



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Act No. 29 of 2013)

(Recognized u/s 12-B & 2 (f) of UGC Act,1956)

Application proforma for promotion under Career Advancement Scheme (CAS) for teachers.

[Professor (Academic Level 14) to Senior Professor (Academic Level 15)]

Faculty:

Department /Institute:

Notification Reference No.

Date:

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Self-attested
Recent Passport
Size Photograph

Part-A: General Information and Academic Background		
1	Name(in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Current Designation &Academic Level	
5	Date of Promotion as Professor/Eligibility	
6	Stage/Level for which you are an applicant for promotion under CAS	
7	Date of Eligibility for Promotion to Senior Professor (Academic Level 15)	
8	Date of Birth	
9	Nationality	
10	Marital Status	
11	The Category you belong to (SC/GEN/EWS/DSC/BC-A/BC-B/PwBD)	
12	Address for Correspondence (with Pin Code)	
13	Permanent Address (with Pin Code)	
14	Mobile No:	
	E-mail:	

15. Academic Qualification (Graduation onwards)

Examination	Name of the Board/University	Year of Passing	% of marks	Division Class/ Grade	Subject	Awards/Medals/Prize/Merit, if any
Bachelor Degree						
Master Degree						
M. Phil						
Ph. D		Subject:..... Topic of Thesis:..... Affiliation of Ph.D Guide:..... Year of Award of Degree:..... Name of the University that has awarded the Ph.D Degree:..... Field of Specialization:.....				

16. Educational and other Institutions/Organizations served (in chronological order):

Designation	Department	Duration		Experience		Pay Scale and Grade Pay with Academic Level
		From	To	Year	Month	

17. Total Teaching experience as regular faculty in college/University:

Under Graduate:

Post Graduate:

18. Total Research Experience**19. Areas of Research:**

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20. List of major publications (Please attach the list):

Publications	Published	In Press	Accepted for Publication	Communicated for Publication	In Preparation
Books (Independently)					
Books (Jointly)					
Chapters in Edited Books (Independently)					
Chapters in Edited (Jointly)					
Research Papers (Independently)					
Research Papers (Jointly)					
Patents (Independently)					
Patents (Jointly)					

21. Guidance/Supervision of Ph.D. Thesis:

a) Total number of candidates who have been awarded Ph.D. under supervision:

b) Number of Candidates who have been awarded Ph.D under supervision after promotion as Professor:

(Give details as under)

Sr. No.	Name of the candidate	Title of Thesis	Date of award of Degree	Name of the University	Supervisor/ Co-Supervisor	Page Nos. of supporting documents

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22. (A) List of best Ten (10) research publications after promotion as Professor for consideration of evaluation for promotion.

(Please attach 05 sets of these publications and 07 lists of these best ten publications during assessment period in the following format):

S. No.	Title of the paper with name of authors as appearing in the publication	Journal, Volume, Year, Issue Page Numbers	Whether First author / Corresponding author/ Supervisor	Whether Journal is peer reviewed/ UGC listed/ SCOPUS Indexed	Impact factor as per Clarivate/ Thomson Reuters, if applicable	ISSN/ ISBN	D OI (if available)	Page Nos. of supporting document
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

B (i) Research Publications (Chapter in Books/Monograph) other than Peer-Reviewed Journal articles: (After promotion as Professor):

S. No.	Chapter in a Book/ Monograph	Title of the paper with name of authors as appearing in the publication	Book Title, editor, Publisher Year, Page Numbers	Whether published by International publishers or National/State and Central Govt./Local publications with ISSN/ISBN No./Monographs published without ISBN/ISSN No./Edited conference proceedings/refresher course proceedings/businessgames/case studies, etc.	ISSN/ ISBN No. if any	Authors

(ii) Books published other than Peer-Reviewed Journal articles and chapter in Books: (After promotion as Professor):

S. No.	Book Title, Publisher, Year	Name of authors as appearing in the publication.	Published by International publishers/ National publishers or State and Central Govt. Publications	Text book/ Edited book/ Reference book	ISBN

**C. Completed and ongoing research projects and consultancy:
(After promotion as Professor):**

S. No.	Title & Type of project (Sponsored/consultancy) (Major/Minor) carried out or ongoing.	Agency	Period	Grant/Amount sanctioned Mobilized (Rs. in Lakhs)

