**North-Eastern Hill University**

 **Shillong**

Application Form for Promotion under Career Advancement Scheme

From Stage to Stage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

**1. Name (in Block Letters) :**

**2. Father’s Name/Mother’s Name :**

**3. Date of Birth :**

**4. Category :** SC ST OBC GEN

**5. Department :**

**6. Current Designation & Academic Grade Pay :**

**7. Date of last Promotion, if any :**

**8. Date of eligibility for promotion :**

**9. Address for correspondence (with pin code) :**

**10. Permanent Address (with pin code) :**

**Telephone No** :

**E-mail address** :

11**. Academic Qualifications**

A. Class X till post graduation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree/****Certificate** | **Name of****the Board/ University** | **Year of****Passing** | **Percentage of****marks obtained** | **Division/****Class/ Grade** | **Subject (s)** |
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B. Research Degree(s)

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Title of dissertation/ thesis** | **Date of****award** | **University** |
| M. Phil. |  |  |  |
| Ph. D./ D. Phil. |  |  |  |
| D. Sc./ D. Litt. |  |  |  |

**12. Appointments held prior to joining this University, if any**

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| --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of** | **Salary with****Grade** | **Reason for****leaving** |
| **Joining** | **Leaving** |
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**13. Posts held after appointment at the University:**

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| **Designation** | **Department** | **Period** | **Pay Scale/ Grade** |
| **From** | **To** |
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**14. Period of teaching experience: P.G. Classes (in years) U.G. Classes (in years)**

**15. Research Experience excluding years spent for M.Phil./ Ph.D.(in years)**

**16. Field(s) of Specialisation under the Subject/ Discipline**

**17. Orientation/ Refresher Course(s) attended:**

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| --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration** | **Sponsoring****Agency** |
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**PART B: ACADEMIC PERFORMANCE INDICATORS**

(Please see details of API scoring points for each category in Annexure III of Regulation RE-1 of NEHU)

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(i) Lectures, Seminars, Practical, Tutorials/ Contact hours**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Year** | **Course/ Paper** | **Level PG/ UG** | **Mode of teaching\*** | **Lectures, etc.** | **API Score accrued** | **Enclosure****number of supporting****document** |
| **Allotted** | **Undertaken** | **% age** |
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| **Total API Score** (Maximum 50 points/ year) |  |  |

\*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

**(ii) Classes conducted exceeding UGC norms, if any**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** **No.** | **Year** | **Course/ Paper** | **Lectures, etc.** | **API****Score** | **Enclosure** |
| **UGC norm** | **Exceeded by** |
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| **Total API score** (maximum 10 points/ year) |  |  |

**(iii) Reading/ Instructional material consulted and additional knowledge resources provided to students**

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| **Sl. No.** | **Year** | **Course/ Paper** | **Resource****Consulted Prescribed** | **Additional****Resource provided** | **API Score** | **Enclosure** |
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| **Total API score**Based on Preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to Students (maximum 20 points/ year) |  |  |

(iv) Use of participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.

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| **S.****No.** | **Year** | **Short Description** | **API Score** | **Enclosure** |
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| **Total API Score** (Max Score 20 points/ year) |  |  |

**(v) Examination Duties Assigned and Performed**

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| **Sl.****No.** | **Year** | **Type of Examination Duty** | **University****/ College** | **API****Score** | **Enclosure** |
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|  |  | **Total API Score** (Maximum Score 25 points/ year) |  |  |  |

Please mention your contribution to any of the following:

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| **Sl. No.** | **Year** | **Type of Activity** | **API Score** |
| **(i) Extension, Co-curricular & field based Activities** |
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| **Total API Score (Max: 20/ year)** |  |
| **(ii) Contribution to Corporate Life and Management of the Institution** |
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| **Total API Score (Max:15/ year)** |  |
| **(iii) Professional Development Activities** |  |
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| **Total API Score(Max:15/ year)** |  |
| **Total API Score(i+ii+iii)** |  |

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title with page nos.** | **Journal** | **ISSN/ ISBN No.** | **Refereed or not.** | **Latest****Impact Factor, If any** | **No. of authors** | **Whether main author** | **API Score** |
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Please use additional sheets if required.

