Dr. K. M. Chudasama   Registrar (Offg.)

Office of the Registrar
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
Head Office, Maharaja Fatehsinghrao Gaekwad Marg, Fatehgunj,
Vadodara-390 002, Gujarat, INDIA. Phone: +91-265-2795555
www.msubaroda.ac.in

सत्यं शिवं सुन्दरम्
Estd. 1949
Accredited Grade 'A+' by NAAC

No. R / 37   Date:23-05-2023

Circular:

Sub: Applications for Promotion under Career Advancement Scheme (CAS)

The Deans of the Faculties, Principals of Colleges and Heads of the Institutions are hereby informed that the Applications of the Eligible Teachers for Promotion to different Stages / Academic Levels under **Career Advancement Scheme (CAS)** as per the UGC Regulations 2010 and subsequent amendments as well as UGC Regulations 2018 be sent to the Office of Registrar.

The Soft Copy of the Application Forms for the same can be downloaded from the University website: www.msubaroda.ac.in

The last date of receiving the Duly Signed and Filled in Hard Copy of the Application Form in prescribed format with all the relevant attachments in the Sealed Cover is **30.6.2023.**

All concerned are requested to take necessary action accordingly.

Registrar (Offg.)

Copy to:

To:
1. The Deans of the Faculties: For necessary action
2. Principals of the Colleges: For necessary action
3. Heads of the Institutions: For necessary action

Copy to:
1. Director, IQAC: For information
2. P.S. to Vice-Chancellor / P.S. to Registrar: For information

Application Cover Letter

Date:

To
The Registrar,
The Maharaja Sayajirao University of Baroda
Vadodara

Sub: Application for the Promotion under Career Advancement Scheme (CAS)
Ref:

Sir,
With reference to the above-mentioned subject, please find attached herewith my application for the promotion under the career Advancement Scheme (CAS).

I wish to apply for: Stage/Academic Level: _____ , Designation: _____
                        to
                        Stage/Academic Level: _____ , Designation: _____

The Assessment period for my Promotion is from *DD/MM/YYYY* to *DD/MM/YYYY*

I am aware that as per the UGC Regulations 2018 Section 6.3 **"The criteria for promotion under Career Advancement Scheme laid down under the regulations shall be effective from the date of notification of these regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them for being considered for promotion under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations." i.e. 17-07-2021.**

I am eligible and wish to apply as per (tick mark whichever is applicable)

☐   The UGC Regulations 2010 and Subsequent Amendments

☐   The UGC Regulations 2018

Thanking you in anticipation,

Yours' Sincerely

_____   _____
Full Name of Applicant   Signature

Forwarded through:

_____   _____
Dean of the Faculty   Head of the Department

APPLICATION FORM
FOR PROMOTION UNDER

CAREER ADVANCEMENT SCHEME (CAS)

(UGC Regulations 2010 & Subsequent Amendments)

ESTD.1949
ACCREDITATED GRADE A+ BY NAAC

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
Fatehgunj, Vadodara, Gujarat 390002, INDIA

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Application form for promotion under UGC Career Advancement Scheme (CAS) for teachers in all Faculties / Institutions of The Maharaja Sayajirao University of Baroda **under UGC Regulations 2010 and its subsequent amendments.**

Application for Promotion as:

(Tick ✓ the appropriate Academic Level in the table given below)

Sr.No.	Designation	Academic Level	Tick Here
1	Assistant Professor (Senior scale)	Stage 1 to 2 (AL 10 to 11)	
2	Assistant Professor (Selection grade)	Stage 2 to 3 (AL 11 to 12)	
3	Associate Professor	Satge 3 to 4 (AL 12 to 13 A)	
4	Professor	Stage 4 to 5 (AL 13 A to 14)	
5	Senior Professor	Stage 5 to 6 (AL 14 to 15)	

SELECT THE CAREER ADVANCEMENT SCHEME BASED ON THE DATE OF ELIGIBILITY:

(Tick ✓ the appropriate UGC Guideline in the table given below)

Sr.No.	Date of Eligibility for Promotion Falling on any date between	UGC Guideline	Tick Here
1	1/1/2009* to 17/07/2018	UGC Regulations 2010 and its Subsequent Amendments	
2	18/07/2018 to 17/07/2021#	UGC Regulations 2010 -4th Amendment in accordance with UGC Regulation 2018 Point 6.3 VII b	

* If the eligibility date for the promotion is on or before 31/12/2008, the candidate may opt for UGC Regulation 2000.

The candidate whose date of eligibility falls under this duration may also opt for CAS under UGC Regulations, 2018 (Use Application Form 2018 – Option).

Period of Assessment of Promotion (dd/mm/yyyy)

From ………………………………….To …………………………………….

Date of Last Promotion (if applicable) dd/mm/yyyy:

Date of Appearing Before Last Selection Committee (if applicable) dd/mm/yyyy:

PART - A
GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **General Information About the Applicant:**

1	Full Name (in Block Letters)	
2	Date of Birth (dd/mm/yy)	
3	Place of Birth (with Dist. & State)	
4	Gender	
5	Marital Status	
6	Nationality	
7	Category (SC/ST/OBC/SEBC/EWS/Unreserved)	
8	Whether Specially Abled (Divyang)?	
9	University Employee Code No.	
10	Date of Confirmation With Pay Scale /Pay Band.	
11	Current Designation & Academic Level (AL)	
12	Date of Current Appointment (in the current AL) with Pay Scale /Pay Band	
13	Academic Level Applied for	
14	Date of Last Promotion (if applicable) (dd/mm/yyyy)	
15	Date of Eligibility for Promotion (dd/mm/yyyy)	
16	Address for Correspondence (with Pin Code)	
17	Permanent Address (with Pin Code)	
18	Mobile Number	
19	E-mail	
20	Date in Which ARMS Portal Last Updated	

2. Academic Qualification:

Sr.No.	Examinations	Board /University	Year of Passing	% of marks obtained/ CGPA	Division/ Class / Grade
1.	SSC				
2.	HSC				
3.	Graduate Degree (UG)				
4.	Postgraduate Degree (PG)				
5.	M. Phil / M. Litt.				
6.	Ph.D.				
7.	D.Sc / D.Lit				
8.	NET /GSLET				
9.	Other exams (if any)				
10.	Gujarati *	Yes / No (Tick which one is applicable)			
11.	Hindi *	Yes / No (Tick which one is applicable)			
12.	CCC + *	Yes / No (Tick which one is applicable)			