**D. (i) Invited Lectures delivered or Papers presented at National or International Conference/Seminar/Workshops/Symposia etc.:
(After promotion as Professor)**

S. No.	Title of Invited Lecture/ paper presented	Name of Conference/Seminar/ Workshops/Symposia etc.	Date(s) of the event	Organized by	Whether International/National/State/ Regional/ University or College Level

**(ii) Organization of Refresher Courses/ Conferences/ Seminars/ Workshops/ Symposia, etc.:
(After promotion as Professor)**

S. No.	Name of the event organized	Date(s) of the event	Organized by	As a member of organizing/advisory committee	Whether International/National/State/Regional/ University or College Level

**(iii) Academic Contribution through participation in quality enhancement/sustenance efforts:
(After promotion as Professor)**

S. No.	Member of University Court/Executive Council/Academic Council/Court/IQAC/IAEC/Human Ethics Committee/High Powered Purchase Committee/Central Purchase Committee/ ICCASH/House allotment committee/NAAC committee/Health advisory committee/UG or PG Board-of Studies (of any university or institute)/RDC of other universities/Governing body of college (s) or institute(s) etc.	From	To

23. Contribution to the corporate life of the University:

(Such as Dean/Proctor/ Chief Warden/Director/Chairperson, etc.):

24. Life member / Fellow of professional academic bodies/ societies:

25. Awards/ recognition from national/ international organizations:

26. Any other relevant information (if not mentioned earlier):

27. List of enclosures: Attach a list of all enclosures with index and page numbers. All the supporting documents should be sequentially numbered and self-attested

I certify that foregoing information given by me is correct and complete to the best of my knowledge and belief and no material information has been concealed. I am not aware of any circumstance(s) which may impair my fitness for employment.

Date:

Signature of candidate



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI
(A State University Established under Haryana Act No. 29 of 2013)
(Recognized u/s 12 (b) & 2 (f) of UGC Act, 1956)

Application proforma for promotion of Teachers under Career Advancement Scheme (CAS).

(As per revised guidelines on minimum qualifications for appointment of teachers and other academic staff college in Universities and Colleges and measures for the maintenances of Standards in Higher Education, based on University Grants Commission Regulations 2018 notified by State Govt. of Haryana vide Memo No.7/79-2017 C-IV (3) dated 11.11.2022)

Tick (✓) which is applicable: -

- ☐ For Promotion of Assistant Professor (from Academic Level 10 to Academic Level 11)
☐ For Promotion of Assistant Professor (from Academic Level 11 to Academic Level 12)
☐ For Promotion of Assistant Professor (Academic Level 12) to Assoc. Professor (Academic Level 13A)
☐ For Promotion of Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

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Application for the Post/Academic Level _____ to Post/Academic Level _____

Faculty _____

Department /Institute: _____

Notification Reference No. _____ Date: _____

Part-A:		
General Information and Academic Background		
1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Department/Subject	
5	Date of Birth	
6	Nationality	
7	Marital Status	
8	Gender	
9	The Category you belong to (GEN/SC/DSCBC-A/BC-B/EWS/ESM/PwBD)	
10	Address for Correspondence (with Pin Code)	
11	Permanent Address (with Pin Code)	
12	Mobile No.	
	E-mail	
13	Present Designation & Academic Pay Level	
14	Date of Last Promotion/Eligibility, if any	
15	Date of Eligibility for Promotion to Post/Academic Level applied for (As per CAS Promotion Criteria)	

16. Academic Qualifications (From Matric onwards):-

Examination	Name of the Board/University	Year of Passing	% of marks	Division Class/Grade	Subject
High School/ Matriculation/ Hr. Sec.					
Intermediate/ (10+2)					
B.A./B.Sc/B.Tech./ B.Pharm/B.Com/UG Programme					
M.A./M.Sc./M.Tech./M.Pharm./M.Com./PG Programme					
Others (NET/JRF/SLET/ Lectureship examination) (if any)					
M.Phil					
Ph.D		Subject:..... Topic of Thesis:..... Affiliation of Ph.D Guide:..... Year of Award of Degree:..... Name of the University that has awarded the Ph.D Degree:..... Field of Specialization:.....			
Any other Exam.					

17. Areas of Research:

.....

.....

