**North-Eastern Hill University**

**Shillong**

Application Form for CAS Promotion of Teachers under UGC Regulations 2018 and Relevant Notifications

**Promotion Applied for**

**From Academic Level 10 / 11 / 12 / 13A to Academic Level 11 / 12 / 13 / 14**

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| **1.** | Name (in Block Letters) | | |  | | | | | | | | |
| **2.** | Subject/Department and School | | |  | | | | | | | | |
| **3.** | Correspondence address including cell phone no. and email | | |  | | | | | | | | |
| **4.** | Date of birth | | |  | | | | | | | | |
| **5.** | Category (strike out if not applicable) | | | SC | ST | | | Non-Creamy OBC | | Differently- Abled | | UR-  EWS |
| **6.** | Gender (strike out if not applicable) | | | Male | | | Female | | | | Other | |
| **7.** | Current designation & basic pay | | |  | | | | | | | | |
| **8.** | Date of last appointment/promotion/  Re-designation, if any | | |  | | | | | | | | |
| **9.** | Assessment period | | |  | | | | | | | | |
| **10. (a)** | Academic qualifications (Ph.D. is minimum qualification for promotion from Academic Level 11 to Academic Level 12 and onwards): | | | | | | | | | | | |
| Degree/Certificate | | Board/ University | Year of Passing | % of marks obtained | | Division/  Class/ Grade | | | Subjects | | | |
| Matriculation | |  |  |  | |  | | |  | | | |
| 10+2 and equivalent | |  |  |  | |  | | |  | | | |
| B.A./B.Sc./B.Com./ LLB/B.Tech./BBA | |  |  |  | |  | | |  | | | |
| M.A./M.Sc./M.Com/LLM/M.Tech./MBA | |  |  |  | |  | | |  | | | |
| M.Phil. | |  |  |  | |  | | |  | | | |
| Ph.D. | |  |  |  | |  | | |  | | | |
| Any other | |  |  |  | |  | | |  | | | |

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| **10. (b)** | Eligibility Test | | |
|  | | Year of Passing | Subject |
| NET (JRF) | |  |  |
| NET (Lectureship) | |  |  |
| SLET/SET | |  |  |

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| **11.** | Employment record | | | | | |
| Designation | | Name of Employer | Date of | | Pay Scale | Reason for leaving |
| Joining | Leaving |
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| **12.** | No. of years of post-doctoral research experience | | |  | | |
| **13.** | No. of years of teaching experience at different academic levels (excluding years spent for M.Phil./ Ph.D.): | | | | | |
| Academic Level (AL) | | AL 10 | AL 11 | | AL 12 | AL 13A |
| Years of experience | |  |  | |  |  |
| Minimum teaching/research experience required for promotion: AL 10 to 11: 4/5/6 years (PhD/MPhil/Master); AL 11 to 12: 5 years; AL 12 to 13A: 3 years; AL 13A to 14: 3 years | | | | | | |

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| **14.** | Details of teaching activities (Classes taught includes sessions on tutorial/lab & other teaching related activities: Good: ≥ 80 %; Satisfactory: ≥ 70 % but < 80%; Not Satisfactory: < 70%): | | | | |
| Academic Year | | Semester | No. of Classes assigned | No. of Classes taught | % of Classes taught |
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| **15.** | Orientation/Refresher/Research Methodology/MOOC Course (s) attended: | | | |
| CourseDetails | | Place | Duration | Sponsoring Agency |
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| Minimum requirement for promotion: AL 10 to 11: ONE Orientation Course and ONE Refresher/Methodology/MOOC Course/ TWO (2) Workshops of each 5 days’ duration; AL 11 to 12: Any TWO Courses of Orientation/Refresher/MOOC Course; AL 12 to 13A: Any ONE Course of Orientation/Refresher/MOOC Course. Note: The requirement for these courses under CAS shall not be mandatory between 18th July 2018 to 31st December 2018. | | | | |

