

### **6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

#### **Response:**

The University has been strictly following the policies and procedures in consonance with UGC and HPPERC guidelines and has developed a strategy to retain the employees for longer period by clearly defining their roles and responsibilities. For the promotions, university has an annual appraisal system for faculty on the basis of academic contribution by faculty. Each faculty member is required to fill up and submit an appraisal form highlighting his/her achievements in the past one year. For overall development of the faculty research publications, involvement/participation in extracurricular activities & various event etc. are also included in the appraisals. The procedure includes the filling of appraisal form by faculty and to be submitted in Registrar office by respective Dean/HoD with his/her remarks. Then candidate appears before the committee Chaired by Vice Chancellor for interaction/presentation and after remarks by committee decisions is finalized by Vice Chancellor.

#### **The University has various welfare schemes in place for teaching and non-teaching staff.**

The primary objective of the welfare schemes is to fulfill the professional and personal needs of the teaching and non- teaching staff. Following Welfare Schemes are available for teaching and non-teaching staff of the University:

- ❖ In-house dispensary where medicines and consultation with specialist doctor is provided free of cost. Transportation facility at a very nominal cost.
- ❖ Free uniforms are provided to drivers, gardeners and security guards.
- ❖ Free Wi-Fi facility is provided to all staff members.
- ❖ Academic leaves for attending conferences, seminars and delivering expert lectures etc.
- ❖ Duty leaves for attending the meetings of statutory bodies or Govt. regulatory bodies and agencies.
- ❖ Issuance of advance salary to the faculty for meeting their requirements faculty like purchasing of laptop.
- ❖ Mess facility at a very nominal rate.
- ❖ EPF facility for Class IV employees.
- ❖ Yoga Camps
- ❖ Free Psychological Counseling from the expert
- ❖ Financial Incentives for participating in National/International Conferences.

Respective Schools/Departments organize orientation programs for the newly recruited faculty for providing information regarding policies and regulations of the institute, professional expectations and inculcation of a set of professional skills. New faculty members are apprised with the nuances of academic spheres such as Academic, Syllabus coverage, Examination and evaluation, Research and Innovation, Research incentives, General services rules, Gender sensitization, practice on handling ERP, Infrastructure and campus facilities. Briefings on Leave benefits, Performance Management Schemes which link the annual grades for the purpose of the Performance Incentives and such other vital information are also given. The technical hardware related requirements are fulfilled by providing the adequate number of computer systems in the department.

The Vice Chancellor personally reviews these facilities from time to time and gets the feedback from the faculty members. So that steps are enlighten for the improvement of these facilities.

## List of computer systems/printer issued to faculty

S.No	Dept. Name	Faculty Name	Computer Brand /Printer	Qty.
1.	CSE	Mr. Parul Preet singh	Dell i3 /HP1010	01
2.	CSE	Ms. Tanu Minhas	HP Core 2 Duo	01
3.	CSE	Mr. Ranish	Accer i5	03
4.	ECE	Ms. JatinderKaur	Dell i3	01
5.	Civil	Mr. Rohit	Dell i5	01
6.	IBM	Ms. Renuka Rattan	Dell i3 /LBP2900	01
7.	EE	Ms. Geena Sharma	HCL /HP1007	01
8.	ME	Dr. Khusmeet Singh	HP Core 2 Duo /HP	01
9.	ME	Ms. Sushmasingh	Dell i3	01
10.	SOS	Ms. Nidhi	HP Core 2 Duo /MF4700	01
11.	SOS	Ms. Silky	HP Core 2 Duo /LBP2900	01
12.	SOS	Ms. Anupam	HP Core 2 Duo	01
13.	SOAS	Dr. Kesav Sharma	HP Core 2 Duo /HPM1136 MFP	01
14.	SMs	Mr. Rajeev Kumar	HCL/LBP2900	01
15	SMS	Dr. punamBassi	HCL	01
16	SPES	Dr.Ravnish	Dell i3 /HP1136MFP	01
17.	SPES	Mr. Nitin Sharma	Dell i3	01
18.	SPES	Ms. Alkasharma	HCL	01
19.	SPES	Ms. Prerna	HP Core 2 Duo	01
20.	Nursing	Ms. Amarjeetkaur	HP Core 2 Duo /LBP2900	01
21.	Nursing	Ms. sapna	HCL	01
22	BPT	Ms. Ankush Sharma	HCL /HP 1020	01

**BADDI UNIVERSITY OF EMERGING SCIENCES & TECHNOLOGY**  
**BADDI**

**Confidential Report (Teaching Staff)**

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Department : \_\_\_\_\_  
Period : \_\_\_\_\_