18. Appointment(s) held prior to joining Indira Gandhi University, Meerpur.

(Mention only if past service has been counted by the University)

Name of Employer	Designation	Nature of Appointment	Date of Joining	Date of leaving	Salary with Grade Pay/ Level	Reason for leaving

(Verified by Estt-T

Branch)

19. Posts held with Indira Gandhi University, Meerpur (Attach relevant documents)

AGP/Academic Level	Designation	Pay Scale	Duration		Experience	
			From	To	Year	Month
Academic Level 10						
Academic Level 11						
Academic Level 12						
Academic Level 13 A						

20. Periods spent by the Teacher on different kinds of leaves.

(To be filled only in the case of promotion under CAS)

Type of Leave	Designation	Pay Scale and AGP	Duration	
			From	To
Maternity Leave				
Child Care leave				
Study Leave				
Medical Leave				
Extraordinary Leave (without Pay)				
Deputation				
Others (Please specify)				

21. Total teaching experience:

(a) Teaching: P.G. Classes(inYears)U.G.Classes

(b) Research:

22. Post-Doctoral Research Experience in years (as Post-Doctoral Fellow, Research Scientist, ResearchAssociate etc.):

23. DetailsofOrientation/Refresher/ResearchMethodology/FDP/STP/MOOC Courses etc.attended:

Name of the Course	Place	Duration	Name of Academic Staff College/HRDC	Sponsoring Agency

24. (a) Total No. of Research papers published: (Not Abstract but Full paper only)

International Journals	
National Journals	
Total	

(b) List of best publications to be considered towards eligibility and for assessment

(Please read instructions for the requirement of minimum number of publications)

S. No.	Title of the paper with name of authors as appearing in the publication	Journal, Volume, Issue Year, Page Numbers	Whether first author / corresponding author/Supervisor	Whether Journal is refereed/ UGC listed/ SCOPUS Indexed	Impact factor as per Clarivate/ Thomson Reuters, if applicable	ISSN/ ISBN	D OI (if available)	Page No. of supporting documents
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

25. Awards /Prizes/Honours/ Recognitions (if any):

.....

.....

- 26. List of enclosures. Please attach a separate list of all the enclosures with index and page numbers. All the attached documents must be sequentially numbered and self-attested**

Declaration

I certify that foregoing information given by me is correct and complete to the best of my knowledge and belief and no material/ information has been concealed. I am not aware of any circumstance(s) which may impair my fitness for employment.

Name and Signature

Place:

Date:

PART-B

(Applicants are required to refer the relevant provisions of State Govt. of Haryana notification vide Memo No. 7/79-2017 C-IV (3) dated 11.11.2022 relating to PBAS Proforma before filling this section)

TABLE-1

(Assessment Criteria and Methodology for University/College Teachers)

Applicable only for the candidates for promotion under CAS

ACTIVITY-1 (Assessment Period From: _____ to _____)

Assessment Period	Total Classes Assigned	Number of Classes Taught	% Teaching = (Number of Classes Taught/Total Classes assigned) × 100)	Average of % teaching during the assessment period	Average Grading of Assessment Period [80% & above- Good Below 80% but 70% & above -Satisfactory Less than 70%- Not Satisfactory	Page No. of supporting documents
Year 1						Certificates of classes taught issued by the Chairperson/Director/Principal/Controlling Head is to be attached
Year 2						
Year 3						
Year 4						
Year 5						
Year 6						
Grade verified by the Chairperson/Director/Principal						

Signature of Chairperson/Director/Principal

ACTIVITY2: Involvement in the University/College Students-Related Activities/ Research Activities

(Assessment Period: From _____ to _____)

Assessment Period	Activity	No. of activities claimed	Description of activities	No. of activities verified	Average Grading of Assessment Period Good -involved in at least 3 activities Satisfactory -1-2activities Not-satisfactory -not involved / undertaken any of the activities	Page No of supporting documents
Year 1	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, 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, Nodal Officer, Incharge, Deputy Coordinator and community services.					
	d. Organising seminars/ conferences/ workshops, other college/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.					
	g. At least one single or joint publication in peer reviewed or UGC list of Journals.					
Year 2	As above					
Year 3	As above					
Year 4	As above					
Year 5	As above					
Year 6	As above					
Total number of activities						
Average=Total activities/Assessment Years						
Grade verified by the Chairperson/Director/Principal						

Note:

- **Number of activities can be within or across the broad categories of activities**
- For the purpose of assessing the grading of Activity at Table-1 and Table-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 the parent institution.
- Score be claimed by the applicant should be supported with copies of relevant documents.

