for International)**

**(Max. Score : 05 for National)**

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

1. **\*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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |  |  |  |
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| **Total 6** | | | | | |  |  |  |

1. **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)** |
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(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.

2.

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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**