**INTERNAL QUALITY ASSURANCE CELL**

**NORTH-EASTERN HILL UNIVERSITY, SHILLONG**

**APPLICATION FORM FOR DIRECT APPOINTMENT/PROMOTION**

**OF TEACHERS UNDER CAS UNDER UGC REGULATION 2010**

**(4th AMENDMENT)**

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

***Promotion from Stage …… to Stage ……***

1. **Name (in Block Letters):**
2. **Date of Birth:**
3. **Category:** SC ST OBC GEN
4. **Department/School:**
5. **Current Designation & Academic Grade Pay:**
6. **Date of last Promotion, if any:**
7. **Assessment Period:**
8. **Date of eligibility for Promotion:**
9. **Address for Correspondence:**
10. **Telephone No:**
11. **E-mail address:**
12. **Academic Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree/**  **Certificate** | **Board/ University** | **Year of Passing** | **% of marks obtained** | **Division/**  **Class/Grade** | **Subjects** |
| Matric |  |  |  |  |  |
| Pre University |  |  |  |  |  |
| B.A./B.Sc./B.Com./LLB/B.Tech./… |  |  |  |  |  |
| M.A./M.Sc./M.Com/LLM/M.Tech./… |  |  |  |  |  |
| M.Phil. |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Department** | **Period** | | **Pay Scale/Grade** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Period of Teaching Experience:** PG Classes (in Years)

UG Classes (in Years)

1. **Research experience excluding years spent for M.Phil./Ph.D. (in Years):**
2. **Fields of Specialization under the Subject/Discipline:**
3. **Orientation/Refresher Course (s) attended**:

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

**CATEGORYI: TEACHING/LEARNING/EVALUATION RELATED ACTIVITIES**

1. **(a) Lectures - Class Room Teaching and Research Supervision including Lectures in excess of UGC Norm** (For Asst. Prof/Assoc. Prof./ Professor: Actual hours spent divided by 7.5/7.5/7.5; Maximum Score- 70/60/60 per Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Course/Paper** | **Actual Hours/ Academic Year** | **API Score** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** | | |  |

1. **(b) Examination Duties- Question setting, invigilation, evaluation as per allotment and such other examination related duties** (For Asst. Prof./Assoc. Prof./ Professor: Actual hours spent divided by 7.5/7.5/7.5; Maximum Score- 20/20/10 per Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Type of Examination Duty** | **Actual Hours/ Academic Year** | **API Score** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** | | |  |

1. **(c) Innovative Teaching- Learning methodologies, updating subject contents/courses etc (**For Asst. Prof./Assoc. Prof./ Professor: Actual hours spent divided by 7.5/7.5/7.5; Maximum Score- 10/15/20 per Academic Year)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Course/Paper** | **Actual Hours/ Academic Year** | **API Score** |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** | | |  |
| **Total API Score I (a+b+c)** | | |  |

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

1. **(a) Student related Co-curricular, extension and field based activities** (Discipline related, Cultural, sports, NSS, NCC, extension lectures/talks etc: Actual hours spent dividedby 7.5; Maximum Score– 15 per Academic Year)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Type of Activity** | **Actual Hours/**  **Academic Year** | **API**  **Score** |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** | | |  |

1. **(b) Contribution toCorporate Life & Management of Dept./Institution through Academic & Administrative Responsibilities**(Dean/ Head/ Chairperson/ Convener/ Board of Studies/Committees assigned by the University: Actual hours spent divided by 7.5; Maximum Score – 15 per Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Type of Activity** | **Actual Hours/ Academic Year** | **API**  **Score** |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** | |  | |

**II. (c) Professional Development Activities** (Participation in and organization of Seminar/Conference/Training/Industrial Experience/Talks/Lectures in Refresher Course/Membership of Associations: Actual hours spent divided by 7.5; Maximum Score – 15 per Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Type of Activity** | **Actual Hours/ Academic Year** | **API**  **Score** |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** | | |  |
| **Total API Score Category II (a+b+c)** | | |  |

**CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III (A). Research Papers Published inUGC notified Journals:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title with Page**  **Nos.& Date of Publication** | **UGC Journal No.** | **If Refereed (25)** | **If Others (10)** | **Latest.**  **Impact**  **Factor,**  **if any** | **No. of**  **Authors** | **If main**  **Author** | **API**  **Score\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total API Score** | | | | | | |  |
| **\***Add 5 points for paper with Impact Factor less than 1, 10 for Impact Factor 1 to 2; 15 for Impact Factor 2 to 5 and 20 for Impact Factor 5 to 10 and 25 for Impact Factor above 10 (with supporting documents). | | | | | | | |

**III (B). Research Publication (Book/Book Chapter):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title of Book/**  **Book Chapter with Page Nos.& Date of Publication** | **ISSN/**  **ISBN**  **No.** | **Book**  **(International/National/**  **Local) (30/20/15)** | **Book Chapter (International/ National)**  **(10/5)** | **No. of**  **Authors** | **If**  **main**  **Author** | **API**  **Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TotalAPI Score** | | | | | |  |