TABLE-2

(Methodology for University and College Teachers for calculating Academic/Research Score)

(Assessment will be based on evidence(s) produced by the teacher such as: copy(ies) of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filed and approval letters, students' Ph.D. award letter/notification, etc.,.)

Summary of Grading Criteria and Academic and Research Scores:

(Note: Please read the instructions given for calculating Score claimed in each category)

Assessment Period: From _____ To _____

1. Research papers Published in Peer Reviewed or UGC Listed Journals

S. No	Title of the paper (In Format given below Eg: R.K. Gupta, R.S. Sharma etc., <i>Optimization of</i> Int. J of Production Research, Vol 26 No. 4, Dec 2015, pp 25-34)	DOI, if available	IS SN / ISBN	Whether peer reviewed? (Yes/No)	Whether UGC listed? If yes, Give Ref. No.	Impact Factor (if any) As per Clarivate/ Thomson Reuters list	Are you the First Corresponding/Principal (Supervisor) author?	Score Claimed				Page No of supporting documents	Score verified
								Score	Augmentation	Score claimed with augmentation	Applicable Total Score - (70% or 30%)		
	Total Research Score												

Criteria:

- a) **08** Points per publication for Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences
- b) **10** Points per publication for Faculty of Languages/ Humanities/ Arts/Social Sciences/Library/Education/Physical Education/Commerce/ Management and other related disciplines
- c) **The Research score for research papers would be augmented as follows:**
- *(Impact factor to be determined as per Clarivate Thomson Reuters List)**
- | | |
|-----|--|
| i | Papers without impact factor by 5 points |
| ii | Papers with impact factor less than 1 by 10 points |
| iii | Papers with impact factor between 1 and 2 by 15 points |
| iv | Papers with impact factor between 2 and 5 by 20 points; |
| v | Papers with impact factor between 5 and 10 by 25 points; |
| vi | Papers with impact factor above 10 by 30 points; |

[illegible]

Total Research Score											

iv Editor of Book by International Publishers
(Attach documentary proof of International publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Are you the 1 st Editor?	ISBN	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score										

v Editor of Book by National Publishers
(Attach documentary proof of National publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Are you the 1 st Editor?	ISBN	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score										

Criteria For Table 2 (a)

International Publishers: 12 Points
National Publishers: 10 Points
Chapter in edited book: 05 Points
Editor of book by International Publisher: 10 Points
Editor of book by National Publisher: 08 Points

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

i. Chapters or Research Papers

S. No.	Title of the paper	Name of the Publisher	Place of Publication	Year of Publication	Are you the First Corresponding/ Principal (Supervisor) author?	ISBN	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
	Total Research Score									

ii. Translation work of Book (by qualified faculties)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Are you the First Corresponding/ Principal (Supervisor) author?	ISBN	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
	Total Research Score									

Criteria for point No 2 (b):

Chapter or Research Paper: 03 Points

Book : 08 Points

Note: Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. **Creation of ICT mediated Teaching Learning pedagogy and content and Development of new and innovative courses and curricula**
(a) Development of Innovative pedagogy Contributions

S. No.	Title of Teaching Learning pedagogy developed	Nature/Innovation/methods	Research Score Claimed	Page No of supporting documents	Score verified
Total Research Score					

Criteria:

05 Points per Pedagogy or Method

(b) Design of New Curricula and Courses (ICT Mediated)

S. No.	Title of curricula/courses	Level of Academic Programme	Research Score Claimed	Page No of supporting documents	Score verified
Total Research Score					

Criteria:

02 Points per curricula or course

(c) Development of Complete MOOCs in 4 Quadrant (4 Credit Course)

S. No.	Title of MOOCs	Credit Hours	Level of Academic Programme	Score claimed	Page No of supporting documents	Score verified
	Total Research Score					

Criteria:

- a) Development of complete MOOC with 04 quadrants (04 credits) 20 Points (In case of MOOCs of lesser Credits 5 marks/credit)
- b) MOOCs (developed in 04 quadrants) per module or lecture 05 points per module or lecture MOOCs
- c) Content writer/subject matter (at least 01 quadrant) per module 02 points per module Course
- d) Coordinator for MOOCs (04 credit course) 08 Points (In case of MOOCs of lesser Credits 2 marks/credit)

(d) Development of E-Content in 4 quadrants for a Complete Course / E-Book

S. No.	Title of MOOCs	No. of modules/ lectures	Level of Academic Programme	Score claimed	Page No of supporting documents	Score verified
	Total Research Score					

Criteria:

- Development of e-content in 04 quadrants for a complete course or e-book 12 Points
- e-content (Developed in 4 quadrants) 05 Points per module
- Contribution to development of e-content (at least 01 quadrant) 02 Points per module
- Editor of e-content for complete course/paper/e-book 10 Points

Note: Each activity should be claimed by the applicant with supporting documents.

