



(Assistant Professor Stage III and above, Associate Professor, Professor and Senior Professor)

As per CAS 2018

(To be submitted at the end of every academic year)

Academic Year _____

(Information provided should pertain to the academic year as referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Address: _____

Telephone No:

Mobile No:

12. Permanent Address (with Pin Code), in case different from Sl. No. 1

13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						



14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

- Undergraduate:
- Postgraduate:
- Ph.D. (Course Work)

16. Field of Specialization under the Subject/Discipline:

17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organizing Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	e-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of e- contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOC's

S.No.	Details of MOOC's	Subject	Sponsoring agency	Level (UG/PG/Other)	e-Certification no.



PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

SECTION B.1:

TEACHING ACTIVITIES

- Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

- 80% & above - Good
- Below 80% but 70% & above - Satisfactory
- Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/UG/ Ph.D. Course Work)	Teaching Mode	Lectures/Tutorials/Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2

- Student 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

- (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc

S.No.	Nature of Activity	Designation	Department	Period	
				From	To

- (b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Department	Period	
				From	To



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(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Details	Place	Period		Sponsoring/Organizing Agency
			From	To	

(e) Evidence of actively involved in guiding Ph.D. students.

Level of Guidance	Registered	Thesis/ Dissertation submitted	Degree Awarded
Ph.D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major/Minor	Sponsoring/ Funding Agency
		From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC- CARE



Note:

Impact factor to be determined as per Thomson Reuters list The Authorship is to be filled as follows:

- One of the two authors
- For more than two authors:
 - First/Principal/Corresponding Author
 - Joint Author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

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

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S. No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

SECTION B.3:

RESEARCH AND ACADEMIC CONTRIBUTIONS

1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals

S. No.	Title of the Paper	Journal Name	Year	Voi. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference no. of UGC - CARE List



Note:

Impact factor to be determined as per Thomson Reuters List

The Authorship is to be filled as follows:

- One of two authors
- For more than two authors:
 - First/Principal/Corresponding Author
 - Joint Author

2. Publications (other than Research papers)

a. (i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S. No.	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of two authors
- For more than two authors:
 - First/Principal/Corresponding Author
 - Joint Author

a. (ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship	Publisher (with city/ country) & Year of	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of two authors
- For more than two authors:
 - First/Principal/Corresponding Author
 - Joint Author



a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

b. Translation works in Indian and Foreign Languages by qualified faculties. b.(i) Chapter or Research Paper

S. No.	Title of the Paper/ Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC -

*The Authorship is to be filled as follows:

- One of two authors
- For more than two authors:
 - First/Principal/Corresponding Author
 - Joint Author

b.(ii) Books Translated

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

*The Authorship is to be filled as follows:

- One of two authors
- For more than two authors:
 - First/Principal/Corresponding Author
 - Joint Author



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

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was	Year	Level (UG/PG/Other)	Web link

(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was	Year	Level (UG/PG/Other)	Web link

(C) Development of MOOCs

C.1. Development of complete MOOCs in 4 quadrant for a course with credits

S. No.	Details of MOOC (with no. of	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link

C.2. MOOCs (developed in 4 quadrant) per module/Lecture

S. No.	Details of MOOC (with no. of	Details of Module	Course	Subject	Organization for which it was	Level (UG/PG/Other)	Weblink



C.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S. No.	Details of MOOC (with no. of	Details of Module	Course	Subject	Organization for which it was	Level (UG/PG/Other)	Weblink

C.4. Course Coordinator for MOOCs (4 credit course)

S. No.	Details of MOOC (with no. of	Credits	Course	Subject	Organization for which it was submitted	Level (UG/PG/Other)	Weblink

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S. No.	Details of e-Content (with no. of	Course/ e-book	Subject	Organization for which it was	Level (UG/PG/Other)	Web link

d.2. E-content (developed in 4 quadrants) per module

S. No.	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)



d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S. No.	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link

d.4. Editor of e-content for complete course/paper/e-book

S. No.	Details of e-Content (with no. of)	Course/Paper/e-book	Subject	Organization for which it was	Level (UG/PG/Other)	Weblink

4. (a) Research Guidance

Level of Guidance	Registered	Thesis/ Dissertation	Degree Awarded
Ph.D.			
MPhil./P.G.			
Dissertation			

(b) Research Projects (Completed)

S.No.	Title	Status	Duration	Period given	Total	Name of	Outcome of

* Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects (Ongoing)

S. No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project



(d) Consultancy.