*As required by the Government of Gujarat, a copy of the certificate is to be attached

3. Record of Academic Service Prior to Joining The Maharaja Sayajirao University of Baroda:
(Please attach relevant certificates of service experience and pay scale)

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular /fixed term/temporary/ Adhoc)	Nature of Duties (Teaching /Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

Note : Please indicate in a separate sheet attached, the following:

a. *The essential qualifications for the post held were not lower than those prescribed by The Maharaja Sayajirao University of Baroda.*

b. *The post is/was in an equivalent grade or of the pre-revised pay scale.*

c. *Whether applied through the proper channel*

d. *Whether possess the same minimum qualifications as prescribed by UGC for the appointment of the post?*

e. *The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the University/State Government/ Central Government/concerned institution, for each appointment.*

f. *The previous appointment was not as Guest Lecturer for any duration.*

4. Record of Service in The Maharaja Sayajirao University of Baroda from the Date of Joining as Permanent Teacher:

Stage	Designation	Pay band and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Stage 1 to 2 (Academic level 10 to 11)						
Stage 2 to 3 (Academic level 11 to 12)						
Stage 3 to 4 (Academic level 12 to 13A)						
Stage 4 to 5 (Academic level 13A to 14)						
Stage 5 to 6 (Academic level 14 to 15)						

5. Total Teaching Experience as A Permanent Teacher:

Level	From	To	Years	Months	Institution
UG					
PG					

6. Whether Recognised as Research Guide? Yes / No

If yes, give the details in the following table:

Name of the Institution/University at which guideship is approved	Date in which guideship is approved	Number of students enrolled for PhD/MPhil	Number of students submitted thesis	Number of students awarded the Degree

7. Publication / Projects / Patents / etc. During the Assessment Period:

Sr.No.	Academic/Research Activities	Total No
1.	Number of research projects undertaken	
2.	Total number of papers published in International Journals	
3.	Total number of papers published in National Journals	
4.	Total number of papers published in Conference Proceedings (Not abstract but full paper)	
5.	Number of books published	
6.	Number of Book chapters published	
7.	Patents / copyrights / designs (Registered / Awarded)	
8.	Total number of International Conferences/Seminar/Workshop attended	
9.	Total number of National Conferences/Seminar/Workshop attended	
10.	Total number of State level Conferences/Seminar/Workshop attended	

8. Awards / Prizes / Honours / Recognition During the Assessment Period:

Sr.No.	Name of Award	State Level/ National level/ International Level	Awarding Body	Date
1.				
2.				

9. Fields of Specialization Under the Subject / Discipline

1	
2	

10. Recognized Orientation/ Refresher/ Winter/ Short-Term/ MOOC/ QIP Courses Attended During the Assessment Period: (Attach Certificate)

Sr.No.	Name of the course	Sponsoring Agency	Place	Duration	
				From	To

11. Details of Seminar/Conference/ Workshop/ Symposium/ Summer camp, etc. attended during the Assessment Period: (Attach Certificate)

Sr.No.	Nature of Participation (attended /paper presented/ chaired a session)	State Level / National level /International level	Organized by and Venue	Date of Participation		No. of days
				From	To	

12. Details of Seminar/ Conference/ Workshop/ Winter School/ Symposium/ Summer Camp, etc. organized during the Assessment Period: (Attach Certificate)

Sr.No.	Particulars	Place	Role	Duration	Sponsoring Agency

13. List of five Most Significant UGC Listed/Peer-reviewed Publications from the assessment period (attach a copy for the purpose of evaluation)**:**

Sr.No.	Title	Name of Journal, ISSN / DoI Number, Page number	Whether peer-reviewed or not. Impact factor, if any	Whether you are the main author or Co-author	Date of Publication
1.					
2.					
3.					
4.					
5.					

Note: Please refer UGC 2010 guideline

14. Your contribution to the Department, Faculty and University (During the assessment period):

15. Your Vision for the Department / Faculty / University:

16. Future Academic Development Plan (Short/ Medium/ Long Term) for Self as well as Department:

17. Any Other Relevant Information:

1.	**If availed LWP, mention the duration** From (mm/dd/yyyy) To (mm/dd/yyyy)	
2.	**If any enquiry held / disciplinary action taken against you?** If yes, Please give details.	
3.	**Whether any prosecution pending in any court of law against you?** If yes, Please give details.	

Undertaking: I hereby declare that I have not been adjudged guilty of moral turpitude or plagiarism pursuant to a committee appointed by any competent authority of the university and have not been reprimanded or punished for the same.

Declaration: Certified that all the information, facts and documents submitted with this application are true and correct, and if found incorrect/false, my candidature for the same may be cancelled, and the decision of the university shall be final and binding.

Place:

Date: **Signature of Applicant**

Forwarded Through

Head, Department of _____   **Dean, Faculty of _____**

NOTE: Please refer to the following table and fill out Part B (categories I to III) based on the date of eligibility and corresponding UGC guideline

Sr.No	If the date of Eligibility for Promotion Falling on any date		UGC guideline to be followed for assessment
	From	**To**	
1	01/01/2009	12/06/2013	As per UGC-CAS 2010
2	13/06/2013	03/05/2016	As per 2010 2nd amendment with capping
3	04/05/2016	10/07/2016	As per 2010 3rd amendment
4	11/07/2016	17/07/2018	As per 2010 4th amendment (Categories II+III)
5	18/07/2018	17/07/2021	UGC Regulations 2010 -4th Amendment in accordance with UGC Regulation 2018 Point 6.3 VII b

PART B: ACADEMIC PERFORMANCE INDICATORS

(As Per UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2010)

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sr.No.	Particulars	Maximum Score Per Year	API score obtained for each academic year of the period under assessment dd/mm/yyyy (-------- to -------)					Total Score
I (i).	Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records. On basis of Lectures undertaken as percentage of lectures allocated.	50						
I (ii).	Lectures of other teaching duties in excess of the UGC norms for which no remuneration is charged. Two points to be assigned for each extra hour of classes/credit for the entire semester.	10						
I (iii).	Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students **(100% compliance = 20 points)**	20						
I (iv).	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20						
I (v).	Examination duties (investigation, question paper setting, evaluation, / assessment of answer scripts) as per allotment.	25						
TOTAL SCORE		125						
Minimum API score required per year		75						

I (i). **Lectures, Seminars, Tutorials, Practical etc. (give semester-wise details)**

Sr. No.	Academic Year	Class	Course/Paper/Subject Taught		Mode of Teaching*	Teaching Hours Per Week		% Of classes taken as per documented record	API Score
			Semester I, III & V	Semester II, IV & VI		As per UGC norms	Allotted Effective Hours of teaching per week		
1.									
2.									
3.									
4.									
5.									