4. (a) Research Guidance (Attach proof)

Category	No. of thesis submitted *	No. of Degree awarded	Single or Joint Supervision as guide or Co-guide	Score claimed	Page No of supporting documents	Score verified
Ph.D						
M.Phil.						
P.G. Dissertation						
Total Research Score						

Criteria:

- | | | | |
|--------------------------|-----------|--------------|---|
| Ph. D (Degree Awarded) | 10 Points | Note: | (1) Submit Ph.D. Notification/Certificate of Submission |
| Ph. D (Thesis Submitted) | 05 Points | | (2) M.Phil certificate issued by COE; P.G. Dissertation/ project completion certificate issued by concerned HOD. |
| M. Phil | 02 Points | | (3) 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. |
| PG | 02 Points | | (4) Score of thesis submission will be claimed only if the Ph.D degree has not been awarded. |

(b) Research Projects Completed

Sl. No.	Title of the Project	Names of PI and co-PIs (mention all)	Funding Agency	Grant Sanctioned	Duration		Score Claimed	Page No of supporting documents	Score verified
					From	To			
Total Research Score									

Criteria:

More than 10 lakhs: 10 Points

Less than 10 lakhs: 05 Points

Note: Joint Projects: Principal Investigator and Co-Investigator would get 50% each**(c) Research Projects Ongoing**

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PIs (mention all)	Funding Agency	Grant Sanctioned	Duration		Score Claimed	Page No of supporting documents	Score verified
					From	To			
Total Research Score									

Criteria:

More than 10 lakhs : 05 Points

Less than 10 lakhs : 02 Points

Note: Joint Projects: Principal Investigator and Co-Investigator would get 50% each**(d) Consultancy carried out**

Sl. No.	Title and Nature of the Project	Agency to which consultancy is offered	Amount of consultancy received	Duration of consultancy project		Score Claimed	Page No of supporting documents	Score verified
				From	To			

Total Research Score								

Criteria:

03 points each consultancy project

5 (a) Patent

S. No.	Patent Details	Name of Patentee	File No& Date of grant	Patent granted by International/National/ State/Central Agency	Score claimed	Page No of supporting documents	Score verified
	Total Research Score						

Criteria:

International: 10 Points

National: 07 Points

(b) Policy Document (submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Govt. or State Govt.)

S. No.	Title of the Documents	Name of International body/ National/State Organization with Address	Date of Submission	Date of acceptance	Research Score Claimed	Page No of supporting documents	Score verified
	Total Research Score						

Criteria:

International: 10 Points

National: 07 Points

State Govt.: 04 Points

(c) Awards / Fellowship

S. No.	Title of the Awards/Fellowship	Type of awards/Fellowship (International/National)	Awarding Agency	Year of Award and Duration	Score claimed	Page No of supporting documents	Score verified

Total Research Score	
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Criteria:

International : 07 points

National : 05 points

**6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conferences
(i) Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ [International (Abroad)]**

(i) Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ [(International (Abroad))]

S. No.	Title of the Lecture/ Title of the paper	Title of Conference/ Seminar/Workshop	Organized by	Name of the Country	Duration	Score claimed	Page No of supporting documents	Score verified
Total Research Score								

(ii) Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences [International (Within Country) / National/ State/ University]

S. No.	Title of the Lecture/ Title of the paper	Title of Conference/ Seminar/ Workshop	Organized by	International/ National/ State/ University	Score claimed	Page No of supporting documents	Score verified
Total Research Score							

(iii) Full paper in Conference(s) proceedings

S. No.	Title of the Paper	Title of Conference/Seminar/ Workshop	Name of the Journal	ISSN/ ISBN.No	International/ National/State/ University	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score									

Criteria for Point No. 06:

International (Abroad): 07 per Lecture or Paper presented

International (within country): 05 per Lecture or Paper presented

National: 03 per Lecture or Paper presented

State/University: 02/Lecture or Paper presented

- Note:** (1) Paper presented, if part of an edited book or proceedings, then it can be claimed only once
(2) Claim of papers published as full paper in conference proceedings will be counted only once, either in the form of paper presented or in conference proceeding.

