INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI



Faculty:

12

13

14

Mobile No:

E-mail:

Department /Institute:

(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.

Paste

Self-attested

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

Notifica	ation Reference No.	Date:	Recent Passport Size Photograph
	Part-A: General Information and Academi	c 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)		

15. Academic Qualification (Graduation onwards)

Permanent Address (with Pin Code)

Address for Correspondence (with Pin Code)

Examination	Name of the Board/University	Year of Passing	% of marks	Division Class/ Grade	Subject	Awards/Medals/Pri ze/Merit, if any
Bachelor Degree						
Master Degree						
M. Phil						
Ph. D		Topic of T Affiliation Year of Av Name of th Degree:	hesis: of Ph.D (ward of D he Univer	Guide:egree:sity that has awar	ded the Ph.D	

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

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

17.	Total Teaching	g experience as	regular faculty in	college/University	:		
	Under Graduate	e:		F	ost Gradua	te:	
18.	Total Research	Experience					
19.	Areas of Resea	arch:					
					•••••		
20.	List of majo	r publications	(Please attach the	list):			
	Publications	Publ	ished In Pre	ess Accepted for		nicated for	In Preparation

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

22	(A) List of boot T	on (10) nogo ono	la sassila l	liantiana aft	ou nuomodion os Dr		:Jonotion	of ovalva	stion for
	promotion.	sets of these p			er promotion as Pr				
S. No.	Title of the paper with name of authors as appearing in the publication	Journal, Volume, Year, Issue Page Numbers	autho Corre autho	esponding	Whether Journal is peer reviewed/ UGC listed/ SCOPUS Indexed	Impact factor as per Clarivate/ Thomson Reuters, if applicable	ISSN/ ISBN	D OI (if av ail ab le)	Page Nos. of supporting document
1 2									
3									
4									
5									
6									
7									
8									
9									
10									
B (i)	Research Pub (After promot			Books/Moi	nograph) other tha	n Peer-Reviewed	l Journal	articles:	
S. No.	Chapter in Book/ Monograph	a Title of paper name authors appearing the public	the with of as in ation	Book Title editor, Publisher Year, Page Numbers	publishers or National/State and Central Govt./Local publications with ISSN/ISBN No./Monographs published		ISSN/ ISBN No. if any	Authors	
(ii)	Books publisl (After promot			Reviewed J	ournal articles and	chapter in Book	xs:		

Published by International

publishers or State and Central Govt. Publications

National

publishers/

Book Title, Publisher,

No.

Year

Name of authors

as appearing in

the publication.

book/ Edited

book/ Reference book

Text

ISBN

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

S. No.	Title & Type of project	Agency	Period	Grant/Amount sanctioned
	(Sponsored/consultancy)			Mobilized
	(Major/Minor) carried out or ongoing.			(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/Stat e/ 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/Stat e/Regional/ University or College Level

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

S.	Member of University Court/Executive Council/Academic	From	То
No	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.		

- 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 (♥) whichisapplicable: -

Faculty

13

14

Present Designation & Academic Pay Level

applied for (Asper CASPromotion Criteria)

Date of Eligibility for Promotion to Post/Academic Level

Date of Last Promotion/Eligibility, if any

Department /Institute: __

■ For Promotion of Assistant Professor (from Academic Level 10 to Academic Level 11)

Application for the Post/Academic Level_____ to Post/Academic Level__

- ForPromotionofAssistantProfessor(from AcademicLevel11toAcademicLevel12)
- ≤ ForPromotionofAssistantProfessor(AcademicLevel12)to Assoc.Professor(Academic Level1 3A)
- ForPromotionofAssociate Professor(AcademicLevel13A)toProfessor(Academic Level14)

Paste self attested Recent Passport size Photograph

otificat	ation Reference No Date:	
		nrt-A:
	General Information a	nd 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		
11	Permanent Address (with Pin Code)	
12	Mobile No.	
	F-mail	