S. No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College

5. (a) Patents

S.No.	Title*	Area/ Subject	Date of Award	Level (International)	Reference Number	Sponsoring Agency

*Only patents awarded are to be mentioned.

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

S.No.	Title*	Area/ Subject	Date of publication/Submission	Level (International)	Reference Number	Sponsoring Agency
				(National/State)		

*Only Policy document published/submitted to bodies/organization detailed above shall be considered

(c) Awards/Fellowship

S.No.	Name of Award	Area/ Subject	Name of Awarding Body	Level (International)	Date
				(National/State)	

Entries for awards made in this section should be from post graduation onwards only. Junior/ senior research fellowship and non-net fellowship should not be included.



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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)

S.No.	Title of Lecture/Paper	Invited Lecture/ Resource Person/ Paper presented Session	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency

*Seminar/ Conference

** Level : International (Abroad)/ International (within country)/National/ State/University.

(Please attach supporting documents wherever required)

PART-C - DECLARATION

I do hereby solemnly declare that the information given, the statements made and documents annexed with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be rejected.

Date:

Place:

Signature & Designation of the Applicant

Certified thathas been working as

..... in this Department since

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

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre



Proforma for Application for Promotion to Associate Professor and above

(To be submitted for consideration for promotion to Associate Professor and above)

Assessment Period _____

(Information provided should pertain to the assessment period referred above)

PART-A: (GENERAL INFORMATION AND ACADEMIC BACKGROUND)

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

Address: _____

Telephone No: _____

Mobile No: _____

14. Permanent Address (with Pin Code), in case different from Sl.No.13

15. Academic Qualification:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						



16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M. Phil.				
Ph.D./D.Phil.				
D.Sc./D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

- (a) Undergraduate:
- (b) Postgraduate:
- (c) Ph.D. Course Work

18. Field of Specialization under the Subject/Discipline:

19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organizing Agency
			From	To		

19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of e- contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)



19.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E- certification no.

20. Period of teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days



PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

SECTION B.1:

TEACHING ACTIVITIES

- Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

- 80% & above - Good
- Below 80% but 70% & above - Satisfactory
- Less than 70% - Not Satisfactory

S. No.	Year	Course/paper	Level (PG/UG/Ph.D. Course Work)	Teaching Mode	Grading as per Annual Performance Appraisal Report for the assessment period

SECTION B.2

- Student 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

(a) Administrative responsibilities such as Head. Chairperson/ Dean/ Director/Coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Department	Period	
					From	To



(b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Department	Period	
					From	To

(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 services.

S.No.	Year	Nature of Activity	Level (UG/PG)	Department	Period	
					From	To

(d) Organizing seminars/ conferences/workshops, University activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organizing Agency
				From	To	

(e) Evidence of actively involved in guiding Ph.D. students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

s. No.	Title other Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC- CARE List



Note:

Impact factor to be determined as per Thomson Reuters list.

The Authorship is to be filled as follows:

- One of two authors
- For more than two authors:
 - First/Principal/Corresponding Author
 - Joint Author

OVERALL GRADING FOR B.2

Year	No. of Activities covered*	Overall grading Annual Self Appraisal Report for the assessment period

***Note:**

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

(Please attach supporting documents as per requirement)

SECTION B.3:

RESEARCH AND ACADEMIC CONTRIBUTIONS

s. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC - CARE List	Academic Research Score
Total											

Note:

Impact factor to be determined as per Thomson Reuters list The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

2. Publications (other than Research papers)

- (i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S.No.	Year	Title of the Book	Authorship	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total								



The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

(ii) Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author
 - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

b. Translation works in Indian and Foreign Languages by qualified faculties.

c. (i) Chapter or Research Paper

s. No.	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC - CARE List	Academic Research Score
Total										

*The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
 - First/Principal/Corresponding Translator
 - Joint Translator



b. (ii) Books Translated

The Editorship is to be filled as follows:

