



VASANTA COLLEGE FOR WOMEN
Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India
Rajghat Fort, Varanasi-221 001, U.P.



Pro-forma for Promotion under CAS

As per UGC Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulation 2018, w.e.f 18 July 2018

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters):										
2.	Date of Birth :										
3.	Sex: (Put the \sqrt mark) :	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>						
4.	Father's Name :										
5.	Mother's Name :										
6.	Marital Status :										
7.	Spouse Name :										
8.	Nationality										
9.	Religion										
10.	Category (Put the \sqrt mark)	Gen	<input type="checkbox"/>	Gen EWS	<input type="checkbox"/>	OBC	<input type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>
11.	Department										
12.	Current Designation										
13.	Pay Scale with Academic Level of Pay in the Pay Matrix of Present Post										
14.	(a) Date of Initial Appointment in the College										
	(b) Date of Promotion(s)										
15.	Position and Academic Level in the Pay Matrix for which you are an applicant under CAS :										
16.	Date of eligibility of promotion										
17.	Correspondence Address (with PIN Code):										

18.	(a) Permanent Address (with PIN Code) :	
	(b) Contact No (s).	
	(c) E-mail	

19. Academic Qualifications (High School/Matriculation till post graduation)

Examination	Name of the Board/ University	Year of passing	Percentage of Marks obtained	Div./ Grade	Subjects
High School/ Matriculation					
Intermediate/+2					
Graduation (BA, B.Sc, B.Com etc)					
Post Graduation (MA, M.Sc, M.Com etc)					
Professional Graduation (B.Ed.* etc)					
Professional Post Graduation (M.Ed.* etc)					
Other examinations / Super- Specialization, if any					

*To be filled only by faculty from Department of Education

20. Research Degree(s)

Degree	Title	Date of Award	University
M.Phil			
Ph.D./D.Phil.			
D.Sc./D.Lit			

21. Details of JRF/NET/SLET etc.

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22. Appointments (including Post Doctoral Positions such as Research Scientist, Research Associate etc.) held prior to joining VCW, Rajghat.

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

23. Posts held after appointments at VCW, Rajghat.

Designation	Department	Date		Salary with Academic Level of Pay
		From	To	

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

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

26. Field(s) of Specialization:

(a)		(b)	
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27. Orientation/Refresher/Research Methodology Course/Workshop/Syllabus Up-gradation Workshop /Training, Teaching-Learning-Evaluation/Technology Programmes/Faculty Development Programmes/ MOOCs Course: (Please give details from initial joining)

S.No.	Name of the Course/Program	Institution	Sponsoring Agency	Duration (Mention Dates)

TABLE – 1
ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

(Please see detailed instructions before filling up this section)
 (Give separately for each year of the assessment period)

Assessment Year : 20..... – 20.....

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)

Please attach a copy of your individual Time Table

(Odd Semesters- 1, 3, 5)

S. No.	Nature of Activity (Courses/Paper taught at UG/PG level with Credits Assigned – Lecture, Seminar, Tutorials, Practical, etc.)	Number of classes assigned per week	Number of Classes taught per Semester	Total classes assigned per Semester	Grading

(Even Semesters- 2, 4, 6)

S. No.	Nature of Activity (Courses/Paper taught at UG/PG level with Credits Assigned – Lecture, Seminar, Tutorials, Practical, etc.)	Number of classes assigned per week	Number of Classes taught per Semester	Total classes assigned per Semester	Grading

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

2) Involvement in the 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 (Mention Dates)

b) Invigilation in Examination and Evaluation duties assigned by the college or evaluation of Answer Sheets. (Please enclose the documentary evidence for your claim)

Sl. No.	Nature of Duty with details	Duration (Mention Dates)

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)

S. No	Nature of Activity with details	Duration (Mention Dates)

d) Organising Seminars/ Conferences/ Workshops, other college activities. (Please enclose the documentary evidence for your claim)

S. No	Name of Activity with details	Duration (Mention Dates)

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

S. No	Details of Ph.D. Guidance	Duration (Mention Dates)

f) Conducting Minor or Major Research Project sponsored by National or International Agencies. (Please enclose the documentary evidence for your claim)

S. No	Details of Project	Sponsoring Agency	Duration (Mention Dates)	Amount (Rs.)

g) Mention 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 No.	Whether Peer-reviewed or UGC Listed Journal (Mention S.No. of UGC List)

Grading for S. 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
(Give details for the entire period of assessment)

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

(Please enclose the documentary evidence for your claim) Please mention Month and Year of publication

S . N .	Title with page Nos. and Vol. No. (Month & Year)	Name of Journal	ISSN No.	Impact factor, if any.	Sl. No. of UGC list of approval journals	Authorship: Sole/First/Principal/Corresponding/Supervisor/ 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) Please mention Month and Year of publication*

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

b) Chapter in Edited Book: *(Please enclose the documentary evidence for your claim) Please mention Month and Year of publication*

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

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

(Please enclose the documentary evidence for your claim) Please mention Month and Year of publication

S. No	Type of publication (Book/Chapter/Research Paper) (Month & Year)	Chapter/Research Paper title with page nos.	Book title & Publisher	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) Please mention Month and Year of publication*

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) Please mention Month and Year of publication*

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) Please mention Month and Year of publication*

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				

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Academic/ Research Score	Score verified by the Committee
(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) (Please also specify the number of credit course)				

d) E-Content: (Please enclose the documentary evidence for your claim) **Please mention Month and Year of publication**

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) **Please mention Month and Year of publication**

	Number of students enrolled	No. of Thesis/Dissertation 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

c). Awards/Fellowships: *(Please enclose the documentary evidence for your claim)*

