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

APPLICATION (CAS-2018)

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 [ ][ ]   [ ][ ]   [ ][ ][ ]   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) ....

....

Permanent Address (with Pin code) ....

....

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)	

TABLE-1: ASSESSMENT CRITERIA AND METHODOLOGY)
(To be submitted year-wise separately for every year of assessment)

ASSESSMENT YEAR

Activity 1: Teaching

Sl. No.	Course / Paper	Level (UG/PG)	Mode of Teaching*	No. of Classes Allotted (per week)	Number of Classes taught as per documented record #	(Number of Classes taught/ Total Classes assigned) x 100% Classes	Grading	Annexure No.
1								
2								
3								
4								
* Lecture (L), Tutorial (T), Practical (P), Project Supervision (PS), Field Work (F), Seminar (S)								
# Contact Hours (C)								
Grading Criteria **Good:** 80% and above **Satisfactory:** Below 80% but 70% and above **Not satisfactory:** Less than 70%								

Activity 2: Involvement in Students-Related Activities/ Research Activities

Involvement in the students related activities/ research activities of the University*		Annexure No.	Claim of the Applicant	Assessment by IQAC
a.	Administrative responsibilities such as Head/Chairperson/Dean/Director/Co-ordinator/Warden etc			
	Participation in			
	Board of Studies			
	Academic Committees			
	Administrative Committees			
b.	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation			
	Type of Examination Duties — *Details of Duties Assigned*			
	Question Paper Setting — Paper Setter			
	Invigilation — Invigilator			
	Evaluation of Answer Scripts — Examiner			
	Continuous Internal Assessment Work (Unit Test) — Paper Setter/ Examiner/ Invigilator			
	University Practical Examination — External / Internal Examiner			
	Any Other Exam Duty			

c.	Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and Community services			
	Discipline Related Co-Curricular Activities			
	Remedial Classes			
	Career Counselling			
	Study Visit			
	Student seminar			
	Other Co-curricular Activities			
	Cultural			
	Sports			
	NSS			
	NCC			
	Extension & Dissemination Activities			
	Public			
	Popular Lecture			
	Talks			
	Seminars			
d.	Organizing seminars/conferences/workshops, other college/university activities			
	*Provide list with supporting documents endorsed by Controlling Officer			

Grading Criteria
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 cross the broad categories of activities.

OVERALL GRADING
Good: Good in teaching and satisfactory or good in Activity 2
Satisfactory: Satisfactory in teaching and good or satisfactory in Activity 2
Not satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity 1 and 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: ACADEMIC/RESEARCH SCORE

1. Research Papers in Peer-Reviewed or UGC listed Journals

Sl. No.	Title with Page Nos.	Name of the Journal with Vol. No. & Issue No.	Year	ISSN/ ISBN No.	First/Corr/Co/ Sole author (Fr/Cr/Co/So)	Impact Factor, or whether Indexed (Y/N)	Score claimed	Score verified
						Total		

CALCULATION OF SCORES
Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences: 8 per paper
Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines: 10 per paper
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: 5 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

2(a) Publications (other than Research papers)- Book/ Review Paper/ Articles / Chapters Published in Books

Sl. No.	Publisher	Subject	Date	ISSN/ ISBN No.	Webpage in which listed	Score claimed	Score verified
					Total		

CALCULATION OF SCORES
Books authored which are published by:
i) International Publishers: 12 each ii) National Publishers: 10 each iii) Chapter in Edited Book: 5 each iv) Editor of Book by International Publisher: 10 each v) Editor of Book by National Publisher: 8 each

2(b) Publications (Translation works in Indian and Foreign Languages by qualified faculties)

Sl. No.	Details of Publication	Score claimed	Score verified
	Total		

CALCULATION OF SCORES
Books authored which are published by:
i) Chapter or Research Paper: 3 each ii) Book: 8 each

3. Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative course and curricula

Sl. No.	Mention details of Contribution as applicable	Score claimed	Score verified
	Total		