**B. Books/ Chapters published in Books/ Proceedings of Conferences/ knowledge based serial volumes, etc.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title with page nos.** | **Book Title, Editor & Publisher** | **ISSN/ISBN No..** | **Whether Peer Reviewed** | **No. of****Authors** | **Whether****sole/ main author/****editor** | **API Score** |
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Please use additional sheets if required

**III C(i) Ongoing Research Projects**

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| **Sl.****No.** | **Title** | **Funding Agency** | **Period** | **Major/ Minor** | **Number of re****staff** | **API Score** |
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Please use additional sheets if required

**III C(ii) Ongoing Consultancy Projects**

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| **Sl.****No.** | **Title** | **Consultancy Grantee** | **Period** | **Amount mobilized in** ` | **API Score** |
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**III C (iii) Completed Projects outcome/ output/ patent/ technology transfer, etc.**

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| **Sl.****No.** | **Title** | **Funding Agency** | **Period** | **National/ International** | **API Score** |
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**III D Research Guidance (Give number of candidates in each case. API score can be claimed only for one of these categories for each candidate)**

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| --- | --- | --- | --- | --- |
| **Level of guidance** | **Registered** | **Submitted** | **Degree awarded** | **API Score** |
| M.Phil./M.Tech./LLM orEquivalent |  |  |  |  |
| Ph.D. orEquivalent |  |  |  |  |

**III E (i) Participation in Refresher Courses/ Training Courses/ Workshops, etc.**

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| --- | --- | --- | --- | --- |
| **Sl.****No.** | **Programme** | **Duration** | **Organizers** | **API Score** |
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**III E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia**

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| --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Title of the paper****presented** | **Title of Conference/****Seminar** | **Organised by** | **Whether international/ national/****state/ regional/ college or university level** | **API****Score** |
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**III E (iii) Invited Lectures at national or international conference/ seminar, etc.**

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| --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Title of Lecture/ Academic****Session** | **Title of Conference/****Seminar etc** | **Organised by** | **Whether international/****national** | **API Score** |
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**IV. SUMMARY OF API SCORES**

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| --- | --- | --- |
| **Sl. No.** | **Criteria** | **API Score for****Assessment period** |
| I | Teaching, Learning and Evaluation relatedactivities |  |
| II | Co-curricular, Extension, Professionaldevelopment etc |  |
|  | Total I +II |  |
| III | Research and Academic Contribution |  |
| **Total API Score (i+ii+iii)** |  |

**PART C: OTHER RELEVANT INFORMATIION**

Please give details of any other significant contributions not included above.

|  |  |
| --- | --- |
| **Sl. No.** | **Details (Mention year, value etc, where relevant)** |
|  |  |
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LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

|  |  |
| --- | --- |
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided is correct as per records available with the university and/ or documents enclosed along with the duly filled PBAS proforma.

Signature of the applicant

Place

Date

Countersigned

Head of the Department/ Centre/Dean of the

School concerned ( in case the candidate is Head )

Place

Date

**Instructions for Filling up Part B of the PBAS Proforma**

Part B of the Proforma is based on Annexure-III, appended to Regulation RE-1 of the University. I.1-I.5 are based on the API scoring for Category I. Detailed information for 2010-11 or most recent assessment year is to be provided. II1 to II-3 are based on Category II. Detailed information for 2010-11 or most recent assessment year is to be provided. IIIA-I is based on Category III. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per the relevant tables annexed to Regulation RE-1 and self-assessment scores are to be given. For each category, even though several avenues of activities and their API scores are given to provide choice/ opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/ area is indicated in the respective places.

The self-assessment scores are subject to verification by the university, and by the Screening cum Verification Committee or Selection Committee as the case may be.