Max Score I(i) = 50

* Lecture (L), Practical (P), Seminar (S), Tutorial (T), Remedial Class (R), Mentoring (M), Dissertation (D)

Note: Classes Taken –Average for the year (max score 50 for 100 % performance & proportionate score up to 80% performance, below which no score may be given). No score should be assigned if a teacher has taken less than 80% of the assigned classes.

I (ii). **Teaching Load in excess of UGC norms (Lectures, Seminars, Tutorials, Practical, etc., give semester-wise details)**

Sr. No.	Academic Year	Class	Course/Paper/Subject Taught		Mode of Teaching*	Teaching Hours Per Week		% Of classes taken as per documented record	API Score
			Semester I, III & V	Semester II, IV & VI		As per UGC norms	Allotted Effective Hours if teaching per week		
1.									
2.									
3.									
4.									
5.									

Max Score I(ii) = 10

* Lecture (L), Practical (P), Seminar (S), Tutorial (T), Remedial Class (R), Mentoring (M), Dissertation (D)

Note: If teacher has taken classes or other teaching duties exceeding UGC norm, then two points to be assigned for extra hour of classes/duties

I (iii). Reading/Instructional material consulted, and additional knowledge resources provided to students.

Sr. No.	Academic Year	Class	Course/Paper	Consulted	Prescribed	Additional Resource provided	API Score*
1							
2							
3							
4							
5							

* Max. Score per Academic Year: 20

Note: Preparation and imparting of knowledge /instructions as per curriculum with the prescribed material (textbook/manual), syllabus enrichment by providing additional resources to students (100% compliance =20 points). (Proof shall be produced before the screening committee)

I (iv). Use of Participatory and Innovative Teaching-Learning (T-L) Methodologies, Updating of subject content, Course Improvement etc.

Sr. No	Particulars	Maximum Score per Year	API score obtained for each academic year of the period under assessment					Total Score
1.	Updating of Courses, design of curriculum, (5 per single course)	**10**						
2.	Participatory & Innovative **T-L** Process with material for problem-based learning, case studies, Group discussions etc. a) Interactive Courses: 5 points/each b) Participatory Learning modules: 5 points/each c) Case studies: 5 points/each	**10**						
3.	Use of ICT in **T-L** process with computer-aided methods like power-point/Multimedia/ Simulation/Software etc., **(Use of any one of these in addition to Chalk & Board: 5 points**)	**10**						
4.	Developing and imparting Remedial/Bridge Courses (each activity: 5 points)	**10**						
5.	Developing and imparting soft skills/communications skills/personality development courses/modules (each activity 5 points)	**10**						
6.	Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	**10**						
7.	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-	**10**						

based learning and e-library skills to students a) Workshop/Training course: 10 points each b) Popularization programmes: 5 points each							
Maximum Aggregate Score per Year (Sr No 1-7)	**20**						

Max Score I(iv) =20

I (v). Examination Duties Assigned and Performed

Sr. No.	Particulars	Maximum Score per Year	API score obtained for each academic year of the period under assessment					Total Score
1.	College/ University end semester/ Annual Examination work as per duties, allotted. (invigilation-10 points, Evaluation of answer scripts- 5 points; Questions paper setting- 5 points) (100% compliance=20 points)	20						
2.	College/ University examination. Evaluation responsibilities for internal/ continuous assessment work as allotted (100% compliance=10 points)	10						
3.	Examination work such as coordination, or flying squad duties etc. (Maximum of 5 or 10 depending upon intensity of duty) (100% compliance=10points)	10						
	Maximum Aggregate Score per Year (Sr No 1-3)	25						

CATEGORY-II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

For Applicants following UGC-CAS 2010 and UGC-CAS 2010 2ⁿᵈ amendments

Sr. No.	Type of activity	Average Hrs/week	API score/Academic Years					Total Score
(i) Extension, Co-curricular & Field based activities.								
	Extension works through NSS/NSC and other	05						
	Cultural Activities	05						
	Subject related Events	05						
	Advising and Counseling	05						
	Total (Max:20)	**20**						
(ii) Contribution to Corporate Life and Management of the Institution								
	In charge of any academic / administrative body	05						
	Member of academic body at departmental level	05						
	Member of academic body at Faculty level	05						
	Total (Max: 15)	**15**						
(iii) Professional Development Activities								
	Participation in seminars, conference	05						
	Short term, training courses	05						
	Talks, lectures	05						
	Membership of associations	05						
	Dissemination and general articles, not covered in Category III below	05						
	Total (Max: 15)	**15**						
	TOTAL OF (i to iii about)							

Verified by

HEAD, Department of

For Applicants following UGC-CAS 2010 3ʳᵈ & 4ᵗʰ amendment and UGC-CAS 2018 Point 6.3 VII b

Sr. No.	Type of activity	Average Hrs/week	API score/Academic Years					Total Score
(i) Student related co-curricular, extension and field based activities								
	Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)	05						
	Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)	05						
	Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	05						
	Total (Max:15)	**15**						
(ii) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities								
	Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)	7.5						
	Participation in Board of Studies, Academic and Administrative Committees	7.5						
	Total (Max: 15)	**15**						
(iii) Professional Development Activities								
	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15						
	Total (Max: 15)	**15**						
	TOTAL OF (i to iii about)							

Verified by

HEAD, Department of

<u>SUMMARY OF API POINTS</u>

API-Categories	Academic Years				
Category I					
Category II					
Total of I & II					

CATEGORY- III: RESEARCH & ACADEMIC CONTRIBUTIONS

III.A Published Papers in Journals

Title with page Nos. Issue, Volume	Name of the Journal & DOI	ISSN No.	Whether peer-reviewed, impact factor, if nay	No. of Co-authors	Whether you are the main author	API score
					API score in III.A	

Note: III.A Published Papers in Journals -Score calculation

APIs	Sciences	Languages/Arts/Humanities/Social Sciences/Library/Physical education/Management	Max. score
Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals*	15/Publications
	Non-referred but recognized and reputable journals and periodicals, having ISBN/ISS numbers	Non-referred but recognized and reputable journals and periodicals, having ISBN/ISS numbers	10/Publications
	Conference proceedings as full papers, etc (Abstracts not to be included)	Conference proceedings as full papers, etc (Abstracts not to be included)	10/Publications

Note:

1. For Publications and paper presentations involving multiple authors, API calculations would be as given below. From 1 to 3 authors: 100% credit for each author. 4 to 6 authors: 60% credit for each author. 7 and above authors: 40% credit for each author. (No specific weightage for the order of authors in the publications/Patents).