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.Pha rm./M.Com./PG Programme					
Others (NET/JRF/SLET/ Lectureshipexamination)					
(ifany)					
M.Phil					
Ph.D		Subject:		•••••	
		Topic of Th	esis:	•••••	
		Affiliation of	of Ph.D Guide:		
		Year of Awa	ard of Degree:		•
				at has awarded the Ph.	
		Field of Spo	ecialization:		•••••
Any other Exam.					
Areas of Research:					

17.	Areas of Research:
10	Amerintment(s) hold union to initing Indian Condhi University Meannan

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	Designation	Pay Scale	Durat	ion	Expe	rience
Level			From	То	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.

	Type of Leave	Designation	Pay Scale and AGP	Durati	ion
				From	То
	Maternity Leave				
	Child Care leave				
	Study Leave				
r	Medical Leave				
L	Extraordinary Leave (without Pay)				
⊢	Deputation				
	Others (Please specify)				
•	Total teaching experienc	e:			
	(a) Teaching: P.G. Classes	s(inYears)U.G.Class	ses		
	(a) Teaching: P.G. Classes (b) Research:	s(inYears)U.G.Class	ses		
	(b) Research:			low, Research Scientist, R	esearchAssociate etc.):
•	(b) Research: Post-Doctoral Research	Experience in yea	rs (as Post-Doctoral Fel	low, Research Scientist, R MOOC Courses etc.attend	· ·
•	(b) Research: Post-Doctoral Research	Experience in yea	rs (as Post-Doctoral Fel		led:
•	(b) Research: Post-Doctoral Research DetailsofOrientation/Ref	Experience in yea	rs (as Post-Doctoral Fel //dethodology/FDP/STP/1	MOOC Courses etc.attend	led:
•	(b) Research: Post-Doctoral Research DetailsofOrientation/Ref	Experience in yea	rs (as Post-Doctoral Fel //dethodology/FDP/STP/1	MOOC Courses etc.attend	led:
	(b) Research: Post-Doctoral Research DetailsofOrientation/Ref Name of the Course	Experience in year fresher/ResearchM Place	rs (as Post-Doctoral Fel //dethodology/FDP/STP/1	Name of Academic Star College/HRDC	led:
	(b) Research: Post-Doctoral Research DetailsofOrientation/Ref Name of the Course	Experience in year fresher/ResearchM Place Place arch papers publis	rs (as Post-Doctoral Fel Methodology/FDP/STP/I Duration	Name of Academic Star College/HRDC	led:
•	(b) Research: Post-Doctoral Research DetailsofOrientation/Ref Name of the Course (a) Total No. of Research	Experience in year fresher/Research Place arch papers publishurnals	rs (as Post-Doctoral Fel Methodology/FDP/STP/I Duration	Name of Academic Star College/HRDC	led:
	(a) Total No. of Research International Jou	Experience in year fresher/Research Place arch papers publishurnals	rs (as Post-Doctoral Fel Methodology/FDP/STP/I Duration	Name of Academic Star College/HRDC	led:

(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 av ail ab le)	Page No. of supporting documents
1	,						- ,	
2								
3								
4								
5								
6								
7		_			_			_
8								
9							_	
10								

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 cei	rtify that foregoing information given by me is correct and complete to the best of my knowledge and belief and no
	erial/ information has been concealed. I am not aware of any circumstance(s) which may impair my fitness for loyment.
cmp	
	Name and Circustum
Plac	Name and Signature e:
Date	z:

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

(AssessmentCriteria andMethodology for University/College Teachers)

Applicable only for the candidates for promotion under CAS

			rippirousis only for the curion	autos for promoti	on unual cris		
ACT	TVITY-1	(Assessment Period	d 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
	Year 2						Chairperson/Director/P rincipal/Controlling
	Year 3						Head is to be attached
	Year 4						
	Year 5						

Grade verified by the Chairperson/Director/Principal

Year 6

Signature of Chairperson/Director/Principal

geStudents-RelatedActivities/ ResearchActivities
geStudents-RelatedActivities/ ResearchActivities

(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 Chai	rperson/Dire	ctor/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.,.)