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| **16.** | Details of involvement of other activities (Minimum requirement: Any THREE activities out of seven activities; Good: 3 Activities; Satisfactory: 1-2 Activities; Not Satisfactory: No Activity): | |
| Names of the Activities | | Details & Nos. of Activities carried out |
| a. Details of administrative responsibilities such as Head/Dean/Director/Coordinator/Warden etc. | |  |
| b. Details of examination duties such as Paper Setting/ Moderation/Evaluation of Answer Scripts etc. | |  |
| c. Details of student related Activities (Counseling/Study Tour/Student Seminar/Cultural/Sports/ NCC/NSS/ Community Services, etc. | |  |
| d. No. of Seminar/Conference/Workshop etc. organized. | |  |
| e. No. of Ph.D. Scholars guiding. | |  |
| f. No. of Minor/Major Research Projects sponsored by National/International Agencies. | |  |
| g. No. of publications in peer reviewed/UGC listed journals. | |  |

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| **17.** | Academic Research Scores: | | | | | |
| Category-I: Research papers in CARE LIST JOURNALS\* [Minimum nos. of publications required for  Promotion: AL 10 to 11: 1 in Assessment Period (AP); AL 11 to 12: 4 (3 in AP); AL 12 to 13A: 7 (3 in AP);  AL 13A to 14: 10 (3 in AP)] | | | | | | |
| Title of publication with details | | Journal ISSN No. | Latest Impact  Factor (IF) | No. of  Authors | If main  Author | Research  Score\* |
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| Total Score of Category-I | | | | | |  |
| \* Impact factor to be determined as per Thomson Reuter’s list; Scores for each published paper in Social Science/Science & Engineering Subjects-10/08 points; Add 5 for paper in refereed journals if Impact Factor (IF) is equal to zero; add 10 if 0<IF≤1, add 15 if 1<IF≤2; add 20 If 2<IF≤5; add 25 if 5<IF≤10; and add 30 if IF>10 (with supporting documents). Sharing of scores in publications I & II: (a) Two authors- 70% of total value of publication for each author; (b) More than 2 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 author. | | | | | | |

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| Category-II: Publication of Book/Book Chapter/Translation Work: | | | | | | | | |
| a. Book authored/Book edited/Book chapter: | | | | | | | | |
| Title of Book Authored / Book Edited/ Book Chapter with details | ISSN/  ISBN  No. | | Book  (International/ National) (12/10) | Edited Book  (International/ National) (10/08) | Book Chapter(05) | No. of  Authors | If  main  Author | Score |
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| Total Score-II (a) | | | | | | | |  |
| b. Translation works (Book / Book Chapter / Research Paper in Indian / Foreign Languages): | | | | | | | | |
| Title of Book with details  (8 points) | | Title of Research Paper/ Book Chapter with details (3 points) | | | | No. of  Authors | If  main  Author | Score |
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| Total Score-II (b) | | | | | | | |  |
| Total Score of Category-II (a+b) | | | | | | | |  |

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| Category-III: Creation of ICT mediated Teaching Learning Pedagogy, Content and Development of new and innovative Courses and Curricula: | | | |
| Sl. No. | Item | Provide details ofpedagogy, Content, etc. | Score |
| a | Development of innovative pedagogy (5) |  |  |
| b | Design of new curricula and courses- 2 per curricula/course |  |  |
| c | MOOCs: |  |  |
|  | i. Development of complete MOOCs in 4 quadrants in 4 credit course–20 |  |  |
|  | ii. Development of complete MOOCs in 4 quadrants in less than 4 credit course –5 |  |  |
|  | iii. MOOCs developed in 4 quadrants - 5 per module/lecture |  |  |
|  | iv. Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant- 2 |  |  |
|  | v. Course Coordinator for MOOCs 4 credits course-8 |  |  |
|  | vi. Course Coordinator for MOOCs less than 4 credits course- 2 |  |  |
| d | E-Contents: |  |  |
|  | i. Development of e-content in 4 quadrants for complete course/e-book–12 |  |  |
|  | ii. e-content developed in 4 quadrants - 5 per module |  |  |
|  | iii. Contribution to development of e-content module in complete course/paper/e-book, at least with one quadrant -2 |  |  |
|  | iv. Editor of e-content for complete course/paper/e-book – 10 |  |  |
| Total Score of Category-III (a+b+c+d) | | |  |