2. Wherever relevant to any specific discipline, the API score for papers in refereed journal would be augmented as follows: (i) indexed Journals- by 5 points, (ii) papers with impact factor between 1 and 2 by 10 points, (iii) papers with impact factor between 2 and 5 by 15 points, (iv) Papers with impact factor above 5 by 25 points.

3. If a paper presented in Conference /Seminar is published in the form of Proceedings, the points would accrue for the publication (III(a)) and not under presentation (III(e)(ii).

III B (i) Articles / Chapters published in Books

Title with page No.	Book Title, editor and publisher	ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API score
					API score in III B(i)	

III B (ii) Full Papers published in Conference Proceedings

Title with page No.	Details of conference publication	ISBN No.	No. of Co-authors	Whether you are the main author	API score
				API score in III B(ii)	

III B (iii) Books published as single author or as editor

Title with page No.	Type of Book and authorship	Publisher and ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API score
					API score in III B(iii)	

III B Books published as single author or as editor - score calculation

APIs	Sciences	Languages/Arts/Humanities/Social sciences/Library/Physical education/Management	Max. score
Research publications (books, chapters in books, other than referred journals articles	Text or Reference Books Published by international Publishers with an established peer review system	Text or Reference Books Published by international Publishers with an established peer review system	50/book, 10/chapter in an edited book
	Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/book, 5/chapter in an edited book
	Subject Books by other local publishers with ISBN/ISSN numbers	Subject Books by other local publishers with ISBN/ISSN numbers	15/book, 3/chapter in edited book

	Chapters contributed to edited knowledge based volumes published by International Publisher. Chapter in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters contributed to edited knowledge based volumes published by International Publisher Chapter in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	10/chapter, 5/chapter

III C (I & ii) Ongoing /Completed Research Projects and Consultancies

Title	Agency	Period	Grant/Amount Mobilizes (Rs Lakhs)	API Score
API Score secured in IIIC (i &ii)				

III C (iii & iv) Completed Projects/ Project outputs/outcomes

Title	Agency	Period	Grant/Amount Mobilizes (Rs Lakhs)	Whether policy document/patent as outcome	API Score
API Score secured in IIIC (iii & iv)					

Note: For Thesis Guidance, projects and Consultancy involving multiple persons in Investigator role, API investigators would be as given Principal Investigator or guide gets 70% of the points, Co-investigator or co-guide share the remaining 30% of the points.

III C (i, ii, iii, iv) Ongoing /Completed Research Projects and Consultancies - score calculation

		Sciences	Languages/Arts/Humanities /Social sciences	Max. score
III(C) i	Sponsored Projects Carried out/ongoing	Major projects amount mobilized with grants above 30 lakhs	Major projects amount mobilized with grants above 5 lakhs	20/each Project
		Major projects amount mobilized with grants above 5 lakhs up to 30 lakhs	Major projects amount mobilized with minimum of Rs.3 lakhs up to Rs.5 lakhs	15/each Project
		Minor projects (amount mobilized with grants above Rs.50,000 up to Rs.5 lakh	Minor projects (amount mobilized with grants above Rs.25,000 up to Rs. 3 lakhs	10/each project
III(C) ii	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs.10 lakh	Amount mobilized with minimum of Rs. 2 lakhs	10 points per every Rs.10.0 lakhs and Rs. 2.0 lakhs. Reply.
III(C) iii	Completed projects: Quality Evaluation	Completed Project Report (Acceptance from funding agency)	Completed Project Report (Acceptance from funding agency)	project and 10/each minor project not covered in anywhere else
III(C) iv	Projects Outcomes/ Outputs	Patent/Technology transfer/product process	Major policy document of Govt. Bodies at Central and State level	25/each national level output.40/each for international level output.

III (D) Research Guidance

Degree	Number Enrolled	Thesis Submitted	Title	Degree awarded	API Score
UG Project					
PG Project					
M. Phil or equivalent					
Ph. D or equivalent					
API Score secured in III.D					

III (D) Research Guidance– score calculation

UG Project	Degree awarded only	3/each candidate
PG Project	Degree awarded only	5/each candidate
M. Phil	Degree awarded only	7/each candidate
Ph. D	Degree awarded only	10/each candidate
	Thesis submitted	7/each candidate

Note: Where the project work is carried out by a group of students, score will be awarded considering the project as a single unit.

III (E) (i) Training Courses, Teaching-Learning-Evaluation technology, Faculty Development Programmes attended (not less than one week duration)

Programme	Duration	Organized by	API Score
API Score secured in III.E(i)			

III E (ii) Papers presented in Conferences, Seminars, Workshops

Title of the paper presented	Title of conference/ Seminar	Organized by	Whether International/state/Regional/ College or University	API Score
API Score secured in III E(ii)				

III E (iii) Invited Lectures or presentation for conference/ Symposia

Title of lecturer/Academic session	Title of conference/Seminar	Organized by	Whether International/National	API Score
			API Score secured in III.E(iii)	

Note: III. E –Score calculation

		Sciences	Languages/Arts/Humanities /Social sciences	API
III E (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation technology Programmes, Soft skills development Programmes, Faculty Development Programmes (Max:30 Points)	a. Not less than two weeks duration	a. Not less than two weeks duration	20 Points each
		b. One week duration	b. One week duration	10 points each
III E (ii)	Papers in Conference/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/Poster) in		
			a. International Conference	10 points each
			b. National	7.5 points each
			c. Regional/State/College level	5 points each
			d. Local-University/college level	3 points each
III E (iii)	Invited lectures or presentations for conferences/symposia or talks in refresher courses	a. International		10 points each
		b. National level		5 points each
API Score secured in III.E				

Note: The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

PART C: FINAL SUMMARY OF GRADING AND RESEARCH SCORE

SUMMARY STATEMENT OF ANNEXURE III API SCORE

Title as per Annexure III	API SCORE	
	Claimed by the applicant	**Verified Score by the IQAC**
(A) Published Papers in Journals		
(B) (i) Articles/Chapters published in Books		
(B) (iii) Books published as single author or as editor		
(C) (i& ii) Ongoing Research projects and consultancies		
(C) (iii &iv) Research Projects and Consultancy Completed		
(D) Research Guidance		
(E) (i)Training Courses, Teaching-Learning-Evaluation Technology, Faculty development Programmes		
(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia		
(E) (iii) Invited Lectures and Chairmanships at National or international Conference/ Seminars		
TOTAL		

API score claim of each of the sub-categories in Category III As per Cap as % of API cumulative score in the application [IF FOLLOWING UGC 2010 2ND AMENDMENT]

SUB-CATEGORY	Cap as % of API cumulative score in application	API score claimed by the candidate		Verified Score by the IQAC	
		Actual	**After cap**	**Actual**	**After cap**
III (A): Research papers (Journals, etc)	30%				
III (B): Research publications (Books, etc)	25%				
III (C): Research Projects	20%				
III (D): Research Guidance	10%				
III (E): Training Courses and Conference/Seminar, etc	15%				
TOTAL	**100%**				

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc., wherever necessary)

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Declaration: Certified that all the information, facts and documents submitted with this application are true and correct, and if found incorrect/false, my candidature for the same may be cancelled, and the decision of the university shall be final and binding.