Summaryof GradingCriteria andAcademicand ResearchScores:

(Note:Pleasereadtheinstructions given for calculating Scoreclaimed in each category)

Assessment Period:From	To	
10 T 1 1 1		

${\bf 1.} Research papers Published\ in Peer Reviewed or UGC\ Listed Journals$

S.	Title of the	D	IS	Wheth	Whe	Impact	Are you the First		Score	Claimed		Page No of	Score
No	paper (In	OI, if	SN	er peer	ther UGC liste d? If	Factor	the First	S	Α	Sc	Ap	of	verified
INO	Format given		IS	review ed?	UGC liste	(if any)	Corresp onding/P rincipal	c	u	ore	pli	supporti	
	below Eg: R.K.Gupta,R.S.	av ail	B	cur	d?	As per	rincipal	o r	g m	cla	ca	ng docume	
	Sharmaetc.,	abl	B N	(Yes/N	Ĭf	As per Clarivate/	(Supervi	e	e	im	ble	nts	
	Optimization	e		0)	yes, Give	Thomson	sor)auth	W	n	ed	Tot		
	<i>of</i> Int.Jof				Ref.	Reuters list	or?	it	t	wit	al		
	Production				No.	list		h o	a ti	h	Sc		
	Research, Vol26				110.			ů	0	au	ore		
	No.4,							t	n	gm	-		
	Dec2015,pp25-							a	s c	ent	(70		
	34)							u g	0	ati	%		
	J -1)							m	r	on	or		
								e	e	0.11	30		
								n t			%)		
								ا a			, •)		
								a ti					
								0					
								n					
								 					
-													
											Total Re	esearch Score	
												court of oction	

Criteria:

- a) 08 Points per publication for Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences
- b) 10Points 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)
- Papers without impact factor by 5 points
- ii Papers with impact factor less than 1 by 10 points
- 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;

- d) Two authors: 70% of total value of publication for each author

 More than two authors: 70% of total value of publication for the First/Principal (Supervisor)/Corresponding author and the remaining 30% of total value of publication for each of the joint authors.
- e) Documentary Proof: Attach front and back pages of Journal, index of contents, proof of indexing, proof of Impact Factor(Clarivate/ Thomson Reuters list for Impact Factor), proof of Peer reviewed, proof of UGC list, proof of Refereed/ISBN/ISSN, whatever is applicable. If the proof, according to the claim, is not attached, then no Score will be awarded), it shall be responsibility of the applicant to attach the relevant proof.

2(a) BooksAuthored

i Books authored & Published 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	No. of Authors	ISBN	Score claimed	Page No of supporting documents	Score verified
							Total R	esearch Score	

ii Books authored & Published 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	No. of Authors	ISBN	Score claimed	Page No of supporting documents	Score verified
	•						Total R	esearch Score	

iii Chapters in Edited Book

S. No.	Title of the book	Name of the Publisher	Place of Publication	ISBN/ ISSN No.	Title of Chapter	Name of the Author of the Chapter	Page No. of Chapter	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified

Total Research Score											

iv Editor of Book by International Publishers

(Attach documentary proof ofInternational publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Are you the Ist 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 Ist 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 youtheFirst 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 youthe 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 pedagogydeveloped	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
	•	Т	otal 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)

b) MOOCs (developed in 04 quadrants) per module or lecture

c) Content writer/subject matter (at least 01 quadrant) per module

d) Coordinator for MOOCs (04 credit course)

20 Points (In case of MOOCs of lesser Credits 5 marks/credit)

05 points per module or lecture MOOCs

02 points per module 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

e-content (Developed in 4 quadrants)
Contribution to development of e-content (at least 01 quadrant)

Editor of e-content for complete course/paper/e-book

12 Points 05 Points per module

02 Points per module

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 (1) Submit Ph.I Ph. D (Thesis Submitted) 05 Points (2) M.Phil cer

02 Points

Note:

(1) Submit Ph.D. Notification/Certificate of Submission

(2) M.Phil certificate issued by COE; P.G. Dissertation/ project completion certificate issued by concerned HOD.