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| Category-IV: Research guidance/Project/Patent [Minimum requirement of Ph.D. guidance for promotion: AL 10 to 11 & 11 to 12: NIL; AL 12 to 13A: 1 Ph.D. submitted; AL 13A to 14: 1 Ph.D. awarded; Sharing of scores between Supervisor and Joint Supervisor: 70% each.; Principal Investigator and Co-Investigator of research project- 50% each]: | | | | | | | | | |
| (a) Research Guidance (Ph.D. awarded / thesis submitted - 10/05; M.Phil./P.G. Dissertation awarded - 2): | | | | | | | | | |
| Title of Thesis/Dissertation | Name of the Scholar | | Date of submission | | | Date of award | | | Score |
| Ph.D. Thesis |  | |  | | |  | | |  |
| M. Phil/P.G. Dissertation |  | |  | | |  | | |  |
| Total Score-IV (a) | | | | | | | | |  |
| (b) Completed Research Project (<10 lakhs – 05; ≥10 lakhs - 10) | | | | | | | | | |
| Title of Completed Research Project | | Sponsoring Authority | | Date of Sanction | | | Date of Completion | | Score |
|  | |  | |  | | |  | |  |
| Total Score of Category-IV (b) | | | | | | | | |  |
| (c) Ongoing Research Project (<10 lakhs - 02; ≥10 lakhs – 05) | | | | | | | | | |
| Title of OngoingResearch Project | | Sponsoring Authority | | | Date of Sanction | | | | Score |
|  | |  | | |  | | | |  |
| Total Score of Category-IV (c) | | | | | | | | |  |
| (d) Consultancy Project (3 per consultancy): | | | | | | | | | |
| Title of Consultancy Project | | Sponsoring Authority | | Date of Sanction | | | Date of Completion | Score | |
|  | |  | |  | | |  |  | |
| Total Score of Category-IV (d) | | | | | | | |  | |
| Total Score of Category-IV (a+b+c+d) | | | | | | | |  | |

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| Category-V: Patents/Policy Document/Award/Fellowship: | | |
| Type | Details of Patent/Policy Document/Award/Fellowship | Score |
| 1. InternationalPatent (10) |  |  |
| 1. National Patent (7) |  |  |
| 1. International Policy Document (10) |  |  |
| 1. National Policy Document (7) |  |  |
| 1. State Policy Document (4) |  |  |
| 1. International Award or Fellowship (7) |  |  |
| 1. National Award or Fellowship (5) |  |  |
| Total Score of Category-V (a+b+c+d+e+f+g) | |  |

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| Category-VI: Invited Lecture/Resource Person/Paper Presentation in Seminar/Conference/Conference Proceedings (Either paper presentation or proceedings to be counted only once): | | | | |
| Type | Title of the Lecture/Paper | Title of Conference/ Seminar, etc. | Organizer | Score |
| International  (Abroad–07;Within India-05) |  |  |  |  |
| National/State or Univ.- 3/2 |  |  |  |  |
| Total Score of Category-VI | | | |  |
| **GRAND TOTAL SCORES (Categories I to VI)** | | | |  |

* Minimum research scores required for promotion: Associate Professor / Professor – 70 / 110;
* Minimum other requirement: Teacher must score at least in 3 categories out of total of six categories;
* Capping: Combined research score of V(c, d & e) and VI in Sl. No.17 has an upper capping of 30% of the total research score of the teacher concerned [i.e., Associate Professor / Professor – 21 / 33].

*\* For UGC-CARE LIST refer to UGC web page (https://ugccare.unipune.ac.in/site/website/index.aspx).*

Certified that the above information furnished by me is true to the best of my knowledge and belief and if at any point of time there is any evidence of incorrect information/suppression of facts, I shall solely be liable for the same.

Place: Signature of Applicant

Date:

Head of Department/Centre Dean of the School