**III (C) Research Project:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **III (C)(i).Sponsored Projects Carried Out/Ongoing:** | | | | | | | | | | | |
| **Title of Project** | **Funding Agency** | | **Period** | | | **Major/ Minor** | | | **Grant Amount** | | **API Score\*** |
|  |  | |  | | |  | | |  | |  |
|  |  | |  | | |  | | |  | |  |
|  |  | |  | | |  | | |  | |  |
| **TotalAPI Score** | | | | | | | | | | |  |
| \*Note: Major (1): Engg. &Sc./ Hum. &Social Sc. Subjects: >30lakhs />5 lakhs: 20 points;  Major(2): Engg. & Sc./ Hum. &Social Sc. Subjects: 5-30lakhs / 3-5 lakhs: 15 points;  Minor: Engg. & Sc./ Hum. &Social Sc. Subjects: 1-5lakhs / 1-3 lakhs: 10 points. | | | | | | | | | | | |
| **III (C)(ii). Consultancy Projects Carried out/Ongoing:** | | | | | | | | | | | |
| **Title of Project** | | **Funding Agency** | | | **Period** | | | **Amount**  **Mobilized** | | | **API Score\*\*** |
|  | |  | | |  | | |  | | |  |
|  | |  | | |  | | |  | | |  |
| **TotalAPI Score** | | | | | | | | | | |  |
| **\*\***Note: Engg. &Science / Hum. &Social Science Subjects: 10 API for every 10lakhs / 2 lakhs | | | | | | | | | | | |
| **III (C)(iii). Project Outcome/Output/Patent/Technology Transfer/Policy Document:** | | | | | | | | | | | |
| **Title** | **Funding Agency** | | | **Period** | | | **International/ National/State/ Local (30/20/10/5)** | | | **API Score** | |
|  |  | | |  | | |  | | |  | |
|  |  | | |  | | |  | | |  | |
| **Total API Score** | | | | | | | | | |  | |
| **Total API Score of III (C) (i+ii+iii)** | | | | | | | | | |  | |

**III (D). ResearchGuidance:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level of Guidance** | **Name of Scholar (s)** | **Thesis Submitted** | **Degree Awarded** | **API Score\*** |
| M. Phil |  | NIL |  |  |
| Ph.D. |  |  |  |  |
| **Total API Score** | | | |  |
| **\***Note: M.Phil. - 5 per candidate for Degree Awarded; Ph.D. - 15/10 per candidate for Degree Awarded/Thesis submitted. | | | | |

**III (E).Fellowship/Award &Invited Lecture in Conference/Seminar:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(i). Fellowship/Award** | | | | | | |
| **Name of Awarding Authorities** | | **International/ National/ State or University level Award from Academic Bodies (15/10/5)** | | | **API Score** | |
|  | |  | | |  | |
|  | |  | | |  | |
| **Total API Score** | | | | |  | |
| **(ii). Invited Lecture/Paper in Conference/Seminar** | | | | | | |
| **Title of the Lecture/ Paper** | **Title of Conference/ Seminar, etc.** | | **Organizer** | **International/ National/ State or University Level** | **API Score\*\*** | |
|  |  | |  |  |  | |
|  |  | |  |  |  | |
| **Total API Score** | | | | |  | |
| \*\*Note: International: 7/5 per Lecture/Paper; National: 5/3 Lecture/Paper; State/University: 3/2 per Lecture/Paper. The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period. | | | | | | |
| **Total API Score of III (E) (i+ii)** | | | | | |  |

**III (F). Development of e-Learning Delivery Process/Material:**

|  |  |
| --- | --- |
| **Type of e-Learning Delivery Process/Material** | **API Score\*** |
|  |  |
|  |  |
| **Total API Score** |  |
| **\***Note: 10 per Module | |

**IV. Summary of API Scores Claimed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Criteria** | | | **API Score for the Assessment Period** |
| **I** | **Teaching, Learning and Evaluation related Activities** | | |  |
| **II** | **Co-Curricular, Extension, Professional Development etc.** | | |  |
| **III** | **Research and Academic Contribution for the Assessment Period** | | | |
| **Sub Category** | **API Score** | **Capping (%)** | **Capping Score for the Assessment Period** |
| **A** |  | **-** |  |
| **B** |  | **-** |  |
| **C** |  | **-** |  |
| **D** |  | **-** |  |
| **E** |  | **20\*\*** |  |
| **F** |  | **-** |  |
| **Total API Score Category III** | |  |  |  |
| **TOTAL API SCORE CATEGORY (II+III)** | | | |  |
| \*\* Capped at 20% of Minimum Fixed for Category III | | | | |

Note: API for joint publications to be calculated in the following manner: The First /Principal/Corresponding Author//Supervisor/Mentor would share equally 70% of total points and the remaining 30% would be shared equally by all other authors.

**PART C: Other Relevant Information, if any:**

**LIST OF ENCLOSURES:** (Pleaseattach copies of certificates, sanction orders, papers, other supporting documents, etc. wherever necessary**)**

**Declaration:**

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

**Place: Signature of Applicant**

**Date:**

**Head of Department/Centre Dean of the School**