CALCULATION OF SCORES

i) **Development of Innovative pedagogy: 5 each creation**
 ii) **Design of new curricula and courses: 2 each curricula / course**
 iii) **MOOCs**
    a. Development of complete MOOCs in 4 quadrants (4 credit course): 20 each (in case of MOOCs of lesser credits 5 marks/credit)
    b. MOOCs (developed in 4 quadrant) per module/lecture: 5 each
    c. Content writer/subject matter expert for each module of MOOCs (at least one quadrant): 2 each
    d. Course Coordinator for MOOCs (4 credit course): 8 each (in case of MOOCs of lesser credits 2 marks/credit)
 iv) **E-Content**
    a. Development of e-Content in 4 quadrants for a complete course/e-book: 12 each
    b. e-Content (developed in 4 quadrants) per module: 5 each
    c. Contribution to development of e-Content module in complete course/paper/e-book (at least one quadrant): 2 each
    d. Editor of e-Content for complete course/ paper /e-book: 10 each

4(a) Research Guidance

Sl. No.	Name of the Student	Year		Score claimed	Score verified
		Thesis Submitted	Degree awarded		
			Total		

CALCULATION OF SCORES
i) Ph.D. Degree awarded: 10 per degree   ii) Ph.D. Thesis submitted: 5 per thesis   iii) M.Phil./P.G. dissertation: 2 per degree awarded

4(b) Research Projects Completed

Sl. No.	Title	Funding Agency	PI / CO-PI	Grant /Amount Mobilized (Rs. Lakh)	Period	Score claimed	Score verified
					Total		

CALCULATION OF SCORES
i) More than 10 lakhs: 10 each   ii) Less than 10 lakhs: 5 each   Joint Projects: Principal Investigator and Co-investigator would get 50% each.

4(c) Research Projects Ongoing

Sl. No.	Title	Funding Agency	PI / CO-PI	Grant /Amount Mobilized (Rs. Lakh)	Period	Score claimed	Score verified
					Total		
CALCULATION OF SCORES							
i) More than 10 lakhs: 10 each ii) Less than 10 lakhs: 5 each Joint Projects: Principal Investigator and Co-investigator would get 50% each.							

4(d) Consultancy

Sl. No.	Sponsor (Res) / Client (Consultancy)	PI / CO-PI	Amount	Period	Score claimed	Score verified
				Total		
CALCULATION OF SCORES						
Consultancy: 3 each consultancy						

5(a) Patent

Sl. No.	Sponsor	PI / CO-PI	Whether Patent/ Technology transfer/ Product / Process	Date	National / International level	Score claimed	Score verified
					Total		
CALCULATION OF SCORES							
i) International: 10 each ii) National : 7 each							

5(b) *Policy Document (Submitted to an International body / organization like UNO/ UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)

Sl. No.	Mention details of Policy Documents	Score claimed	Score verified
	Total		
CALCULATION OF SCORES			
i) International: 10 each ii) National : 7 each iii) State: 4 each			

5(c) Awards/Fellowship

Sl. No.	Name of Fellowship / Award	Name of Academic Body	Level (International/ National)	Year / Period	Score claimed	Score verified
				Total		
CALCULATION OF SCORES						
i) International: 7 each ii) National : 5 each						

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)

Sl. No.	Title of the paper presented/ Invited Lectures	Title of Conference/ Seminar	Organized by	Whether international/ National/State/ Regional/College or University level	Score claimed	Score verified
				Total		
CALCULATION OF SCORES						
i) International (abroad): 7 each ii) International (within country): 5 each iii) National : 3 each iv) State/University: 2 each						

Note:
- For Joint Projects, Principal Investigator and Co-investigator would get 50% each.
- 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 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 30%* of the total research score of the teacher concerned.
- The research score shall be from the minimum of *three categories* out of six categories.

Summary of API Scores in Table-2 (Academic/Research Score)

Part	Category	Sub Total
1.	Research Papers (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 Guidance, Research Projects & Consultancy	
5.	Patents, Policy Documents & Awards/Fellowship	
6.	Invited lectures / Resource Person / Paper Presentation in Seminars/ Conferences/ full paper in Conference Proceedings	
Total Score without Capping		
Total Score of 5(b) + 6		
Capped Score of 5(b) + 6 (30% of Total Score of 5(b) + 6)		
Total Score with Capping, wherever applicable		
FINAL OBTAINED SCORE (API)		

Summary of Grading Criteria and Academic and Research Scores

SI. 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	Activity 1: Teaching							
2	Activity 2: Involvement in the students related activities/ research activities							
3	Total of Activity 1 and Activity 2							
4	Table 2: Academic and Research Score (after applying cap, wherever applicable)							
	TOTAL API SCORES							

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 …………………………

_____
Signature & Designation of the Applicant (with Date)