**Form No. TU/T/CAS/2019**

**TEZPUR UNIVERSITY**

**APPLICATION FORM FOR PLACEMENT IN**

 **Assistant Professor & Equivalent**

 (Stage -2 / Academic Level-11)

**Assistant Professor & Equivalent**

(Stage – 3 / Academic Level-12)

**Associate Professor & Equivalent**

(Stage -4 / Academic Level-13A)

**Professor (**Stage – 5 / Academic Level-14**) & Equivalent**

**Senior Professor (**Stage – 6 /Academic Level-15**)**

**Under Career Advancement Scheme of UGC (Please refer to UGC regulations 2010 and its subsequent amendments for eligibility, etc.)*****(please tick (√) the appropriate box)***

**PART-A**

**1. Name of applicant** (in capital letters) :

**2. Details of first joining Tezpur University:** Permanent Temporary Ad-hoc **(Please tick √ )**

 Date : Designation

 Scale of Pay / Academic Level Basic Pay / Cell

**3. Details of joining next higher position/Grade (as applicable):**

 **Stage – 2 / Academic Level-11**

 Date Basic Pay / Cell

**Stage – 3 / Academic Level-12**

 Date Basic Pay / Cell

**Stage – 4 / Academic Level-13A**

 Date Basic Pay / Cell

**Stage – 5 / Academic Level-14**

 Date Basic Pay / Cell

**4. Present position:**

 Designation w.e.f.

 Scale of Pay / Academic Level Basic Pay / Cell

**5. Date of fulfilling the eligibility conditions for promotion to the next Stage/Academic Level as per UGC Regulations, 2018, and its subsequent amendments:**

**Date /** ……… **/ Month /** …………… **/ Year /** ………………. /

**6. Qualification (To give details of all examinations passed from 10th level onwards)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Examination/ Degree/ Diploma** | **Year of passing** | **% of marks** | **Division/ Class/ Rank** | **Board/ University** |
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* |
| HSLC/10th Std. |  |  |  |  |
| 10+2 Std. |  |  |  |  |
| Degree (Please specify) |  |  |  |  |
| Master’s Degree (Please Specify) |  |  |  |  |
| M. Phil (Please specify) |  |  |  |  |
| Ph.D. (Please specify) |  |  |  |  |
| Other 1 (Please specify) |  |  |  |  |
| Other 2 (Please specify) |  |  |  |  |
|  |  |  |  |  |

**7.(a) If qualified in the UGC/CSIR-NET or other UGC accredited similar test (*enclose copy of the certificate*)**

 Subject: Year of qualifying:

 **(b)** If qualified in GATE, subject Year Percentile score

**8. Details of Refresher / Orientation / Training Programme attended:**

|  |  |  |
| --- | --- | --- |
| **Name of the programme attended** | **Duration of the programme** | **Organizer** |
| **From** | **To** |
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**9. Records of previous employment (copy of such credentials should be enclosed):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Institution** | **Status of the Institution (whether Govt./ Semi Govt./Central Autonomous/ Private/ Industry)** | **Designation** | **Period** | **Nature of appointment (Regular/ Temporary/ Ad-hoc/Contractual)** | **Scale of Pay / Pay Band and Grade Pay** | **Whether appointed through duly constituted Selection Committee (YES/No)** | **Required****minimum****qualification for the post** | **Highest degree obtained at the time of appointment** | **Remarks** |
| **From** | **To** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** | **(10)** |
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**10. Total length of service on the date of submission of this application (Please mention the date):**

1. Assistant Professor (Stage -1 / Academic Level-10) / Equivalent Grade: …… year(s) ……. month(s) ……. days
2. Assistant Professor (Stage -2 / Academic Level-11) / Equivalent Grade: …… year(s) ……. month(s) ……. days
3. Assistant Professor (Stage -3 / Academic Level-12) / Equivalent Grade: …… year(s) ……. month(s) ……. days
4. Associate Professor (Stage-4 / Academic Level-13A) / Equivalent Grade: …… year(s) ……. month(s) ……. days
5. Professor (Stage – 5 / Academic Level-14): …… year(s) ……. month(s) ……. days

