# JADAVPUR UNIVERSITY

## KOLKATA – 700032

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **APPLICATION FORM FOR PROMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME** |  |
|  |  |  |

#### From:

(Submit hardcopies and a softcopy in CD)

#### Stage/Designation



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SC** | **ST** | **OBC-A** | **OBC-B** | **GEN** |

**To:**

**Stage /Designation**

(Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4 ) to Professor/equivalent cadres (Stage 5).

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

|  |  |  |
| --- | --- | --- |
| 1. | Name (in Block Letters): |  |
| 2. | Father’s Name/Mother’s Name: |  |
| 3. | Date of Birth: |  |
| 4. | Category: Please tick () in appropriate box. |  |
| 5. | Department/School: |  |
| 6. | Current Designation & Academic GradePay(AGP): |  |
| 7. | Date of last Promotion, if any: |  |
| 8. | Date of eligibility for promotion: |  |
| 9. | Address for correspondence(with pincode): |  |
|  | Permanent Address (with pin code): |  |
| 11. | Telephone No.: |  |
| 12. | E-mail Id: |  |

***All information provided here should duly be supported by documentary proof.***

1. **Academic Qualifications:**

|  |
| --- |
| **A. Last Academic Qualification (other than research degree(s)):** |
| Degree/Certificate | Name ofThe Board/ University | Year ofPassing | Percentage ofMarks Obtained | Division/Class/Grade | Subject (s) |
|  |  |  |  |  |  |

|  |
| --- |
| **B. Research Degrees:** |
| Degree | Title of Dissertation/Thesis | Date of Award | Name of the University |
| M. Phil./M.Tech. |  |  |  |
| Ph. D. / D. Phil. |  |  |  |
| D. Sc. / D. Litt. |  |  |  |

1. **Position(s) held Prior to Joining this University, if any:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Designation | Name of Employer | Date of | GrossAGP | salary | with | Reason for Leaving |
| Joining | Leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Posts held after Appointment at the University:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Department/School** | **Period** | **Pay Scale/Academic****Grade Pay (AGP)** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Period of Teaching and/ or Research Experience:**

|  |  |
| --- | --- |
| Level of Classes | No. of Years |
| PG Classes |  |
| UG Classes |  |
|  |  |
|  |  |

##### Field(s) of Specialisation under the Subject/ Discipline:

##### (a)

**(b)**

1. **Orientation/ Refresher Course(s) Attended:**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of the Course | Place | Duration (No. of Weeks) | Period |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | PART B: ACADEMIC PERFORMANCE INDICATORS |  |
|  |  |  |

***Please see details of API scoring points for each category in Guidelines.***

***All information provided in the API based PBAS proforma must be supported by documentary proof and Document Tag No. against the relevant indicator.***

**CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Activity | Hours spent per academic year | Actual score | Self Appraisal Score following the formula of "Actual score" | Verified API Score (for Office Use Only) | Supporting Document Tag No.(1, 2, 3,…) |
| 1. | Direct Teaching(self declaration) |  | Hours spent per academic year ÷7.75 |  |  |  |
| 2. | Examination duties (question paper setting, Invigilation, evaluation of answer scripts etc.) (self declaration) |  | Hours spent per academic year ÷10 |  |  |  |
| 3. | Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.(self declaration) |  | Hours spent per academic year ÷10 |  |  |  |
| **Total API:** |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of Activity | Hours spent per academic year | Actual score | Self Appraisal Score following the formula of "Actual score" | Verified API Score (for Office Use Only) | Supporting Document Tag No.(1, 2, 3,…) |
| 1. | Student related co-curricular, extension and field based activities (i) Discipline relate co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)Extension and dissemination activities (public /popular lectures/talks/seminars etc.)(self declaration with examples) |  | Hours spent per academic year ÷10 |  |  |  |
| 2. | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in- charge/similar other duties that require regular office hrs for its discharge)(ii). Participation in Board of Studies, Academic and Administrative Committees(self declaration with examples) |  | Hours spent per academic year ÷10 |  |  |  |
| 3. | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)(self declaration with examples) |  | Hours spent per academic year ÷10 |  |  |  |
| **Total API:** |  |  |  |