Place & Date   Signature of the applicant

Forwarded through

Head, Department of _____   Dean, Faculty of _____

APPENDIX – III TABLE – I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY TEACHERS.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

Sr.No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated[a]	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	**125**
	Minimum API Score Required	**75**

Note: [a] Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only be one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

Sr.No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field-based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination, and general articles, not covered in Category III below)	15
	Minimum API Score Required	**15**

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

SUB-CATEGORY	Cap as % of API cumulative score in application
III (A): Research papers (Journals, etc)	30%
III (B): Research publications (Books, etc)	25%
III (C): Research Projects	20%
III (D): Research Guidance	10%
III (E): Training Courses and Conference/Seminar, etc	15%

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr.No.	APIs	Engineering/ Agriculture/ Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III A	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books

		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter
III (C)	**RESEARCH PROJECTS**			
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs	Major Projects amount mobilized with grants above 5 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs	Major Projects Amount mobilized with minimum of Rs.3 lakhs up to Rs. 5 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/ each Project
III (C) (ii)	Consultancy Projects	Amount mobilized with	Amount mobilized with	10 per every Project
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)		20 /each major project and 10 / each minor project
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process		30 / each national level output or patent /50 /each for international level,
III (D)				
III (D) (i)	M.Phil.	Degree awarded only		3 /each candidate
III (D) (ii)	Ph.D.	Degree awarded		10 /each candidate
		Thesis submitted		7 /each candidate
III(E)				
	Refresher courses,	Not less than two weeks duration		20/each

III(E) **(i)**	Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	One week duration		10/each
III(E) **(ii)**	Papers in Conferences/ Seminars/ workshops etc. *	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10 each
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 /each
		d) Local – University/College level	d) Local – University/College level	3 / each
III(E) **(iv)**	Invited lectures or presentations for conferences/ / symposia	International	International	10 /each
		National level	National level	5

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.
** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.
1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals, and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Table A of UGC Guideline 2018; Pg.78
Minimum API requirement for the promotion of teachers under CAS in university departments

Sr.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/AGP Rs.7000/-) to Stage 3/ AGP to Stage Rs.8000/-)	Assistant Professor (Stage 3/ AGP to Stage Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/AGP Rs.9000/-) to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Nature of Activity	Assistant Professor		Associate Professor		Professor	
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a. Lectures - Classroom Teaching (including Lectures in excess of UGC norms)	60	Actual hours spent per academic year ÷10	50	Actual hours spent per academic year ÷10	45	Actual hours spent per academic year ÷10
b. Examinations duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10	10	Actual hours spent per academic year ÷10
c. Innovative Teaching - learning methodologies, updating of subject contents / courses etc.	10	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10	15	Actual hours spent per academic year ÷10
d. Students Feedback (Students who have put in at least 75% attendance per course are eligible to give feedback)	10	Outstanding 10 Very Good 8 Good 6 Average 4 Below Average 0	10	Outstanding 10 Very Good 8 Good 6 Average 4 Below Average 0	10	Outstanding 10 Very Good 8 Good 6 Average 4 Below Average 0

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIE

Category II	Nature of Activity	Maximum API Score	Actual score
a.	Student related co-curricular, extension and field-based activities. (i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar and other events, career counselling etc.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i). Administrative responsibility (including as Dean / Principal/Chairperson/ Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees.	15	Actual hours spent per academic year ÷ 10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Category	Activity	Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	15 per Publication
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference Books by International Publishers as notified by the UGC	Text/Reference Books by International Publishers as notified by the UGC	30 per Book for Single Author
		Subject Books by National level publishers as identified by the UGC or State / Central Govt. Publications	Subject Books by National level publishers as identified by the UGC or State / Central Govt. Publications	20 per Book for Single Author
		Subject Books by Other local publishers as identified by the UGC	Subject Books by Other local publishers as identified by the UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers as identified by the UGC	Chapters in Books published by National and International level publishers identified by the UGC	International –10 per Chapter National – 5 per Ch
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30.0 lakhs	Major Projects with grants above Rs. 5.0 lakhs	20 per Project

		(b) Major Projects with grants above Rs. 5.0 lakhs up to Rs. 30.0 lakhs	Major Projects with grants above Rs. 3.0 lakhs up to Rs. 5.0 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1.00 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1.0 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10.00 lakhs	Amount mobilized with a minimum of Rs. 2.0 lakhs	10 for every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document of Central / State Govt. Bodies prepared	30 for each International / 20 for each for national level output or patent or major policy document
III (D)	RESEARCH GUIDANCE			
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded	Degree awarded	15 per candidate
		Thesis submitted	Thesis submitted	10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)		International Award/Fellowship	International Award / Fellowship	15 per Award / 15 per Fellowship
		National Award/Fellowship	National Award/Fellowship	10 per Award / 10 per Fellowship
		State/University level Award	State/University level Award	5 Per Award
III(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			10 per module

APPENDIX - III TABLE - II (A)

**MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR
THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME
(CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR
EXPERT ASSESSMENT**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period)	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period)	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

* Teachers may score the balance of points from either Category II or Category III to achieve the
minimum score required under Category II + III.

**Note: The appendices given above (pg. 26-35) are for quick reference. You must read the relevant
UGC notifications (gazette notification) for details before filling out this application form**

APPLICATION FORM
FOR ALL FACULTIES / INSTITUTIONS
FOR PROMOTION UNDER

CAREER ADVANCEMENT SCHEME (CAS)

(UGC Regulations 2018)

ESTD.1949
ACCREDITATED GRADE A+ BY NAAC
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
Fatehgunj, Vadodara, Gujarat 390002, INDIA

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Application form for promotion under UGC Career Advancement Scheme (CAS) for teachers in all Faculties / Institutions of The Maharaja Sayajirao University of Baroda **under UGC Career Advancement Scheme (CAS) in accordance with UGC Regulations 2018**.