**11. Research experience:**

**(a) M. Phil.\* (copy of the certificate should be enclosed)**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Period of M. Phil.** | **Name of Institute/ University** | **Research Topic (Dissertation)** | **Date of Notification of result conferring the degree** |
| **From** | **To** |
| **(1)** | **(2)** | **(3)** | **(4)** |
|  |  |  |  |  |

**(b) Doctoral work\* (copy of the certificate should be enclosed):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period of Ph.D.**  | **Name of Institute/ University** | **Research Topic (Dissertation)** | **Date of submission of Ph.D. thesis** | **Date of notification of result/ conferring the Ph.D. degree** |
| **From** | **To** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
|  |  |  |  |  |  |

*\* Period spent for research degree will not be considered as the period of experience except part-time Ph.D. period concurrently with regular service with due permission.*

**(c) Post-Doctoral work (copy of the certificate should be enclosed):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Institute/ University** | **Area of work with specific topic** | **Duration** | **Sponsored by** | **Remarks, if any** |
|  |  |  |  |  |

# PART-B

**TABLE – 1 (To be submitted year-wise separately for every year of assessment)**

**Assessment Criteria and Methodology for Teachers (as per Appendix-II of UGC Regulation 2018)**

**ASSESSMENT YEAR:** …………………..

**1. Teaching Activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester(Spring/Autumn) | **Teaching Activity** (Classes taught includes sessions on tutorials, laboratory and other teaching related activities\*) | **Encl. Sl No(s).** | **Claim of the applicant** | **Assessment by IQAC** |
| Percentage of engagement in Teaching = (Number of classes taught/total classes assigned) × 100% |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*\* Provide list with supporting documents endorsed by HoD/Dean*

**Grading Criteria**

**Good**: 80% and above

**Satisfactory**: Below 80% but 70% and above

**Not satisfactory**: Less than 70%

**2. Involvement in the students related activities/research activities of the University**

|  |  |  |  |
| --- | --- | --- | --- |
| **Involvement in the students related activities/research activities of the University***\** | **Encl. Sl****No(s).** | **Claim of the applicant** | **Assessment by IQAC** |
| a. | Administrative responsibilities such as Head/Chairperson/Dean/Director/Co-ordinator/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 and community services. |  |  |  |
| d. | Organising seminars/conferences/workshops, other college/university activities. |  |  |  |
| e. | Evidence of actively involved in guiding PhD 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. |  |  |  |

*\*Provide list with supporting documents endorsed by Controlling Officer*

**Grading Criteria:**

**Good:** Involved in at least 3 activities

**Satisfactory:** Involved in at least 1 activity;

**Not-satisfactory**: Not involved/undertaken any of the activities.

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

|  |
| --- |
| **OVERALL GRADING:****Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.Or**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.**Not Satisfactory:** If neither good nor satisfactory in overall grading**Note**: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of durationwhich 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. |

|  |  |
| --- | --- |
| Comment of the Head / Dean on the claim:Signature of the HoD / Dean :(Dean in case the applicant is a Head) | Signature of the applicant:Name:  |

**Table – 2**

**(To be submitted year-wise separately for every year of assessment)**

**Methodology for calculating Academic/Research Score (as per Appendix-II of UGC Regulation 2018)**

**ASSESSMENT YEAR:** …………………..

(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’ PhD award letter/certificate, etc.)