Applicant Claimed Score: _____

SUMMARY OF RESEARCH SCORE Total Claimed Score (1 to 5(a)+5(c)) = X Total Claimed Score (5(b) to 6) = Y Combined Research Score X+Y=Z Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Research Score in categories 1 to 5(a) & 5(c)	1	2	3	4	5	6	
Research Score in categories 5(b) & 6							
Total Research Score							

Illustration: For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Documents 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 total research score according to 30% capping will be calculated as under:

- (i) If Y is less than or equal to 30% of total research score (Z), then total research score will remain unchanged as $Z = X+Y$
- (ii) If Y is greater than 30% of total research score (Z), then $Y = \frac{3X}{7}$ the modified/revised total research score shall be $Z = \frac{10X}{7}$

I hereby solemnly certify that

1. All my publications/books submitted for promotion are original.
2. My publications/books are in the concerned/allied/related field in which I am applying for the promotion under CAS.
3. The decision of the scrutiny committee/experts with regard to the quality of my publications shall be final and it shall have binding on me. I understand that scrutiny committee/expert's decision with regard to consider or reject any of my publication in context of its quality shall be final.
4. I also certify that the publications/books submitted by me do not fall under the category of plagiarism.
5. A copy (soft as well as hard copy) of the complete applications form has been submitted to the Director, IQAC for information & record.

Place :

(Signature of Candidate)

Date :

FORWARDED BY CHAIRPERSON OF THE DEPARTMENT

Certified that Mr./Ms./Dr.....has been working asin the Department/Institute since..... The application of.....Subject/Departmentfor the promotion to the post of..... (from Academic Level.....to Academic Level.....)in the Pay Band/ Academic Level..... is recommended and forwarded for further process.

Date:

Chairperson of the Department
Signature with seal

Methodology for University and College Teachers for calculating Academic/Research Score

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

Sr. No.	Academic/ Research Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/ Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC-Listed Journals.	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	a) Books authored which are published by:		
	International publishers	12	12
	Nationals publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	a) Development of Innovative Pedagogy	05	05
	b) Design of new curricula and courses	02 per curricula/ course	02 per curricula/course
	c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks / credit).	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit).	08	08
	d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/ e-book	10	10
4.	a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/PG dissertation	02per degree awarded	02 per degree awarded
	b) Research Projects completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	c) Research Project ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	d) Consultancy	03	03
5.	a) Patents		
	International	10	10
	National	07	07
	*Policy Document (submitted to an International Body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government).		
	International	10	10
	National	07	07

	State	04	04
	b) Award /Fellowship		
	International	07	07
	National	05	05
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)	07	07
	International (within country)	05	05
	National	03	03
	State / University	02	02

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 Documents 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.

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

Annual Self-Appraisal Report

Part-I

(To be filled by the Teacher)

Assessment Year		
1.	Name	
2.	Designation	
3.	Residential Address, Phone No. and Email ID	
4.	Grade/Cell	
5.	Date of first appointment at IGU	
6.	Date of appointment on present post	
7.	Date of superannuation	
8.	Qualification	
9.	Confirmed/on probation	
10.	Date of confirmation	
11.	Additional qualifications acquired during the year, if any	
1.	Activity: Teaching (Number of classes taught/total classes assigned)* 100% (classes taught includes sessions on tutorials, lab and other teaching related activities) Grading Criteria: 80% & above –Good Below 80% but 70% & above-Satisfactory Less than 70% -Not satisfactory	
Sr. No.	Activity	Self Appraisal
1(a)	Number of theory/tutorial/practical classes assigned during the year	
1(b)	Number of theory/tutorial/practical classes taught during the year	
1(C)	Percentage of actual theory/tutorial/practical classes taught out of classes assigned	
1(d)	Punctuality and regularity in taking classes	
2.	Activity: Involvement in the university students related activities/research activities Grading Criteria: 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	
2 (a)	Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator, Warden etc. (Attach separate sheet, if necessary)	
2(b)	Examination and evaluation duties assigned by the college/ university or attending the examination	