Application for Promotion as:

(Tick ✓ the appropriate Academic Level in the table given below)

Sr.No.	Designation	Academic Level	Tick Here
1	Assistant Professor (Senior scale)	Academic level 10 to 11	
2	Assistant Professor (Selection grade)	Academic level 11 to 12	
3	Associate Professor	Academic level 12 to 13 A	
4	Professor	Academic level 13 A to 14	
5	Senior Professor	Academic level 14 to 15	

Period of Assessment of Promotion (dd/mm/yyyy)

From ………………………………….To …………………………………….

Date of Last Promotion (if applicable) : dd/mm/yyyy

Date of Appearing Before Last Selection/Screening committee (if applicable): dd/mm/yyyy

PART - A
GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. General Information About the Applicant:

1.	Full Name (in Block Letters)	
2.	Date of Birth (dd/mm/yy)	
3.	Place of Birth (with Dist. & State)	
4.	Gender	
5.	Marital Status	
6.	Nationality	
7.	Category (SC/ST/OBC/SEBC/EWS/Unreserved)	
8.	Whether Specially Abled (Divyang)?	
9.	University Employee Code No.	
10.	Date of Confirmation With Pay Scale /Pay Band.	
11.	Current Designation & Academic Level	
12.	Date of Current Appointment & Academic Level with Pay Scale /Pay Band	
13.	Academic Level Applied for	
14.	Date of Last Promotion (If applicable)	
15.	Date of Eligibility for Promotion (dd/mm/yyyy)	
16.	Address for Correspondence (with Pin Code)	
17.	Permanent Address (with Pin Code)	
18.	Mobile Number	
19.	E-mail	
20.	Date in Which ARMS Portal Last Updated	

2. Academic Qualifications:

Sr.No.	Examinations	Board /University	Year of Passing	% of marks obtained/ CGPA	Division/ Class / Grade
1.	Graduate Degree (UG)				
2.	Postgraduate Degree (PG)				
3.	M. Phil / M. Litt.				
4.	Ph.D.				
5.	NET /GSLET				
6.	Other exams (if any)				
7.	Gujarati *	Yes / No (Tick which one is applicable)			
8.	Hindi *	Yes / No (Tick which one is applicable)			
9.	CCC + *	Yes / No (Tick which one is applicable)			

*As required by the Government of Gujarat, a copy of the certificate is to be attached

3. Record of Academic Services Prior to Joining The Maharaja Sayajirao University of Baroda:
(Please attach relevant certificates of service experience and pay scale)

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/ Adhoc)	Nature of duties (Teaching /Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

Note: Please indicate in a separate sheet attached, the following:
 a. *The essential qualifications for the post held were not lower than those prescribed by The Maharaja Sayajirao University of Baroda.*
 b. *The post is/was in an equivalent grade or of the pre-revised pay scale.*
 c. *Whether applied through the proper channel*
 d. *Whether possess the same minimum qualifications as prescribed by UGC for the appointment of the post?*
 e. *The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the University/State Government/ Central Government/concerned institution, for each appointment.*
 f. *The previous appointment was not as Guest Lecturer for any duration.*

4. **Record of Services in The Maharaja Sayajirao University of Baroda from the Date of Joining as a Permanent Teacher:**

Stage	Designation	Pay band and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Stage I or Academic level 10 to 11						
Stage II or Academic level 11 to 12						
Stage III or Academic level 12 to 13A						
Stage IV or Academic level 13A to 14						
Stage V or Academic level 14 to 15						

5. **Total Teaching Experience as a Permanent Teacher:**

Level	From	To	Years	Months	Institution
UG					
PG					

6. **Whether Recognized as a Research Guide?: Yes / No**

If yes, give the details in the following table:

Name of the Institution/University at which guideship is approved	Date in which guideship is approved	Number of students enrolled for PhD/MPhil	Number of students submitted thesis	Number of students awarded the Degree

7. **Publications / Projects / Patents / etc. During the Assessment Period:**

Sr.No.	Academic/Research Activities	Total No
1.	Number of research projects undertaken	
2.	Total number of papers published in International Journals	
3.	Total number of papers published in National Journals	
4.	Total number of papers published in Conference Proceedings (Not abstract but full paper)	
5.	Number of books published	
6.	Number of book chapters published	
7.	Patents / copyrights / designs (Registered / Awarded)	
8.	Total number of International Conferences/Seminar/Workshop attended	
9.	Total number of National Conferences/Seminar/Workshop attended	
10.	Total number of State level Conferences/Seminar/Workshop attended	

8. Awards / Prizes / Honours / Recognitions During the Assessment Period:

Sr.No.	Name of Award	State Level/ National level/ International Level	Awarding Body	Date
1.				
2.				

9. Fields of Specialization Under the Subject / Discipline

1	
2	

10. Recognized Orientation/Refresher/ Winter /Short Term/MOOC/QIP Courses Attended During the Assessment Period: (Attach Certificate)

Sr.No.	Name of the course	Sponsoring Agency	Place	Duration	
				From	To

11. Details of Seminar/Conference/Workshop/Symposium/Summer camp, etc. attended during the Assessment Period: (Attach Certificate)

Sr.No.	Nature of Participation (attended /paper presented/ chaired a session)	State Level / National level /International level	Organized by and Venue	Date of Participation		No. of days
				From	To	

12. Details of Seminar/Conference/Workshop/Winter School/Symposium/Summer Camp, etc. organized during the Assessment Period: (Attach Certificate)

Sr.No.	Particulars	Place	Role	Duration	Sponsoring Agency

13. List of Most Significant UGC Listed/Peer-reviewed Publications (attach a copy for the purpose of evaluation)**:**

Sr.No.	Title	Name of Journal, ISSN / DoI Number, Page number	Whether peer-reviewed or not. Impact factor, if any	Whether you are the main author or Co-author	Date of Publication
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Note: Please refer to the following table for the minimum number of publications required at each academic level as per CAS 2018.

