



महात्मा गाँधी केन्द्रीय विश्वविद्यालय
Mahatma Gandhi Central University

(A Central University established by an Act of Parliament)
Dr. Ambedkar Administrative Building, Near OP Thana, Raghunathpur, Motihari,
District - East Champaran, Bihar - 848401 (INDIA)
igac@mgcub.ac.in

Proforma for Promotion for Teaching positions under UGC CAS-2018

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Date of Birth :
3. Gender:
4. Father's Name :
5. Mother's Name :
6. Marital Status :
7. Spouse Name :
8. Nationality :
9. Religion :
10. The category you belong to :
SC/ST/OBC/Gen/EWS
11. Department:
School:
12. Present Designation on which you are working :
13. Pay Scale with Academic Level of Pay in the pay matrix of the present post :
14. Date of Appointment/Promotion on the present post:
15. Position and Academic Level in the Pay Matrix for which you are an applicant under CAS:
16. Date of eligibility on promotion which you claim:
17. Address for Correspondence (with PIN Code):

Paste a Recent
Passport Size
Photograph

18. Permanent Address (with PIN Code) :

Telephone No.:

Mobile No.:

e-mail:

19. Academic Qualifications (Matric till post-graduation)

Examination	Name of the Board/ University	Year of passing	Percentage of Marks obtained	Div./ Grade	Subjects
High School/ Matric					
Intermediate/+2					
Graduation					
Professional Graduation					
Post Graduation					
Other examinations / Super- Specialization, if any					

20. Research Degree(s)

Degree	Title	Date of Award	University
M.Phil./M.Tech./M.Pharm /MD/MS/MDS/DNB/LL.M./D.M./M.Ch.			
Ph.D./D.Phil.			
D.Sc./D.Lit.			

21. Appointments held prior to joining MGPU, BIHAR.

Designation	Name of Employer	Date of		Salary with Academic Level of Pay	Reason of leaving
		Joining	Leaving		

22. Posts held after appointment at MGPU, BIHAR.

Designation	Department	Date		Salary with Academic Level of Pay
		From	To	

23. Period of teaching experience: P.G. Classes (in years) U.G. Classes (in years)

24. Post Doctoral Research experience (as Research Scientist, Research Associate etc.) (in years)

25. . Fields of specialization :

(a)..

(b)..

26. Orientation/Refresher/Research Methodology Course/Workshop/Syllabus Up-gradation
Workshop/Training Teaching-Learning-Evaluation/Technology Programmes/Faculty Development
Programmes/MOOCs Course:

<u>Name of the Course/Programme</u>	<u>Institution</u>	<u>Duration</u>	<u>Sponsoring Agency</u>

TABLE – 1

ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHER

(Please see detailed instructions before filling up this section)

(Give separately for each year of the assessment period.)

Assessment Year

1) Teaching (Number of classes taught / total classes assigned) x 100:

(Please enclose the documentary evidence for your claim)

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

Sl. No.	Nature of Activity	Number of classes taught	Total classes assigned	Grading
Total				

2) Involvement in the University / College students related activities / research activities:

(Note : Number of activities can be within or across the broad categories of activities)

a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.

(Please enclose the documentary evidence for your claim)

Sl. No.	Nature of Administrative responsibility with details	Duration

b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Nature of Duty with details	Duration

c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Nature of Activity with details	Duration

d) Organising seminars/ conferences/ workshops, other college/university activities. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Name of Activity with details	Duration

e) Evidence of actively involved in guiding Ph.D students. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Details of Ph.D. guidance	Duration

f) Conducting minor or major research project sponsored by national or international agencies. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Details of project	Agency	Amount (Rs.)

g) At least one single or joint publication in peer-reviewed or UGC list of Journals. *(Please enclose the documentary evidence for your claim)*

Sl. No.	Details of publication	ISSN/ISBN No.	Whether Peer-reviewed of UGC Listed Journal

Grading for Sl. No. 2 (a to f) {Please (✓) on grading claimed}

Good	Satisfactory	Not satisfactory

Grading Criteria –

- 1- 80% & above – **Good**, Below 80% but 70% & above- **Satisfactory** & Less than 70% - **Not satisfactory**.
- 2- **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 across the broad categories of activities

Overall Grading –

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

OR

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 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 AND RESEARCH ACTIVITIES
(During the entire period of assessment)

1. Published Research Papers in Peer Reviewed or UGC listed Journals:

(Please enclose the documentary evidence for your claim)

