



# J.D. BIRLA INSTITUTE

**Unit of Vidya Mandir Society**

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

**Departments of Science, Commerce & Management**

**Main Campus:** 11 Lower Rawdon Street, Kolkata-700020

**Management Campus:** 1 Moira Street, Kolkata-700017

Form No.: JDBI/STAFF/4

## APPLICATION (CAS-2016)

**N.B. :** The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.

### PART-A: GENERAL INFORMATION

Name (in Block Letters) .....

Father's Name/Mother's Name/Husband's Name .....

Date of Birth 

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 Sex .....

Day                      Month                      Year

Marital Status ..... Nationality .....

Indicate whether belonging to SC/ST/OBC Category .....

Department .....

Current Designation .....

Current Academic Grade Pay .....

Date of Eligibility for Promotion .....

Address for Correspondence (with Pin code) .....

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Permanent Address (with Pin code) .....

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Telephone No ..... Mobile No. ....

Email .....

Whether acquired any degrees or fresh academic qualifications during the year .....

Academic Staff College Orientation/Refresher Course attended during the year .....

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

**ACADEMIC INFORMATION**

Academic Qualification: (High School till Post Graduation)

Examinations	Name of the Board/ University	Year of Passing	Division/ Class/Grade	Subject/s	Rank and Remark if any

Research Degree (s):

Examinations	Title	Date of Award	University
M. Phil.			
Ph.D./ D.Phil.			
D.Sc./ D.Litt.			

Particulars of NET/JRF/SLET/GATE etc

Name of the Test	Name of the test conducting body	Month & Year	Roll No.	Subject	Score where applicable

**SERVICE RECORD**

Sl. No.	Post/ Designation	Name of Employer	Date of		Pay Scale / Pay Band & AGP	Reason for leaving	Major Achievement
			Joining	Leaving			

**PERIOD OF TEACHING EXPERIENCE**

P.G. Classes (in years)	
U.G. Classes (in years)	
Research experience excluding years spent in M.Phil / PhD (in years)	
Field of Specialization under Subject / Discipline (if any)	

**PART-B: ACADEMIC PERFORMANCE INDICATORS****CATEGORY : I****Teaching, Learning and Evaluation Related Activities****(a) Direct Teaching**

Sl. No.	Course / Paper	Leve	Mode of Teaching*	No. of Classes Allotted (per week)	No. of Classes Engaged In	Actual Hours spent	API Score
1							
2							
3							
4							
TOTAL							
$\text{API Score} = \text{Actual hours spent per academic year} \div \text{the following factor*}$ $*7.5 \text{ for promotion to grade 2; } 7.75 \text{ for promotion to grade 3 \& grade 4}$							
Maximum score will be 70 (for promotion to grade 2) & 60 (for promotion to grade 3 & to grade 4)							
* Lecture (L), Tutorial (T), Practical (P), Project Supervision (PS), Field Work (F)							

**(b) Examination Duties**

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1				
2				
3				
4				
<b>CALCULATION OF SCORES</b> <ul style="list-style-type: none"> <li>• Invigilation: 2 points per duty taken</li> <li>• Evaluation of answer scripts: 5 points per subject per exam</li> <li>• Question paper setting: 3 points per subject / exam</li> <li>• Lab / viva exam conducted as examiner: 5 points per Lab / viva exam conducted</li> </ul>				
<b>Maximum Aggregate Limit : 25 Points</b>				
Total API Score				

**(c) Innovative Teaching-Learning Methodologies, Updating of Subject Content/ Courses, Mentoring etc.**

Sl. No.	Nature of Activities	Hours Spent	Actual Score	API Score
1	Innovative Teaching-Learning Methodologies			
2	Any other Technique used in Teaching			
3	Contribution in Updating of Subject Contents			
4	Mentoring (Mentor-Mentee)			
$\text{API Score} = \text{Actual hours spent per academic year} \div 10$				
Maximum score will be 10 (for promotion to grade 2), 15 (for promotion to grade 3) & 20 (for promotion to grade 4)				

**Summary of API Scores in Category-I**

Sl. No.	Category	API Score
1	Direct Teaching	
2	Examination Duties	
3	Innovative Teaching-Learning Methodologies, Updating of Subject Content/ Courses, Mentoring etc.	
TOTAL		