<b>S. No</b>	<b>Description</b>	<b>Remarks</b>
1.	Punctuality and regularity in attendance and taking classes	:
2.	Sense of responsibility/dependability/ reliability/ dedication	:
3.	Teaching skill	:
4.	Knowledge of subject	:
5.	Team spirit for working with other colleagues in the Institute	:
6.	Defects, if any, pointed out to him/ her earlier orally or in writing	:
7.	Attitude towards superiors/ Colleagues/ other staff/ students	:
8.	Power of management and control of duties / work	:
9.	Specific duties assigned over and above normal duties as faculty member	:
10.	General Assessment whether fit to cross probation (if applicable)	:
11.	Overall Report (Outstanding, Very good, good, average, poor).	:

Signature of HoD / Dean / Principal  
Dated :

Vice-Chancellor  
Approving Authority

**BADDI UNIVERSITY OF EMERGING SCIENCES & TECHNOLOGY**  
**BADDI**

**Confidential Report (Non-Teaching Staff)**

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Department : \_\_\_\_\_  
Period Covered : \_\_\_\_\_

<b>S. No</b>	<b>Description</b>	
1.	Punctuality and Regularity in attendance	:
2.	Attitude towards work	:
3.	Sense of responsibility (dependability/ reliability/ dedication in duties assigned	:
4.	Knowledge of sphere of work, level of knowledge of functions, rules and regulations, related instructions and their applications in work	:
5.	Technical skill/ expertisation in case of technical personal	:
6.	Team spirit for working with others	:
7.	Attitude and behavior towards Superior / Colleagues/ Staff/ Students/ Outsiders	:
8.	Integrity / Conduct	:
9.	Power of Management and Control if holding supervisory charge	:
10.	Physique & Health	:
11.	Name of defects, if any, pointed out earlier, (a) Orally (b) In writing	:
12.	Any special work performed over and above the assigned duties	:
13.	General Remarks, if any	:
14.	Overall appraisal (Outstanding, very good, good, average & below average-poor)	:

Signature of HoD / Dean / Principal  
Date :

Registrar  
Approving Authority

**Annual Performance Appraisal Report**  
(To be submitted at the end of every academic year)

**Academic Year** \_\_\_\_\_  
(Information provided should pertain to the academic year referred above)

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

Name .....Date of Birth .....Designation .....  
Institute /Deptt ..... Date of appointment .....Area of Specialization.....

A. Teaching

Autumn / Odd Semester

Sr. No.	Course Taught (Theory/ Practical)	Class L.T.P	No. of students	Pass %age Univ. Result

Spring / Even Semester

Sr. No.	Course Taught (Theory/ Practical)	Class L.T.P	No. of students	Pass %age Univ. Result

B. Academic Activities : Papers published / presented in Seminars / Conferences during last year  
(Give details as follows, use a separate sheet if required):

Rao, S.M. and Kulkarni, K. M (1997). Isotope hydrology studies on water resources in western Rajasthan. Curr. Sci. 72 (1), 55-61.  
Quick, S. and Castro C.de M. (1998). Lessons from the seminar. In : “ Education in the Information Age”, C. de M. Castro ( Ed.), International Development Bank, New York, 9-13.

(Topic) (Paper published) (National/ International) Month (Impact Factor)

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B1. Ph.D. /PG. Thesis guidance :

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B2. Research project undertaken/Consultancy :

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B4. Patents :

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B5. Books/Book chapters published

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C. Professional Seminars Attended (Refresher/ Course / orientation / Moocs/e-content/summer schools etc. attaining higher qualification).....

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D. Co-curricular Activities : Development of Lab. Experiment /Participation / Work Done in Organizing Seminar / Conference / Framing Time Table / Attending Special Lectures / Deptt. Seminars etc. :

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E Details of Innovation / Contribution in Teaching : (Design in curriculum, teaching methods, lab. experiments, evaluation methods resource material, student counseling etc.)

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F. Extra-curricular Activities : Contribution in Sports / Emanation Activities :



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G. Responsibilities Undertaken :

At Department Level

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At Institute Level

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In University Examinations

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Extension work / Community service (National integration etc. NSS etc.....)

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H. Awards/ fellowships :

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I. Any Other Information / Suggestion

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J. Are you satisfied with the academic and other responsibilities given to you ?

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Date .....

Signature

## Detailed Guidelines for Promotion for teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.

### Career Advancement Scheme — 2018 (CAS-2018)

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from Current academic session.

- (i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University/College. within three months in advance of the due date. that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date. on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XV III for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- (iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original cadre.
- (v) For the promotion under the CAS, the applicant teacher must be on the role in the active service of the University on the date of consideration Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.
  - (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - (b) If however, the candidate finds she/he fulfills the CAS promotion criteria, as defined in the Table VI-A.a, VI-A.b, of the Annexure VI-A, at a later date applies on that date and is successful her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
  - (c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such candidate succeeds in the eventual assessment, her/his promotion shall be deemed to one year from the date of rejection.
- (vii) The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria.

