

To,

Date:

The Registrar
Bodoland University
Kokrajhar

Subject: Application for CAS promotion from Stage (Academic Level) to
.....

Sir,

With reference to the subject cited above, I have the honour to state that I have been working as a/an in the Department of of Bodoland University since I have completed years of service as a/an as on and have fulfilled the eligibility criteria as per UGC regulation for promotion to next stage on

Therefore, I sincerely request you to kindly initiate the necessary process for my CAS promotion from Stage to Stage

Thanking you.

Yours sincerely

Signature:

Name:

Designation:

Department:

Signature of HoD
Seal

Signature of Dean
Seal

Bodoland University::Kokrajhar

Application Form for CAS Promotion of Teachers Under UGC Regulation 2018

Promotion from Stage (Academic Level) to Stage (Academic Level)

PART A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's Name :
3. Date of Birth :
4. Category (SC/ST/OBC/GEN) :
5. Department :
6. Current Designation :
7. MPhil (Yes/No) : PhD (Yes/No):
8. Assessment Period (DD/MM/YY) : From to
9. Date of initial joining : Academic Level:
(Attach Supporting Document)
10. Date of last promotion, if any : Academic Level:
(Attach Supporting Document)
11. Date of eligibility for promotion : Academic Level:
12. Address for Correspondence :
13. Phone No. :
14. E-mail address :
15. Academic Qualifications (HSLC onwards):

Examination Passed	Board/ University	Year of Passing	Marks obtained (%) / CGPA	Division/ Class/Grade	Subjects

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(Attach Supporting Document)

16. Appointments held prior to joining Bodoland University, if any:

Designation	Name of the Employer	Date of		Salary with Grade Pay	Remarks
		Joining	Leaving		

(Attach Supporting Document)

17. Posts held after appointment at Bodoland University:

Designation	Department	Period		Pay Scale
		From	To	

(Attach Supporting Document)

18. Teaching Experience: PG Classes (in Years):

UG Classes (in Years):

19. Research experience excluding years spent for M.Phil./Ph.D. (in Years):

20. Fields of Specialization under the Subject/Discipline:

21. Orientation/Refresher Course (s)/Workshop/FDP/Other Courses attended:

Name of the Course	Organizer	Duration			Sponsoring Agency	Annexure no. of Supporting Document
		From (Date)	To (Date)	Total days		

Place:

Date:

Signature of HoD
Seal

Signature of Dean
Seal

Name & Signature of the
Faculty

Category/Activity 1: (Assessment as per Table 1 (Appendix II) of UGC regulation 2018)

1. **Teaching:** Class taught includes sessions on tutorial, lab and other teaching related activities (80% & above – Good; Below 80% but 70% & above – Satisfactory; Less than 70% - Not satisfactory).

Assessment Year of the Faculty Member	Activity: Teaching			Claimed by the Candidate (%)	Good/ Satisfactory /Not Satisfactory	Annexure no. of Supporting Document	Remarks (For official use only)
	Total Classes (hours) Assigned	Number of Classes (hours) Taught	Teaching (%) = (Number of Classes Taught /Total Classes Assigned) × 100%				
1 st Assessment Year (.....)							
2 nd Assessment Year (.....)							
3 rd Assessment Year (.....)							
4 th Assessment Year (.....)							
5 th Assessment Year (.....)							

Note: Assessment year for academic performance of the candidate is to be counted for 12 months period from his/her date of joining/last promotion.