## **CATEGORY : II**

### **Professional Development, Co-Curricular and Extension Activities**

Sl. No.	Type of Activity	Hours Spent	Actual Score	API Score
<b>a</b>	<b>Student Related Co-Curricular, Extension &amp; Field Based Activities</b>	Maximum Score will be 15		
	Discipline Related Co-Curricular Activities			
	<i>Remedial Classes</i>			
	<i>Career Counselling</i>			
	<i>Study Visit</i>			
	<i>Student seminar</i>			
	Other Co-curricular Activities			
	<i>Cultural</i>			
	<i>Sports</i>			
	<i>NSS</i>			
	<i>NCC</i>			
	Extension & Dissemination Activities			
	<i>Public</i>			
	<i>Popular Lecture</i>			
	<i>Talks</i>			
	<i>Seminars</i>			
<b>TOTAL</b>				
<b>b</b>	<b>Contribution to Corporate Life and Management of the Department and Institution through participating in academic and administrative committees and responsibilities</b>	Maximum Score will be 15		
	Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-Charge / similar other duties that require regular office hrs for its discharge)			
	Participation in			
	<i>Board of Studies</i>			
	<i>Academic Committees</i>			
	<i>Administrative Committees</i>			
<b>TOTAL</b>				
<b>c</b>	<b>Professional Development activities</b>	Maximum Score will be 15		
	<i>Seminars</i>			
	<i>Conferences</i>			
	<i>Short term training course</i>			
	<i>Industrial experiences</i>			
	<i>Talks</i>			
	<i>Lectures in Refresher / Faculty Development Courses</i>			
	<i>Dissemination &amp; general articles</i>			
	<i>Any other Contributions</i>			
<b>TOTAL</b>				
<b>TOTAL SCORES (CATEGORY-II)</b>				
* API Score (Actual hours spent per academic year ÷ 10)				

## **CATEGORY : III**

### **Research and Academic Contributions**

#### **(A) Research Papers (Journals, etc.)**

Sl. No.	Title with Page Nos.	Journal	Year	ISSN/ ISBN No	Whether peer reviewed. Impact Factor, if any	No. of Co-authors	Whether you are the Main Author	API Score

#### **CALCULATION OF SCORES**

- Research papers in refereed Journals as notified by UGC: 25 points per publication
- Research papers in other reputed journals as notified by UGC: 10 points per publication

The API for joint publications shall be calculated in the following manner:

- First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows

- (i) Papers with impact factor less than 1 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 20 points

Papers with impact factor above 10 by 25 points

#### **(B) Articles / Chapters Published in Books**

Sl. No.	Title with Page Nos.	Book Title, Editor & Publisher	ISSN/ ISBN No	Whether Peer Reviewed	No. of Co-authors	Whether you are the Main Author	API Score

#### **CALCULATION OF SCORES**

- Text/ reference books published by international publishers with ISBN/ISSN number as approved by the University: 30 points per book for single author
- Subjects books by national level publishers with ISBN/ISSN number or state/ central govt. publications as approved by the University: 20 points per book for single author
- Subject Books published by other local publishers with ISBN/ISSN numbers as approved by the University: 15 points per book for single author
- Chapters in books published by international publisher with ISBN/ISSN number as approved by the University: 10 points per chapter
- Chapters in books published by national publisher with ISBN/ISSN number as approved by the University: 5 points per chapter

#### **(C) Research Projects**

##### **(i) Sponsored Projects**

Sl. No.	Title	Agency	Period	Grant /Amount Mobilized (Rs. Lakh)	API Score

#### **CALCULATION OF SCORES**

- Major Projects (with grants above 5 lakhs): 20 points per project
- Major Projects (with grants of Rs.3 lakhs up to Rs.5 lakhs): 15 points per project
- Minor Projects (with grants above Rs. 1 lakhs up to Rs. 3 lakh): 10 points per project

**(ii) Consultancy Projects**

Sl. No.	Title	Agency	Period	Grant /Amount Mobilized (Rs. Lakh)	Whether policy document / patent as outcome	API Score
<b>CALCULATION OF SCORES</b>						
<ul style="list-style-type: none"> <li>Consultancy Projects (with minimum grants of Rs.10 lakhs): 10 points per project</li> </ul>						
<ul style="list-style-type: none"> <li>Consultancy Projects (with minimum grants of Rs.2 lakhs): 5 points per project</li> </ul>						