(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.

(4) Score of thesis submission will be claimed only if the Ph.D degree has not been awarded.

02.0

M. Phil 02 Points

PG

(b) Research Projects Completed

Sl. No	Title of the Project	Names of PI and co-PIs (mention all)	Fundin g Agency	Grant Sanctioned	Duration From	To To	Score Claimed	Page No of supporting documents	Score verifie d
							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.	Title of the Project	Names of PI	Fundin	Grant	Dura	tion	Score	Page No of	Score
No	(More than 10 lakhs)	and co-PIs (mention all)	g Agency	Sanctioned	Fro m	То	Claimed	supporting documents	verifie d
							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 consultanc y received	Duratio consultanc From	Score Claimed	Page No of supporting documents	Score verifie d

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 verifie d
				•	T	otal 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 Submissio n	Date of acceptance	Research Score Claimed	Page No of supporting documents	Score verified
					T	otal 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

			nternational lational : 05	: 07 points points												
							presentation er presentat									
S. No.		the Lecture/ The paper		Conference/ r/Workshop	Organiz by	zed 1	Name of the Country	Duration	Sco clain			o of supporti		eore ified		
											Total I	Research Sc	owo .			
											TOTAL L	xesearch Sc	ore			
		(1	ii) Invited l	ectures/ Re	source Pers	son/ pap	oer presenta	tion in Sem	inars/ Co	nferenc	ces [Inter	rnational (W	Vithin Cou	ntry) / National/	State/ Unive	ersity]
	S. No. Title of the Lecture. Title of the paper					Organized by	International/ National/ State/ University		Score claime d			Score verifie d				
		-														
Total Research Score																
				per in Confo								i		-		
S. No.	Title of the	Title Conference		Name of the	ISSN/	l N	nternational/ [ational/State	FF	icable Score -	Sco clain		Page No of supporting	Score verified			

University

Criteria:

Paper

Workshop

Journa

ISBN.No

Total Research Score

supporting documents

Total Research Score

(70% or 30%)

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 Total Claime Total Claim Combined Assessment Period fron	ed Score (med Score d Research	1 to 5(a) 2 (5(b) to	0+5(c) = 0 0 = 0	X			
Year	1		Claime	d Score			Total
Research Score in categories 1 to 5(a) & 5(c)	1	2	3	4	5	6	Claimed Score
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 calculates as under:

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

- 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 : Date :	(Signature of Candidate)			
	2440 1	FORWARDED BY CHAIRPERSON OF THE DEPA	ARTMENT		
	application of	Subject/Department			
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/Agricult ure/ 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 Bank/International Monetary Fund etc. or Central Governme			
	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/f	ull paper in Conference	
	Proceedings (Paper presented in Seminars/Conferences a	nd 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 Routers 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)

Assessm	ent 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 clas	ses				
	assigned during the year					
1(b)	Number of theory/tutorial/practical clas during the year					
1(C)	Percentage of actual theory/tutorial/prac classes taught out of classes assigned	etical				
1(d)	Punctuality and regularity in taking clas	ses				
2.	Activity: Involvement in the university	students rela	ated 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 ac	cross the bro	ad categories of activities			
2 (a)	Administrative responsibilities such as l Chairperson/Dean/Director/Co-ordinato etc. (Attach separate sheet, if necessary)	or, Warden				
2(b)	Examination and evaluation duties assig college/ university or attending the exar					

	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) :						
Designa	ation :						
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)	
Observa	ntions 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 Dead/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. 2.	Specific remarks on the assessment of the Reporting Officer: 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:	
Dute.	

Note:

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

Vice-Chancellor