**(a) Teaching-Learning and Evaluation:** The commitment to teaching based on observable

indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the College/University as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duty, question paper setting for University/College examination, participation in the evaluation of examination answer script, conducting examination for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answer in the class.

- (b) **Personal Development Related to Teaching and Research Activities:** Attending or Mentation refresher/methodology courses. development of e-contents and MOOCs, organising seminar/conference/workshop/ presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- (c) Administrative Support and participation in Students' Co-curricular and Extra-curricular Activities.

(viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under CAS at all levels:

**Step 1:** The College/University teachers shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VI-A. The report should be submitted at the end of every academic year. The teacher will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Dean/Head of the Department (HOD)/Teacher-in-charge.

**Step 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

**Step 3:** A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance.

**1. Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/Associate Professors/Professors of the University.**

**A.** The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down hereunder.

**B.** Career Advancement Scheme (CAS) For University Teachers

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

**Eligibility:**

- (i) An Assistant Professor who has completed four years of service with a Ph.D. Degree or five years of service with a M.Phil. / PG degree in professional courses, or six years of service in case of those without a Ph.D./M.Phil. / PG degree in a professional course and satisfies the following conditions:

- (ii) Any one of the following- completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-Gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCS course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the Assessment Period: and
- (iii) Published one research publication in the peer-reviewed journals or UGC-listed journals during Assessment Period.

### **CAS Promotion Criteria:**

A teacher shall be promoted if:

- (i) She/he gets a 'satisfactory' or good grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of" the assessment period as the Case may be (as provided in Annexure VI-A, 'Table VI-A.a), and:
- (ii) The promotion is recommended by the screening-cum evaluation committee.

## **2. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

### **Eligibility:**

- (i) Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior scale: completed a course/programme from amongst the categories of refresher courses/research methodology workshops/ syllabus up-gradation workshop/teaching-learning-evaluation technology' programmes/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 in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during Assessment Period.

### **CAS promotion criteria:**

A teacher shall be promoted if:

- (i) The teacher gets a 'satisfactory or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least four of the last five years of the Assessment
- (ii) The promotion is recommended by' the screening-cum-evaluation committee.

## **3. Assistant Professor (Senior Scale/Academic Level 12) to Associate Professor (Selection Grade/Academic Level 13A)**

### **Eligibility:**

- (i) Assistant Professor who has completed three years of service in Academic Level 12/

selection Grade.

- (ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of refresher courses/ research methodology workshops/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) or; single course/programme of at least two weeks (ten days) duration): or completed one MOOCs course (with e- certification); or contribution towards the 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 conduct of a MOOCs course during the period of assessment.
- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (v) Evidence of having guided at least one Ph.D. or P.G. Candidate.

#### **CAS promotion criteria:**

A teacher shall be promoted if:

- (i) She/he 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 specified in Annexure VI-A, Table VI-A.a, and has a research score of at least 70 as per Annexure VI-A (Table VI-A.b)
- (ii) The promotion is recommended by a selection committee constituted in accordance Statute 19(1) with these regulations.

#### **4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

##### **Eligibility:**

- (i) An Associate Professor who has completed three years of service in Academic Level 13A.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) Evidence of having successfully guided doctoral candidate.
- (v) A minimum of 110 research score as per Annexure VI-A (Table VI-A.b)

##### **CAS promotion criteria:**

A teacher shall be promoted if:

- (i) She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two or the last three years of the Assessment Period, as per Annexure I-A I Table V I-A.a). and at least 110 research score, as per Annexure VI-A. Table VI-A. b.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these regulations.

#### **5. Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a selection committee constituted in accordance with Statute 19(1).

##### **Eligibility:**

- (i) Ten years' experience as a Professor

- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals during the Assessment Period and Ph.D. Degree has been successfully awarded to two candidates under her/his supervision.

### **Counting of Past Service for Direct Recruitment and Promotion under CAS:**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University College, national laboratories or other scientific 'professional Organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, Provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the Case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the University/state government/central government/ institutions concerned, for such appointments.
- (e) The previous appointment was not as Guest Lecturer for any duration.
- (f) The previous ad-hoc or temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - (i) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be
  - (ii) The incumbent as appointed on the recommendation of a duly constituted selection committee/ selection committee constituted as per the rules of the respective University;
  - (iii) The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the Case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/government), while counting the past service under this clause.

**Note:** In the Case of any dispute with regard to information given by the teacher in his PBAS proforma, the decision of the Screening-cum-Evaluation Committee shall be final.