**(iii) Project Outcome Outputs**

Sl. No.	Patent / Technology transfer / Product / Process	Major policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc Central/ State Govt./Local Bodies	Grant /Amount Mobilized (Rs. Lakh)	API Score
<b>CALCULATION OF SCORES</b>				
<ul style="list-style-type: none"> <li>Patent/technology transfer/ product process (international level): 30 points per output or patent</li> </ul>				
<ul style="list-style-type: none"> <li>Patent/technology transfer/ product process (national level): 20 points per output or patent</li> </ul>				
<ul style="list-style-type: none"> <li>Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF: 30 points per output or patent</li> </ul>				
<ul style="list-style-type: none"> <li>Major Policy document prepared for central govt.: 20 points per output or patent</li> </ul>				
<ul style="list-style-type: none"> <li>Major Policy document prepared for state govt.: 10 points per output or patent</li> </ul>				
<ul style="list-style-type: none"> <li>Major Policy document prepared for local bodies: 5 points per output or patent</li> </ul>				

**(D) Research Guidance**

Sl. No.		Number Enrolled	Thesis Submitted	Degree awarded	API Score
	M. Phil or equivalent				
	Ph. D. or equivalent				
<b>CALCULATION OF SCORES</b>					
<ul style="list-style-type: none"> <li>M.Phil degree awarded only: 5 points per candidate</li> </ul>					
<ul style="list-style-type: none"> <li>Ph.D degree awarded only: 15 points per candidate</li> </ul>					
<ul style="list-style-type: none"> <li>Ph.D thesis submitted: 10 points per candidate</li> </ul>					

**(E) Fellowships, Awards and Invited Lectures Delivered in Conference/Seminars****(i) Fellowships / Awards**

Sl. No.	Title & Year			API Score
	International Award	Fellowship from Academic Bodies	Associations	
<b>CALCULATION OF SCORES</b>				
<ul style="list-style-type: none"> <li>International award: 15 points per award</li> </ul>				
<ul style="list-style-type: none"> <li>International fellowship from academic bodies/associations: 15 points per fellowship</li> </ul>				
<ul style="list-style-type: none"> <li>National award: 10 points per award</li> </ul>				
<ul style="list-style-type: none"> <li>National fellowship from academic bodies/associations: 10 points per fellowship</li> </ul>				
<ul style="list-style-type: none"> <li>State /university level award from academic bodies/associations: 5 points per award</li> </ul>				

**(ii) Invited Lectures and Papers**

Sl. No.	Title of the paper presented / Invited Lectures	Title of Conference / Seminar	Organized by	Whether international/ National/State/ Regional/College or University level	API Score
<b>CALCULATION OF SCORES</b>					
• Invited lectures (International level): 7 points per lecture					
• Papers presented (International level): 5 points per presentation					
• Invited lectures (National level): 5 points per lecture					
• Papers presented (National level): 3 points per presentation					
• Invited lectures (State/University level): 3 points per lecture					
• Papers presented (State/University level): 2 points per presentation					
The Score under this sub-category shall be restricted to 20% of the minimum fixed for Category-III for any assessment period					

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

Sl. No.	E-learning delivery process developed	E-learning material developed	API Score
<b>CALCULATION OF SCORES</b>			
• Development of e-learning delivery process/material: 10 points per module			

**Summary of API Scores in Category-III**

Sl. No.	Criteria	API Score
A	Research Papers (Journals, etc.)	
B	Articles / Chapters Published in Books	
C	Research Projects	
	<i>Sponsored Projects</i>	
	<i>Consultancy Projects</i>	
	<i>Project Outcome Outputs</i>	
D	Research Guidance	
E	Fellowships, Awards and Invited Lectures Delivered in Conference/Seminars	
	<i>Sponsored Projects</i>	
	<i>Invited Lectures and Papers</i>	
F	Development of e-Learning Delivery Process / Material	
<b>TOTAL</b>		

## GRAND SUMMARY OF API SCORES

Sl. No.	Criteria	Annual Average API Score (Year wise)						Annual Average API Score (for Assessment Period)
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
1	Teaching, Learning and Evaluation related activities							
2	Co-curricular, Extension, Professional Development etc.							
3	Research and Academic Contribution							
<b>TOTAL API SCORES</b>								



## **PART-C: OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sl. No.	Details (Mention Year, Value etc. where relevant)

*(Attach documentary proof in support of the information provided by you in this proforma)*

### **List of Enclosures:**

(Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

1.	
2.	
3.	
4.	
5.	

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2010 as amended from time to time.

Date .....

Place .....

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*Signature & Designation of the Applicant (with Date)*