S. No	Title with page Nos. and Vol. No.	Name of Journal	ISSN/ISBN No.	Impact factor, if any.	Authorship: Sole/First/Principal/Corresponding/Super-visor/ Mentor/Co-author	No. of authors	Academic /Research Score	Score verified by the Committee

2 . Publications (other than Research Papers)

a) Books Authored / Editor of Book: *(Please enclose the documentary evidence for your claim)*

S.No	Title with page nos.	Level of Publisher (International / National)	Publisher & ISSN/ISBN No.	Authorship: Sole Author/Co-author/Editor	No. of authors	Academic/ Research Score	Score verified by the Committee

Chapter in Edited Book: *(Please enclose the documentary evidence for your claim)*

S. No	Chapter title with page nos.	Book title & Publisher	ISSN/ISBN No.	Authorship: Sole Author/Co-author/Editor	No. of authors	Academic/ Research Score	Score verified by the Committee

b) Translation works in Indian and Foreign Languages by qualified faculties:

(Please enclose the documentary evidence for your claim)

S. No	Type of publication (Book/Chapter/Research Paper)	Chapter/Research Paper title with page nos.	Book title & Publisher	ISSN/ ISBN No.	Authorship: Sole Author/Co-author/ Editor	No. of authors	Academic /Research Score	Score verified by the Committee

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula:

a) Development of Innovative pedagogy: *(Please enclose the documentary evidence for your claim)*

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/ Research Score	Score verified by the Committee

b) Design of new curricula and courses: *(Please enclose the documentary evidence for your claim)*

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/ Research Score	Score verified by the Committee

c) MOOCs: *(Please enclose the documentary evidence for your claim)*

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/ Research Score	Score verified by the Committee
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit) <i>(Please also specify the number of credit course)</i>				
(ii)	MOOCs (developed in 4 quadrant) per module/lecture				
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)				
(iv)	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 2 marks/credit) <i>(Please also specify the number of credit course)</i>				

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/ Research Score	Score verified by the Committee

d) E-Content: *(Please enclose the documentary evidence for your claim)*

S. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/ Research Score	Score verified by the Committee
(i)	Development of e-Content in 4 quadrants for a complete course/e-book				
(ii)	e-Content (developed in 4 quadrants) per module				
(iii)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				
(iv)	Editor of e-content for complete course/paper/e-book				

4. a) Research Guidance as Supervisor or Co-Supervisor: *(Please enclose the documentary evidence for your claim)*

	Number enrolled	No. of Thesis submitted with date of submission	No. of Degree awarded with date of award	Academic/Research Score	Score verified by the Committee
Ph.D.					
M.Phil./P.G. Dissertation					

b) Research Project Completed: *(Please enclose the documentary evidence for your claim)*

S. No.	Title of Project	Funding Agency	Period	Amount of Grant (In Lac)	Academic/ Research Score	Score verified by the Committee

c) Research Project Ongoing: *(Please enclose the documentary evidence for your claim)*

S. No.	Title of Project	Funding Agency	Period	Amount of Grant (In Lac)	Academic/ Research Score	Score verified by the Committee

d) Consultancy: *(Please enclose the documentary evidence for your claim)*

S. No.	Title of Project	Funding Agency	Period	Amount mobilized with (In Lac)	Academic/ Research Score	Score verified by the Committee

5. a) Patents: *(Please enclose the documentary evidence for your claim)*

S. No.	Description of Patent with Patent Number	Level of Patent (International /National)	Status (Filed/ Approved)	Date of Filing/ Approval	Name of Patent Agency	Academic/ Research Score	Score verified by the Committee

b). *Policy document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government): *(Please enclose the documentary evidence for your claim)*

S. No.	Description of Policy Document	Level of Policy Document (International /National/State)	Submitted to International body/ organization like UNO/UNESCO/ World Bank/ International Monetary Fund etc. or Central Govt. or State Govt.	Date of submission	Academic/ Research Score	Score verified by the Committee

Note:

- 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 thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture /Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education /Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05

	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
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)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

(G) Any other information related to academic achievement: (Please enclose the documentary evidence for your claim)

Sl. No.	Details
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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 are correct as per records available with the university and/or documents enclosed with the application.

Date :

Place :

Signature & Designation of the Applicant

Certified that Dr. _____ has been working as _____ in
the Academic Pay Level _____ in this Department since _____.

The particulars given in this application have been checked and verified from office records and are found to be correct.

Head of the Department

Dean of the School