Stage 1 to 2	Academic level 10 to 11	01 Paper
Stage 2 to 3	Academic level 11 to 12	03 Papers
Stage 3 to 4	Academic level 12 to 13 A	07 papers (out of that 03 in the assessment period)
Stage 4 to 5	Academic level 13 A to 14	10 papers (out of that 03 in the assessment period)
Stage 5 to 6	Academic level 14 to 15	10 papers and 02 Ph.D. awarded

14. Your contribution to the Department, Faculty and University (During the assessment period):

15. Your Vision for the Department / Faculty / University:

16. Future Academic Development Plan (Short / Medium / Long Term) for Self as well as Department:

17. Any Other Relevant Information:

1	**If availed LWP, mention the duration.** From (mm/dd/yyyy) To (mm/dd/yyyy)	
2.	**If any enquiry held/ disciplinary action taken against you?** If yes, give details.	
3.	**Whether any prosecution pending in any court of law against you?** If yes, please give details.	

Undertaking: I hereby declare that I have not been adjudged guilty of moral turpitude or plagiarism pursuant to a committee appointed by any competent authority of the university and have not been reprimanded or punished for the same

Declaration: Certified that all the information, facts and documents submitted with this application are true and correct, and if found incorrect/false, my candidature for the same may be cancelled, and the decision of the university shall be final and binding**.**

Place:

Date: **Name & Signature of**
Applicant

Forwarded Through

Head, Department of _____   **Dean, Faculty of** _____

ANNUAL SELF-ASSESSMENT FOR THE PERFORMANCE-BASED APPRAISAL SYSTEM (PBAS)

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018: Option-A

PART B: Assessment Criteria And Methodology For University Teachers

Note: (i) Please see detailed instructions of this PBAS Proforma before filling out this section

(ii) Category I & II are to be prepared separately for each assessment year

CATEGORY: I. TEACHING

(Academic Year_____)

a. Lectures, Seminars, Tutorials, Practicals

Academic Year@	Mode of Activity*	Total classes Assigned	Number of classes engaged as per documented record	$\left\{ \dfrac{\text{Number of classes engaged}}{\text{Total classes Assigned}} \right\} \times 100$	Grading#

@ Specify the Academic Year

*Please write relevant abbreviations: Lecture (L), Practical (P), Seminar (S), Tutorial (T), Remedial Class (R), Mentoring (M), Dissertation (D)

 # Select the appropriate grading from below

Good   : 80% and above performance

Satisfactory   : 70 % to 80% performance

Not satisfactory : less than 70% performance

GRADE FOR Category I: ………………………….

CATEGORY II: INVOLVEMENT IN THE UNIVERSITY STUDENTS-RELATED ACTIVITIES/RESEARCH ACTIVITIES

(Academic Year_____)

a. Administrative responsibilities

Sr.No.	Type of Responsibility	Role Performed
01		
02		
03		
04		
05		
Total number of activities:		

b. Examination and evaluation duties assigned by the M. S. University or attending examination duty of other universities.

Sr.No.	Name of Duty	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities:		

c. Students related co-curricular, extension, field based activities etc.

Sr.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
06		
Total number of activities:		

d. Organized seminars/conferences/workshops and other university activities

Sr.No	Type of Activity	Role Performed
01		
02		
03		
04		
05		
Total number of activities:		

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

Sr.No	Name of Students	Date of Registration	Registration Number
01			
02			
03			
04			
05			
Total number of students:			

f. Details of minor/major research projects sponsored by national or international agencies

Sr.No	Name of the projects	Funding Agency	Grant Mobilized
01			
02			
03			
04			
05			
Total number of projects:			

g. Details of Publication in peer-reviewed or UGC listed journals

Sr.No.	Title with page Nos.	Journal	Whether peer-reviewed or not. Impact factor*, if any	ISSN	Whether you are the main author# or Co-author
01					
02					
03					
04					
05					
Total number of publications:					

\# Corresponding author, First author, Guide
* As per Thomson Reuters®

Note: The number of activities can be within or across the broad categories of activities

Grade definition for Category II

Good   : Involved in at least 03 activities

Satisfactory   : Involved in 01 – 02 activities

Not satisfactory : Not involved/undertaken any of the activities

GRADE FOR Category II: ………………………..

For Details on the subtitles and activities, please refer to Appendix II Table: 1; Pg. 25

OVERALL GRADING

Categories	Grade
Category I	
Category II	

Good   : Good in Category I, and satisfactory or good in Category II

Satisfactory   : Satisfactory in Category I, and good or satisfactory in Category II

Not satisfactory : If neither good nor satisfactory in overall grading

OVERALL GRADING (Category I & II) 2022-2023*: …………………………..

* Specify the academic year

Declaration: I hereby declare that the information provided in category I & II are true to the best of my knowledge.

Place & Date: Name and Signature of the Teacher

Countersigned by:

Head Department of _____   Dean Faculty of _____

CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS (RESEARCH SCORE)
(Only for placement from Academic level 12 to 13A and 13A to 14)

Note: 1. *The research score shall be from a minimum of three categories out of six categories*
             2. *Provide combined data for the assessment period (Three years)*

I.   Published Research Papers in Peer-reviewed or UGC listed Journals

Sr.No.	Title	Journal Vol. page no. DOI	ISSN	Whether peer-reviewed, Impact Factor*, if any	No. of Co-authors	Whether you are the Main Author	Score
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
						Total Research Score:	

08 Points per publication for the Faculty of Science and 10 Points per publication for the Faculty of Languages/Humanities/Arts/Social Sciences/Commerce/Management and other related disciplines.

The Research score for research papers would be augmented as follows: (**Impact factor to be determined as per Thomson Reuters® List**)

Papers without impact factor by 5 points

Papers with impact factor less than 1 by 10 points Papers with impact factor between 1 and 2 by 15 points Papers with impact factor between 2 and 5 by 20 points.

Papers with impact factor between 5 and 10 by 25 points. Papers with impact factor above 10 by 30 points

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

More than two authors: 70% of total publication value for the first/Principal/Corresponding author and the remaining 30% of total publication value for each of the joint authors.