##### CATEGORY-III: RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Category | Activity | Engineering/ Sciences/ Medical Sciences | **Faculties of Languages/ Arts/ Humanities/ Social Sciences//Management** | API score Allotted \* | **Self- Appraisal Score (to be submitted by****the applicant)** | **Verified API Score (for office use****only)** | **Supporting Document Tag No. (1, 2, 3, …)** |
| III (A): Research Papers | Research Papers published in: | Refereed Journals as notified by the UGC  | Refereed Journals as notified by the UGC | As provided in Clarification :(A) |  |  |  |
| Sl. No., Title, Journal |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted \* |  |  |  |
| Research Papers published in: | Other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University  | Other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University  | As provided in Clarification :(B) |  |  |  |
| Sl. No., Title, Journal |  |  |  |
| III (B): Books/ Book chapters / Referring of journal papers | Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Publications of books | Text/Reference/Relevant Books published by International Publishers, with ISBN/ISSN number | Text/Reference/Relevant Books published by International Publishers, with ISBN/ISSN number | 30 per Book for Single Author |  |  |  |
| Sl. No., Details of Book |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Publications of books | Subject/ Relevant Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications | Subject /Relevant Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt.Publications  | 20 per Book for Single Author |  |  |  |
| Sl. No., Details of Book |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Publications of books | Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number  | Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number  | 15 per Book for Single Author |  |  |  |
| Sl. No., Details of Book |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Publications of book chapters | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number  | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number  | International-10 per Chapter National – 5 per Chapter |  |  |  |
| Sl. No., Details of Book chapters |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Referring of Journal Papers | Referring of Journal Papers from UGC list | Referring of Journal Papers from UGC list | 5/ Journal paper |  |  |  |
| Sl. No., Details of Journal paper |  |  |  |
| III(C):RESEARCH PROJECTS | Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Sponsored Projects: | Major Projects with grants above Rs. 30 lakhs | Major Projects with grants above Rs. 5 lakhs | 20 per Project |  |  |  |
| List of project titles, funding agency, amount mobilized and period along with proof is to be enclosed. |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Sponsored Projects: | Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs | Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs | 15 per project |  |  |  |
| List of project titles, funding agency, amount mobilized and period along with proof is to be enclosed. |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Sponsored Projects: | Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs | Minor Project with grants above Rs. 0.5 lakh up to Rs. 3 lakhs | 10 per project |  |  |  |
| List of project titles, funding agency, amount mobilized and period along with proof is to be enclosed. |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Consultancy Projects | Amount mobilized with a minimum of Rs. 10 lakhs | Amount mobilized with a minimum of Rs. 2 lakhs | 10 for every Rs. 10 lakhs and Rs. 2 lakhs |  |  |  |
| List of project titles, consultancy grantee, amount mobilized and period along with proof is to be enclosed. |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Projects Outcome/ Outputs | Patent/Technology transfer / Product / Process | Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central State Govt./Local Bodies | 30 for each International/20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5 |  |  |  |
| List of projects, patents, policy documents with agencies - proof is to be enclosed. |  |  |  |
| III(D):RESEARCH GUIDANCE | Degree | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| M.Phil. | Degree awarded | Degree awarded | 5 per candidate |  |  |  |
| List of candidates having Sl. No., Name and Year of Degree Awarded duly authenticated by appropriate authority is to be enclosed as supporting document. |  |  |  |
| Degree | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Ph.D. | Degree awarded / Thesis submitted / Registered | Degree awarded / Thesis submitted/ Registered | 15/10 / 5 per candidate |  |  |  |
| List of candidates having Sl. No., Name and Year of Degree Awarded duly authenticated by appropriate authority is to be enclosed as supporting document. |  |  |  |
| III(E): Fellowships, Awards and Invited lectures delivered in conferences / seminars | Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Fellowships/ Awards | International Award/Fellowship from academic bodies | International Award/Fellowship from academic bodies / Associations | 15 per award / 15 per Fellowship |  |  |  |
| List of Fellowships/Awards with sponsoring agency and the year of award along with documentary proof is to be enclosed. |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Fellowships/ Awards | National Award/Fellowship from academic bodies | National Award/Fellowship from academic bodies / Associations | 10 per award / 10 per Fellowship |  |  |  |
| List of Fellowships/Awards with sponsoring agency and the year of award along with documentary proof is to be enclosed. |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Fellowships/ Awards | State/University level award from academic bodies | State/University level award from academic bodies / Associations | 5 per award |  |  |  |
| List of Fellowships/Awards with sponsoring agency and the year of award along with documentary proof is to be enclosed. |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Invited lectures/ papers | International | International | 7 per lecture /5 per paper presented |  |  |  |
| List of lectures/papers with Title with details - documentary proof is to be enclosed |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Invited lectures/ papers | National level | National level | 5 per lecture/3 per paper presented |  |  |  |
| List of lectures/papers with Title with details - documentary proof is to be enclosed |  |  |  |
| Activity | Engineering/ Sciences/ Medical Sciences | Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management | API score Allotted |  |  |  |
| Invited lectures/ papers | State/University level | State/University level | 3 per lecture/2 per paper presented |  |  |  |
| List of lectures/papers with Title with details - documentary proof is to be enclosed |  |  |  |
| *The score under the sub-category ‘Invited lectures/ papers’ shall be restricted to 20% of the minimum fixed for Category III for any assessment period* |  |  |  |
| Activity | API score Allotted |  |  |  |
| Development of e-learning delivery process/material | 10 per module |  |  |  |
| List of e-learning materials along with documentary proof to be enclosed |  |  |  |  |
| Total API of Category III: |  |  |  |