1. **Research Papers in Peer-Reviewed or UGC listed Journals**

|  |  |  |
| --- | --- | --- |
| **Encl. Sl****No(s).** | Provide details as below  | Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences:08 per paper |
| Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines: 10 per paper |
| JournalSl. No. inDeptt’s list | Publ. Date | Vol.No. | Issue No. | ISBN/ ISSN No. | First/Corr/Co/Sole author(Fr/Cr/Co/So) | Impact Factor,or whetherIndexed (Y/N) | Score claimed | Score Verified |
|  |  |
|  |  |  |  |  |  |  |  |  |
| Total |  |  |

**2a) Publications (other than Research papers)**

|  |  |
| --- | --- |
| **Encl. Sl****No(s).** | **Books authored which are published by:** International publishers: 12 each, National Publishers: 10 each, Chapter in Edited Book: 05 each, Editor of Book by International Publisher: 10 each, Editor of Book by National Publisher: 08 each |
| Publisher | Subject | Date | ISBN /ISSNNumber | Webpagein which listed | Score claimed | Score Verified |
|  |  |
|  |  |  |  |  |  |  |
| Total |  |  |

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

|  |
| --- |
| Chapter or Research paper: 03 eachBook: 08 each  |
| **Encl. Sl****No(s).** | Mention details of the publications | Score claimed | Score Verified |
|  |  |  |  |
| Total |  |  |

**3. Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative course and curricula**

|  |
| --- |
| **a)** Development of Innovative pedagogy: 05 each creation **b)** Design of new curricula and courses: 02 each curricula / course |
| **Encl. Sl****No(s).** | Mention details of contribution as applicable  | Score claimed | Score Verified |
|  |  |  |  |
| Total |  |  |

**3c)** Contribution in **MOOCs**

|  |
| --- |
| (i) Development of complete MOOCs in 4 quadrants (4 credit course) : 20 each(*In case of MOOCs of lesser credits 05 marks/credit*)(ii) MOOCs (developed in 4 quadrant) per module/lecture: 05 each(iii) Content writer/subject matter expert for each module of MOOCs: 02 each(*at least one quadrant*)(iv) Course Coordinator for MOOCs (4 credit course): 08 each(*In case of MOOCs of lesser credits 02 marks/credit*) |
| **Encl. Sl****No(s).** | Mention details of contribution as applicable  | Score claimed | Score Verified |
|  |  |  |  |
|  | Total |  |  |

**3d)** **E-Content**

|  |
| --- |
| (i) Development of e-Content in 4 quadrants for a complete course/e-book: 12 each(ii) e-Content (developed in 4 quadrants) per module: 05 each(iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant): 02 each(iv) Editor of e-content for complete course/ paper /e-book: 10 each |
| **Encl. Sl****No(s).** | Mention details of contribution as applicable  | Score claimed | Score Verified |
|  |  |  |  |
| Total |  |  |

**4a) Research guidance**

|  |  |  |
| --- | --- | --- |
| **Encl. Sl****No(s).** | Name of Student | Ph.D. Degree awarded: 10 per Degree Thesis submitted: 05 per ThesisM.Phil./P.G. dissertation: 02 per degree awarded |
| Department(mention Institution, if not in TU) | Year | Score claimed | Score Verified |
| ThesisSubmitted | DegreeAwarded |
|  |  |  |  |  |  |  |
| Total |  |  |

**4b) Research Projects Completed**

|  |  |
| --- | --- |
| **Encl. Sl****No(s).** | More than 10 lakhs: 10 eachLess than 10 lakhs: 05 each |
| Funding Agency | PI / Co-PI | Amount | Period | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total |  |  |

**4c) Research Projects Ongoing**

|  |  |
| --- | --- |
| **Encl. Sl****No(s).** | More than 10 lakhs: 05 eachLess than 10 lakhs: 02 each |
| Funding Agency | PI / Co-PI | Amount | Period | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total |  |  |

**4d) Consultancy**

|  |  |
| --- | --- |
| **Encl. Sl****No(s).** | Consultancy: 03 each consultancy |
| Sponsor (Res) / Client(Consultancy) | PI / Co-PI | Amount | Period | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total |  |  |

**5a) Patents**

|  |  |
| --- | --- |
| **Encl. Sl****No(s).** | International: 10 eachNational: 07 each |
| Sponsor | PI/ Co-PI | Whether Patent / Technology transfer / Product / Process | Date | National / International level | Score claimed | Score Verified |
|  |  |  |  |  |  |  |  |
| Total |  |  |