* As per Thomson Reuters®
 # Corresponding author, First author, Guide

II.   **Publications other than Research Papers**

II(a). Book Authored/Edited or Chapters in Books published by:

Sr.No.	Title with Page Nos.	Book, Title, Editor & Publisher	ISBN No.	No. of Co-authors	Whether you are the main author#	Score
01						
02						
03						
04						
					Total Research Score:	

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

 # Editor, Corresponding author, First author, Guide

II (b). Translation works in Indian and Foreign Languages by faculty

Sr.No.	Title with Page Nos.	Book, Title, Editor & Publisher ISBN No	No. of Co-authors	Whether you are the main author#	Score
01					
02					
03					
04					
				Total Research Score:	

Chapter or Research Paper   : 03 Points/Chapter or Paper
Book   : 08 Points

 # Editor, Corresponding author, First author, Guide

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

III(a). Development of Innovative Pedagogy

Sr.No.	Type of Pedagogy	Level (UG/PG)	Class and Semester	Topic Covered	Score
01					
02					
03					
04					
				Total Research Score:	

05 Points per Pedagogy or Method

III(b). Design of New Curricula and Courses

Sr.No.	Name of Course	Level (UG/PG/PhD/Diploma)	University	Score
01				
02				
03				
04				
05				
			Total Research Score:	
02 Points per curriculum or course				

III(c). MOOCs

Sr.No.	Name of MOOC	Level (UG/PG)	University	Score
01				
02				
03				
04				
05				
			Total Research Score:	
Development of complete MOOC with 04 quadrants (04 credits): 20 Points (In case of MOOCs of lesser Credits 5 marks/credit) MOOCs (developed in 04 quadrants) per module or lecture: 05 points per module or lecture MOOCs Content writer/subject matter (at least 01 quadrant) per module: 02 points per module. Course Coordinator for MOOCs (04 credit course): 08 Points (In case of MOOCs of lesser Credits 2 marks/credit)				

III(d). E-content
Development of e-learning delivery process/material

Sr.No.	Title of Module/Material	Score
01		
02		
03		
04		
05		
	Total Research Score:	
Development of e-content in 04 quadrants for a complete course or e-book : 12 Points e-content (Developed in 4 quadrants) per module : 05 Points Contribution to development of e-content module in complete course/paper / e-book (at least 01 quadrant) : 02 Points Editor of e-content for complete course/paper/e-books : 10 Points		

IV.   Research Guidance, Projects and Consultancy

IV(a). Research Guidance

Category	Number Enrolled	Thesis Submitted	Degree Awarded	Score
i. Ph.D.				
ii. M.Phil.				
iii. PG Dissertation				
			Total Research Score:	
Ph. D (Degree Awarded) : 10 Points Ph. D (Thesis Submitted) : 05 Points M. Phil : 02 Points PG : 02 Points				

Note: For Joint supervision of research students, the formula shall be 70% of the total score for the supervisor and co-supervisor. The supervisor and Co-Supervisor, both shall get 7 marks each.

IV(b). Completed Research Projects

Sr.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
05					
				Total Research Score:	
More than 10 lakhs : 10 Points Less than 10 lakhs : 05 Points					

Note: Joint Projects: Principal Investigator and Co-Investigator would get 50% each

IV(c). Ongoing Research Projects

Sr.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
05					
				Total Research Score:	
More than 10 lakhs : 05 Points Less than 10 lakhs : 02 Points					

Note: Joint Projects: Principal Investigator and Co-Investigator would get 50% each

IV(d). Consultancy

Sr.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Score
01					
02					
03					
04					
05					
				Total Research Score:	
3 points each					

V. Patents, Policy Documents and Awards/Fellowships

V(a). Patents

Sr.No.	Description/Patent	International/National	Score
01			
02			
03			
04			
05			
		Total Research Score:	
International : 10 Points/Patent National : 07 Points /Patent			

V(b). Major Policy document submitted to an International Body/Organization* or Central or State Government

Sr.No.	Description/Patent	International Bodies/ Central/State Government/	Score
01			
02			
03			
04			
05			
		Total Research Score:	
International : 10 Points / Document National : 07 Points / Document State Govt. : 04 Points / Document			

* Like UNO/UNESCO/World Bank/IMF etc.

Note: 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 of the total research score of the teacher concerned

V(c). Fellowships/Awards

Sr.No	Award/Fellowship	International/National	Awarded by	Score
01				
02				
03				
04				
05				
			Total Research Score:	
International : 07/Award or Fellowship National : 05/Award or Fellowship				

VI. Invited Lectures/Resource Persons and Papers at the International /National/State or University Level

Sr.No.	Title of the Lecture/ Paper/ Academic Session	Title	Organized by	Whether International/ National/State or University Level	Score
01					
02					
03					
04					
05					
				Total Research Score:	
International (Abroad) : 07/Lecture or Paper presented International (within country) : 05/Lecture or Paper presented National : 03/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.

Note 2. 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 of the total research score of the teacher concerned.

Total Research Score for Category III (I-VI) :

Final Research Score (after capping as per Note 2) :

PART C: FINAL SUMMARY OF GRADING AND RESEARCH SCORE

TABLE A

Category	Particular	1st year	2nd year	3rd year	4th year	5th year
I	Teaching					
II	Involvement in the University/students related activities/research activities					
Overall Grading I & II						
Overall grading for the assessment period:						

TABLE B

Sr.No.	Criteria	Research Score Claimed by the Applicant	Verified Score by the IQAC
1	Research Papers in Peer-Reviewed or UGC-listed Journals		
2	Publications (other than Research papers)		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4	Research		
5a	Patent/Copyright/Trademark		
5b	Policy documents		
5c	Awards/Fellowships		
6	Invited lectures / Resource Person/ Paper presentation in Seminars/ Conferences/Full paper in Conference Proceedings		
	Total Research Score		
5b and 6	% of Combined Score of Sr. No. 5b and 6 *(should not exceed 30% of the Total Research Score)*		
	Final Research Score after capping		

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers etc., wherever necessary)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

Declaration: Certified that all the information, facts and documents submitted with this application are true and correct, and if found incorrect/false, my candidature for the same may be cancelled, and the decision of the university shall be final and binding**.**

Place & Date   Signature of the applicant

Forwarded through

Head, Department of _____   Dean, Faculty of _____

TABLE 1

Assessment Criteria and Methodology for University/College Teachers

Sr.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: 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. 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.	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

Overall Grading:

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

TABLE 2

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 acknowledgments for patent filing and approval letters, students' Ph.D. award letter, etc.)

Sr.No.	Academic/Research Activity	Faculty of Sciences /Engineering/Agriculture/ Medical/Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	**Research Papers in Peer-Reviewed or UGC listed Journals**	08 per paper	10 per paper
2.	**Publications (other than Research papers)**		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National 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
	Contentwriter/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./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects 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
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

   i. Paper in refereed journals without impact factor   -   05 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 the 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 of the total research score of the teacher concerned.*
* *The research score shall be from the minimum of three categories out of six categories.*

Note: The appendices given above (pg. 20-22) are for quick reference. You must read the UGC Regulations 2018 before filling out this application form.