Place:

Date:

Signature of HoD
Seal

Signature of Dean
Seal

Name & Signature of the
Faculty

Category/Activity 2: (Assessment as per Table 1 (Appendix II) of UGC regulation 2018)

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 activities)

Activity 2: Involvement in the University/College students related activities/research activities:	Assessment Year	Activities Claimed by the Candidate (Provide assessment year wise details)	Good/ Satisfactory /Not Satisfactory	Annexure no. of Supporting Document	Remarks (For official use only)
a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.	1 st Assessment Year (.....)				
b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	2 nd Assessment Year (.....)				
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.	3 rd Assessment Year (.....)				
	4 th Assessment Year (.....)				
	5 th Assessment Year (.....)				
d) Organizing 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.					
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Category III: Assessment of Academic/Research Score as per Table 2 (Appendix II) of UGC regulation 2018

III.1: Research Paper/Article Published in Journals

Sl. No.	Title of the paper, with Journal's name, Date of publication (DD/MM/YY), Vol. No., Page No./ Article No.	Whether indexed in Scopus and /or WoS	WoS Latest Impact Factor (If any)	1 st Author/ Co-author / Corres. Author	API Claimed	Annexure no. of Supporting Document
1						
2						
3						
4						

5						
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III.2a(i).: Publications of Authored Books by International Publishers

Sl. No.	Title of Book	ISBN No.	Year of Publication	API Claimed	Annexure no. of Supporting Document
1					
2					

III.2a(ii).: Publications of Authored Books by National Publishers

Sl. No.	Title of Book	ISBN No.	Year of Publication	API Claimed	Annexure no. of Supporting Document
1					
2					

III.2a(iii): Publications of Chapters in Edited Books

Sl. No.	Title of Book Chapter	ISBN No.	Publishers	Year of Publication	API Claimed	Annexure no. of Supporting Document
1						

2						
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III.2a(iv): Editor of Books by International Publisher

Sl. No.	Title of Book Chapter	ISBN No.	Publishers	Year of Publication	API Claimed	Annexure no. of Supporting Document
1						
2						

III.2a(v): Editor of Books by National Publisher

Sl. No.	Title of Book Chapter	ISBN No.	Publishers	Year of Publication	API Claimed	Annexure no. of Supporting Document
1						
2						

III.2b: Translation Works in Indian and Foreign Languages

Sl. No.	Translation of Book/Book Chapter /Research Paper	ISBN/ ISSN No.	Publishers (National/ International)	Year of Publication	Whether you are Author/ Editor/ Translator	API Claimed	Annexure no. of Supporting Document

1							
2							

III.3: Creation of ICT/Design/Development of pedagogy/ new curricula and courses / MOOCs / e-Content

Sl. No.	Activities/Particulars	Name/Title of Content	Year	Link (If any)	API Claimed	Annexure no. of Supporting Document
1						
2						

III.4a(i): PhD Guidance

Sl. No.	Name of the Student	Title of the Thesis	University	Year of Award	API Claimed	Annexure no. of Supporting Document
1						
2						

III.4a(ii): M.Phil./P.G. Dissertation Guidance

Sl. No.	Name of the Student	Title of the Thesis/ Dissertation	M.Phil./ P.G.	University	Year of Award	API Claimed	Annexure no. of Supporting Document
1							
2							

III.4b(i): Research Projects Completed (Within the assessment period)

Sl. No.	Title of Research Project	Funding Agency	Grant / Amount (Rs. in Lakh)	Project Duration (with Date)	API Claimed	Annexure no. of Supporting Document
1						
2						

III.4b(ii): Research Projects Ongoing

Sl. No.	Title of Research Project	Funding Agency	Grant / Amount (Rs. in Lakh)	Project Duration (with Date)	API Claimed	Annexure no. of Supporting Document
1						
2						

III.4b(iii): Consultancy

Sl. No.	Title of Consultancy	Funding Agency	Grant / Amount (Rs. in Lakh)	Duration (with Date)	API Claimed	Annexure no. of Supporting Document
1						
2						

III.5a: Patents

Sl. No.	Name/Title of Patent	Year of Grant	National / International	Name of granting organization	API Claimed	Annexure no. of Supporting Document
1						
2						

III.5b: Policy Document (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Sl. No.	Name of Policy Document	Year	International/ National / State	Agency/Body	API Claimed	Annexure no. of Supporting Document
1						
2						