**5b) \*Policy Document (Submitted to an International body / organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)**

|  |
| --- |
| International: 10 eachNational: 07 eachState: 04 each |
| **Encl. Sl****No(s).** | Mention details of Policy Documents | Score claimed | Score Verified |
|  |  |  |  |
| Total |  |  |

**5c) Awards/Fellowship**

|  |  |
| --- | --- |
| **Encl. Sl****No(s).** | International: 07 eachNational: 05 each |
| Name of Fellowship / Award | Name of Academic Body | Level(Int’l /Nat’l /Univ.) | Year / Period | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total |  |  |

**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)**

|  |  |
| --- | --- |
| **Encl. Sl****No(s).** | International (Abroad): 07 eachInternational (within country): 05 eachNational: 03 eachState/University: 02 each |
| Role (Inv. Lect /paper) | Programme and Institution | Level(Int’l /Nat’l / Univ.) | Date(s) | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total |  |  |

**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):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Paper in refereed journals without impact factor | - | 5 Points |
|  | Paper with impact factor less than 1 | - | 10 Points |
|  | Paper with impact factor between 1 and 2 | - | 15 Points |
|  | Paper with impact factor between 2 and 5 | - | 20 Points |
|  | Paper with impact factor between 5 and 10 | - | 25 Points |
|  | Paper with impact factor >10 | - | 30 Points |

1. Two authors: 70% of total value of publication for each author.
2. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

**Joint Projects:** Principal Investigator and Co-investigator would get 50% each.

 **Note:**

* Paper presented if part of edited book or proceeding then it can be **claimed only once**.
* For **joint supervision** of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both **shall get 7 marks** each.
* For the purpose of calculating **research score** of the teacher, the combined research score from the categories of 5(b), \*Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have **an upper capping of 30%** of the total research score of the teacher concerned.
* The research score shall be from the minimum of **three categories** out of six categories.

**VERIFICATION AND RECOMMENDATION BY THE DIRECTOR, IQAC**

**(Consolidated Report)**

**On the application of** ………………………………………………………..

**For promotion to** …………………………………. **under CAS**

**(This page must be printed and annexed by the applicant at the end of the application)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Grading (as per Table-1)** | **Research Score (as per Table-2)** | **Remarks** |
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|  |  |  |  |
|  |  |  |  |
| **Found to be eligible for next level with effect from****Remarks, if any:**  | **Signature with date:****Name :****Designation:** |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Criteria for promotion under CAS (as per UGC Regulations 2018)**

|  |  |  |
| --- | --- | --- |
| **1)** | Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) | 1. ‘Satisfactory’ or ‘Good’ grade for at least three/four/five of the last four/five/six years of assessment as the case may be (as provided in Table-1)
2. Promotion is recommended by the **Screening-cum-Evaluation Committee**
 |
| **2)** | Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12) | 1. ‘Satisfactory’ or ‘Good’ grade for at least four of the last five years of assessment (as provided in Table-1)
2. Promotion is recommended by the **Screening-cum-Evaluation Committee**
 |
| **3)** | Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A) | 1. ‘Satisfactory’ or ‘Good’ grade for at least two of the last three years of assessment (as provided in Table-1)
2. A Research Score of at least 70 (as provided in Table-2)
3. Promotion is recommended by the **Selection Committee**
 |
| **4)** | Associate Professor (Academic Level 13A) to Professor (Academic Level 14) | 1. ‘Satisfactory’ or ‘Good’ grade for at least two of the last three years of assessment (as provided in Table-1)
2. A Research Score of at least 110 (as provided in Table-2)
3. Promotion is recommended by the **Selection Committee**
 |
| **5)** | Professor (Academic Level 14) to Senior Professor (Academic Level 15) | The promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years’ of experience. The selection shall be based on 10 best publications during the last 10 years and **interaction with a Selection Committee** constituted in accordance with the UGC Regulations, 2018**Eligibility:** i) Ten years’ experience as a Professor;ii) A minimum of 10 publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.  |