- One of two editors
- For more than two editors:
- First/Principal/Corresponding Editors
- Joint Editors

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total						

*The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
- First/Principal/Corresponding Translator
- Joint Translator

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

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Web link	Academic Research Score
Total								

(b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total							



(a) Development of MOOCs

d. 1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Year	Details of MOOC (with no.	Credits	Course	Subject	Organization for which it was	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

C.2 . MOOCs (developed in 4 quadrants) per module/Lecture

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

C.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link	Academic Research Score
Total									

C.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link	Academic Research Score
Total									



D. Development of e-Content

d. 1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link	Academic Research Score
Total								

d. 2. E-content (developed in 4 quadrants) per module

S.No.	Year	Details of e-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link	Academic Research Score

d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Year	Details of e-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link	Academic Research Score
Total									

d.4. Editor of e-content for complete course/paper/e-book

S.No.	Year	Details of e-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Web link	Academic Research Score
Total								



4. (a) Research Guidance

Level of Guidance	Year	Registered	Thesis/ Dissertation submitted	Degree Awarded	Academic Research Score
Ph.D.					
M. Phil./P.G. Dissertation					
Total					

(b) Research Projects Completed

S. No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding	Outcome of the Project	Academic Research Score
Total								

*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(C) Research Projects ongoing

S. No.	Title	Status of Pi*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/F undooing received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

* Kindly indicate, whether you are Sole PI/PI/Co-PI in the project.

(d) Consultancy.

S. No.	Title	Duration (in months)	Period (From-to)	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding	Whether routed through Parent University/College	Academic Research Score
Total							



5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National/)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

*Only patents awarded are to be mentioned.

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

S.No	Title*	Area/Subject	Date of publication/ Submission	Level (International National/ State)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

(c) Awards/Fellowship

S.No.	Name of Award/Honor	Area/Subject	Name of Awarding Body	Level (International National)	Date	Academic Research Score
Total						

* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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)

S.No.	Title of Lecture/Paper	Invited Lecture/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency	Academic Research Score
Total									



*Seminar/ Conference

** Level: International (Abroad)/ International (within country)/National/ State/University.

(Please attach supporting documents wherever required)

SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

Annual Self Approval Report (APARs) submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

Research Score (Section B.3)

Section B.3	Details of Research Activity	Academic/Research Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b.	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
Sub total of Publications (other than Research Papers)		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
3.(a)	Development of Innovative Pedagogy	
3.(b)	Design of new Curricula and Courses	
3.(c)	Development of MOOCs	
3.(c).1	Development of complete MOOCs in 4 quadrant for a course with credits	
3.(c).2	MOOCs (developed in 4 quadrant) per module/Lecture	
3.(c).3	Content writer/subject matter expert	
3.(c).4	Course Coordinator for MOOCs	
3.(d)	Development of E-Content	
3.(d).1.	Development of E-Content in 4 quadrants for a complete course/e-book	
3. (d).2	E-content (developed in 4 quadrants) per module	
3. (d).3	Contribution to development of e-content	
3. (d).4	Editor of e-content for complete course/paper/e-book	
Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and		



DR. HARISINGH GOUR VISHWA VIDYALAYA, SAGAR (M.P.)

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4.(a)	Research Guidance	
4.(b)	Research Projects Completed	
4.(c)	Research Projects ongoing	
4.(d)	Consultancy	
Sub total of Research related activities		
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Awards/Fellowship	
Sub total of Patents		
6.	Invited lectures / paper presentation	
TOTAL ACADEMIC/RESEARCH SCORE		

Research Score (Section B.3)

PART C - DECLARATION

I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be rejected.

Date:

Place:

Signature & Designation of the Applicant

Certified thathas been working as

.....in this Department since.....

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

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre



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OPTION FORM

PROMOTION OF TEACHERS

I hereby opt the scheme in terms of clause 6.3 of the University Grants Commission, New Delhi (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, for promotion from to.....

The details are as under:

S.No.	Particulars	Details
1	Name	
2	Department	
3	Date of Initial Appointment	
4	Present Designation	

Date :

Applicant's Signature