III.5c: Awards/Fellowships

Sl. No.	Name of Award/Fellowship	Year/Date (From..... To.....)	International/ National / State/University Level	Name of Award/ Fellowship Conferring Organization	API Claimed	Annexure no. of Supporting Document
1						
2						

III.6: Invited lectures / Resource Person/ Paper presentation in Seminars/Conferences/Full paper in Conference Proceedings

Sl. No.	Title of Paper	Invited lectures / Resource Person/ Paper presentation / Full paper	International (Abroad)/ International (within country)/ National/	Date of Event	API Claimed	Annexure no. of Supporting Document

			State/University			
1						
2						
3						
4						
5						
6						
Note: Paper presented in Seminar/Conferences and also published as full paper in Conference Proceedings will be counted only once.						

Summary of API Scores for the Assessment Period:

Category/Activity	Criteria/Activity			API Score for the Assessment Period
I	Teaching			Good/ Satisfactory /Not Satisfactory
II	Involvement in the University Students related Activities / Research Activities			Good/ Satisfactory /Not Satisfactory
III	Research and Academic Contribution for the Assessment Period			
	Sub-Category	API Score	Capping (if any)	Capping Score for the Assessment Period (if any)
	1			
	2			
	3			
	4			
	5			
	6			
Total API Score from Category III				
NOTE: - The research score shall be from the minimum of three categories out of six categories. - 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 (30%) of the total research score of the teacher concerned.				

Signature of Faculty Member

Date:

Instructions/Guidelines for API Calculation of Publications for Category III (UGC Regulation 2018)

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/WoS 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.

Examples:

API Calculation for Journal Publication (Faculty of Sciences)

III.1: Research Paper/Article Published in Journals

Sl. No.	Title of the paper, with Journal's name, Date of publication (DD/MM/YY), Vol. No., Page No./ Article No.	Whether indexed in Scopus and /or WoS	WoS Latest Impact Factor (If any)	1 st Author/ Co-author/ Corres. Author	API Claimed
1	Fermented Fish Products in South and Southeast Asian Cuisine: Indigenous Technology Processes, Nutrient Composition, and Cultural Significance. <i>Journal of Ethnic Foods</i> , 10-11-2021 , 18, 23–29.	Scopus & WoS	1.062	1 st author	16.1 [8+15 = 23, 70% of 23 = 16.1]
2	Environmental Antibiotics and Resistance Genes as Emerging Contaminants: Methods of Detection and Bioremediation. <i>Current Research in Microbial Sciences</i> , 25-12-2021 , 2, 100027.	Scopus & WoS	4.6	Corresponding author	19.6 [8+20 = 28, 70% of 28 = 19.6]
3	Fermented Fish Products in South and Southeast Asian Cuisine: Indigenous Technology Processes, Nutrient Composition, and Cultural Significance. <i>Journal of Ethnic Foods</i> , 10-11-2021 , 18, 23–29.	Scopus & WoS	1.062	1 st author	6.9 [8+15 = 23, 30% of 23 = 6.9]

Examples:

API Calculation for Journal Publication (Faculty of Languages/ Humanities / Social Sciences)

Sl. No.	Title of the paper, with Journal's name, Date of publication (DD/MM/YY), Vol. No., Page No./ Article No.	Whether indexed in Scopus and /or WoS	WoS Latest Impact Factor (If any)	1 st Author/ Co-author/ Corres. Author	API Claimed

1	Entrepreneurial urbanization and masculine identities: an exploratory study of Khon Kaen, Thailand. <i>Asian Journal of Social Science</i> , 15-05-2024 , 51, 1001-1007.	Scopus & WoS	1.3	Corresponding author	17.5 [10+15 = 25, 70% of 25 = 17.5]
2	Rethinking the concept of “Public” in colonial South Malabar, Kerala, India. <i>Asian Journal of Social Science</i> , 05-03-2025 , 53, 87-93.	Scopus & WoS	1.3	Co-author	7.5 [10+15 = 25, 30% of 25 = 7.5]