	paper evaluation. (Attach separate sheet, if necessary)	
2(c)	Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community service. (Attached separate sheet, if necessary)	Participation in National/International conferences/seminars/workshops. (Attach separate sheet, if necessary)
2(d)	i. Organising seminars/conferences/workshops, other college/university activities. (Attach separate sheet, if necessary)	
	ii. Participation in National/International conferences/seminars/workshops. (Attach separate sheet, if necessary)	
2(e)	Active involvement in guiding Ph.D students (with Evidence). (attached separate sheet, if necessary)	
2(f)	Details of minor or major research projects(s) sponsored by national or international agencies. (attached separate sheet, if necessary)	
2(g)	Single or joint publication(s) in peer reviewed or UGC list of Journals. (attached separate sheet, if necessary)	
2(h)	Single or joint publication(s) in peer reviewed or UGC list of Journals & Chapter in Books. Books at national & international level. (attached separate sheet, if necessary)	

Any other relevant information:

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

Signature.....

Name of the Teacher.....

Department.....

Note:

- 1) Please get the format retyped in case the space provided is not adequate
- 2) Please attach the documentary evidence to support your claim where necessary
- 3) Please keep one copy of this in your records

Part-II

(Detailed Assessment by the Reporting Officer)

ASAR Year:

Name (Teacher) :

Designation :

Date of Appointment :

1.	Activity: Teaching (Number of classes taught/total classes assigned)* 100% (classes taught includes sessions on tutorials, lab and other teaching related activities) Grading Criteria: 80% & above –Good Below 80% but 70% & above-Satisfactory Less than 70% -Not satisfactory	
Sr.No.	Activity	Grading (as per the criteria prescribed in UGC Regulations, 2018)
1(a)	Number of theory/tutorial/practical classes assigned during the year	
1(b)	Number of theory/tutorial/practical classes assigned during the year	
1(C)	Percentage of actual theory/tutorial/practical classes taught out of classes assigned	
1(d)	Punctuality and regularity in taking classes	
2.	Activity: Involvement in the university students related activities/research activities Grading Criteria: 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	
2 (a)	Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator, Warden etc. (Attach separate sheet, if necessary)	
2(b)	Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation. (Attach separate sheet, if necessary)	
2(c)	Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS , Nodal Officer, Incharge, Deputy Co-ordinator and community service. (Attached separate sheet, if necessary)	
2(d)	-Organising seminars/conferences/workshops, other college/university activities. (Attach separate sheet, if necessary)	
	-Participation in National/International conferences/seminars/workshops. (Attach separate sheet, if necessary)	

2(e)	Active involvement in guiding Ph.D students (with Evidence). (attached separate sheet, if necessary)	
2(f)	Details of minor or major research projects(s) sponsored by national or international agencies. (attached separate sheet, if necessary)	
2(g)	Single or joint publication(s) in peer reviewed or UGC list of Journals. (attached separate sheet, if necessary)	
2(h)	Single or joint publication(s) in peer reviewed or UGC list of Journals & Chapter in Books. Books at national & international level. (attached separate sheet, if necessary)	
Observations of the Reporting Officer on the Following Points:		
3.	Decision-making ability	
4.	Planning ability	
5.	Involvement and Dedication	
6.	Conduct of the Teacher	
7.	Integrity of the Teacher	

Overall Grading:.....

Note: The Reporting Officer is required to award the overall grading in accordance with UGC Regulations, 2018 which provides as under:

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

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at SI. 2.

Not Satisfactory: If neither 'Good' not 'Satisfactory' in overall grading.

For more details, the Reporting Officer(s) may refer the necessary guidelines provided in Appendix-II (table-1) of UGC Regulations on Minimum Qualifications of Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

Signature:

Name:

Date of appointment as Head/Head:

(Seal of Reporting Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons
2. Retain one copy with you

Part-III

(Remarks of the Reviewing Officer)

ASAR Year:

Name of the Teacher:

Designation:

Date of Appointment:

1. Specific remarks on the assessment of the Reporting Officer:
2. Adverse remarks, if any, at items in the self-appraisal and/ or comments of Reporting Officer:
.....
3. Grading Level on the basis of performance and conduct of the Faculty member
(Good/Satisfactory/Not Satisfactory):
.....
4. Any other remarks:
.....
.....

Signature:

Name:

Date of appointment as Dean/Head:
(Seal of Reviewing Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons
2. Retain one copy with you

Vice-Chancellor