S. No.	Whether Award or Fellowship	Details of Fellowship/Award	Level of Award/Fellowship (International/ National)	Academic/ Research Score	Score verified by the Committee

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) :

(Please enclose the documentary evidence for your claim)

S.No	Title of Paper Presented/Lecture/Paper published in Proceeding	Title of Conference/ Seminar	Organizer (s)	*Date	Level of paper {International (Abroad)/ International (within country)/National/State or University level}	Academic/ Research Score	Score verified by the Committee
Invited Lectures delivered in Conferences, Seminars							
Resource Person in Conferences, Seminars							
Full Paper in Conference Proceedings							

<p>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 (30%) of the total Research Score of the teacher concerned.</p>							

**Date shall be the date of paper presented/lecture delivered/publication of full paper in conference proceedings or date of Conference/Seminar in case of Resource Person.*

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

Sl. No.	Details
1.	
2.	
3.	
4.	
5.	

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 college and/or documents enclosed with the application.

Date :

Place :

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr. _____ has been working as _____ in the Academic Pay Level _____ in the Department of _____ since _____.

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

Verified and Checked

Principal

Relevant Guidelines for Promotion of Teachers under CAS in Colleges

As per UGC Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulation 2018, w.e.f 18 July 2018

TABLE – B (Minimum API Requirement for the Promotion of teachers under CAS in Colleges (UG & PG)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000 to Stage 2/AGP Rs.7000)	Assistant Professor (Stage 2 AGP Rs.7000 to Stage 3 AGP Rs.8000)	Assistant Professor (Stage 3 AGP Rs.8000) to Associate Professor (Stage 4 AGP Rs.9000)	Associate Professor (Stage 4 AGP Rs.9000 to Professor (Stage 5, AGP Rs.10000)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening cum Evaluation Committee	Screening cum Evaluation Committee	Selection Committee	Selection Committee

Note: The requirement for Orientation Course and Refresher Course for promotions due under the CAS shall not be mandatory upto 31st December, 2018 (Page 80).

B. Career Advancement Scheme (CAS) for Colleges teachers

Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. /PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i. Attended **one Orientation course of 21 days'** duration on **teaching methodology**; and
- ii. Any **one of the following**: Completed **one Refresher / Research Methodology Course**

OR

Any **two of the following**: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning Evaluation, Technology Programmes and Faculty Development Programmes of **at least one week (5 days) duration**,

OR

Completed **one MOOCs course** (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

1) Assistant Professors who have completed **five years of service in Academic Level 11/Senior Scale.**

2) **Any two of the following** in the **last five years** of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria: A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) **Any one of the following during the last three years:** completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- ii) The promotion to the post of Associate Professor is recommended by the **Selection Committee** in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate Professors who have completed **three years of service in Academic Level 13A.**
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. Evidence of having successfully guided doctoral candidate.
5. A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He / She gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.

- ii) The promotion to the post of Professor is recommended by **Selection Committee** constituted in accordance with these Regulations.

(1) Minimum API requirement for the Promotion of Teachers under Career Advancement Scheme (CAS) in the Colleges (UG and PG), Table – B of UGC Regulation 2018, Page 79

Assistant Professor (Stage 1) to Assistant Professor (Stage 2)

S.No.		Assistant Professor (Stage 1) to Assistant Professor (Stage 2)	Session 20..-20..	Session 20..-20..	Session 20..-20..	Session 20..-20..	Session 20..-20..	Total API Score for Assessment Period
1	Research and Academic Contributions (Category III)	20/Assessment Period						
2	Expert Assessment System	SCREENING cum EVALUATION COMMITTEE[#]						

Screening cum Evaluation Committee to verify API Scores.

(2) Minimum API requirement for the Promotion of Teachers under Career Advancement Scheme (CAS) in the Colleges (UG and PG), Table – B of UGC Regulation 2018, Page 79

Assistant Professor (Stage 2) to Assistant Professor (Stage 3)

S.No.		Assistant Professor (Stage 2) to Assistant Professor (Stage 3)	Session 20..-20..	Session 20..-20..	Session 20..-20..	Session 20..-20..	Session 20..-20..	Total API Score for Assessment Period
1	Research and Academic Contributions (Category III)	50/Assessment Period						
2	Expert Assessment System	SCREENING cum EVALUATION COMMITTEE[#]						

Screening cum Evaluation Committee to verify API Scores.

(3) Minimum API requirement for the Promotion of Teachers under Career Advancement Scheme (CAS) in the Colleges (UG and PG), Table – B of UGC Regulation 2018, Page 79,

Assistant Professor (Stage 3) to Associate Professor (Stage 4)

S.No.		Assistant Professor (Stage 3) to Assistant Professor (Stage 4)	Session 20..-20..	Session 20..-20..	Session 20..-20..	Total API Score for Assessment Period
1	Research and Academic Contributions	45/Assessment Period				

	(Category III)				
2	Expert Assessment System	SELECTION COMMITTEE[#]			

Selection Committee to verify API Scores.

4. Minimum API requirement for the Promotion of Teachers under Career Advancement Scheme (CAS) in the Colleges (UG and PG), Table – B of UGC Regulation 2018, Page 79,

Associate Professor (Stage 4) to Professor (Stage 5)

S.No.		Associate Professor (Stage 4) to Professor (Stage 5)	Session 20..-20..	Session 20..-20..	Session 20..-20..	Total API Score for Assessment Period
1	Research and Academic Contributions (Category III)	60/Assessment Period				
2	Expert Assessment System	SELECTION COMMITTEE[#]				

Selection Committee to verify API Scores.

Appendix II

Table 1
Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above – Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (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. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	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

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

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.	Publication (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 Intrnational 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
	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	10	10
	National	07	07
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.

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.