 \* If the Research Paper is published in the Refereed Journals as notified by UGC, other reputed journals as notified by UGC and other reputed journals as identified by the University for a specific subject, API will be calculated as per following rules:

Clarification (A): If the Research paper is published in the Refereed Journals as notified by UGC, the API will be calculated in the following manner:

25 + API coming from Impact factor augmentation (paper with impact factor less than 1 - by 5 points; papers with impact factor between 1 and 2 by 10 points; papers with impact factor between 2 and 5 by 15 points; papers with impact factor between 5 and 10 by 20 points: papers with impact factor above 10 by 25 points)

For joint publications, API coming from Impact factor augmentation will be calculated like this: Of the total score for the relevant category of publication by the concerned teacher, the 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.

Clarification (B): If the Research Paper is published in other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University, author will get 10 for each publication.

##### IV. SUMMARY OF API SCORES

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | **Category** | **Criteria** | **API Score for the Assessment period** **( ……….. - ………..)** |
| 1. | Category - I | Teaching- learning, Evaluation Related Activities |  |
| 2. | Category - II | Professional Development and Extension activities |  |
| 3. | Category - III | Research and Academic Contributions |  |
| Total API score of Category – II + Category – III \* |  |

 **\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **PART C: OTHER RELEVANT INFORMATIION** |  |
|  |  |  |

***Please give details of any other significant contributions not included above. All information provided here should be supported by documentary proof.***

|  |  |
| --- | --- |
| **Sl. No.** | **Details (Mention year, value, etc., where relevant)** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **PART D: PUBLICATION REQUIREMENTS** |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Sl. No. | Stage / Designation | Minimum no. of Publications required and period allowed for meeting such requirements |
| 1. | Assistant Professor (Stage 3) toAssociate Professor (Stage 4) | At least three publications in the entire period asAssistant Professor (Twelve years) |
| 2. | Associate Professor (Stage 4) to Professor (Stage 5) | A minimum of five publications since the period that the teacher is placed in stage 3 |

|  |  |  |
| --- | --- | --- |
| Sl. No. | Publication Details | Document Tag No. |
|  |  |  |

**LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, sanction orders, papers, etc. wherever necessary)**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| .. |  |
| … |  |

I certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof enclosed herewith are correct.

##### Signature of the applicant:

Place: Date:

Countersigned by:

##### Head of the Department/ Director of School /Dean of the Faculty concerned (in case the candidate is Head/Director)

Place: Date: **Office Seal**