**Table I-A.a. Assessment Criteria and Methodology for University/College Teachers**  
(Applies to Section B.1 and B.2 of the APAR and PBAS Proformas)

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 students related activities/ research activities: (a) Administrative responsibility such as Head, Chairperson/ Dean/ Director/ coordinator, 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 counseling, 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 board categories of activities.

**Overall Grading shall be done as per following grades**

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

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

**Not Satisfactory:** If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the trading 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 her/his absence from her/his 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 the UGC Regulations as adopted by the University.



**Table I-A.b Methodology for University Teachers for Calculating Academic Research Score**  
(This applies to section B.3 of the APAR and PBAS Proforma)

(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 Science & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences/Library /Education /Physical Education / Commerce/Manage ment & other related disciplines
1	<b>Research Papers in Refereed/Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2	<b>Publications (other than Research Papers)</b>		
	<b>(a) Books authored which are published by:</b>		
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02per curricula/course	02per curricula/cour se
	<b>(C) MOOCs</b>		

	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
	<b>(d)E-Content</b>		
	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 on complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4	<b>(a) Research guidance</b>		
	Ph.D	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/PG Dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c)Research Projects Ongoing:</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10

	National	07	07
	<b>(b) * Policy Documents (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6	<b>*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)</b>		
	International	07	07
	International	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 the 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.

\*\*\*\*\*

**Annual Performance Appraisal Report  
(Assistant Professor Stage I and Stage II)  
As per CAS 2018**

(To be submitted at the end of every academic year)

**Academic Year** \_\_\_\_\_

(Information provided should pertain to the academic year referred above)

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

Name .....Date of Birth .....Designation .....Institute  
/Deptt..... Date of appointment .....Area of Specialization.....

A. Teaching

Autumn / Odd Semester

Sr. No.	Course Taught (Theory/ Practical)	Class L.T.P	No. of students	Pass %age Univ. Result

Spring / Even Semester

Sr. No.	Course Taught (Theory/ Practical)	Class L.T.P	No. of students	Pass %age Univ. Result

B. Academic Activities : Papers published / presented in Seminars / Conferences during last year (Give details as follows, use a separate sheet if required):

Rao, S.M. and Kulkarni, K. M (1997). Isotope hydrology studies on water resources in western Rajasthan. Curr. Sci. 72 (1), 55-61.  
Quick, S. and Castro C.de M. (1998). Lessons from the seminar. In : " Education in the Information Age", C. de M. Castro ( Ed.), International Development Bank, New York, 9-13.

(Topic) (Paper published) (National/ International) Month) (Impact Factor)

.....  
.....  
.....

B1. Ph.D. /PG. Thesis guidance :

.....  
.....  
.....

B2. Research project undertaken/Consultancy : .....  
.....  
.....  
.....

B4. Patents : .....  
.....  
.....

B5. Books/Book chapters published : .....  
.....  
.....  
.....

C. Professional Seminars Attended (Refresher/ Course / orientation / Moocs/e-  
content/summer schools etc. attaining higher  
qualification).....  
.....  
.....  
.....

D. Co-curricular Activities : Development of Lab. Experiment /Participation / Work Done in  
Organizing Seminar / Conference / Framing Time Table / Attending Special Lectures / Deptt.  
Seminars etc. :  
.....  
.....  
.....  
.....

E Details of Innovation / Contribution in Teaching : (Design in curriculum, teaching methods,  
lab. experiments, evaluation methods resource material, student counseling etc.)  
:.....  
.....  
.....  
.....

F. Extra-curricular Activities : Contribution in Sports / Emanation Activities :  
.....  
.....  
.....  
.....

G. Responsibilities Undertaken :  
At Department Level .....  
.....  
.....  
At Institute Level .....  
.....  
.....  
In University Examinations .....  
.....  
.....  
Extension work / Community service (National integration etc. NSS etc.....  
.....  
.....

H. Awards/ fellowships : .....  
.....  
.....  
.....

I. Any Other Information / Suggestion .....  
.....  
.....  
.....

J. Are you satisfied with the academic and other responsibilities given to you ?  
.....  
.....  
.....

Date .....

Signature

**Proforma for Performance Based Appraisal System (PBAS)  
As per CAS 2018**

(To be submitted for consideration for promotion to Assistant Professor Stage II and Stage III)

**Assessment Period** \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin Code)

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

14. Permanent Address (with Pin code), in case different from SI.No.13:



15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

18. Field of Specialization under the Subject/Discipline:

19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientationcourse/research methodology/workshop/syllabusup-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		



## PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

### SECTION B.I:

#### TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lecturer, Tutorials, Practicals, and other teaching related activities)

Grading Criteria

1. 80% & above — Good
2. Below 80% but 70% & above — Satisfactory
3. Less than 70% - Not Satisfactory

S.No.	Year	Course/paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report (APAR) for the assessment period for the section

### SECTION B.2

#### ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT’S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator. Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paperevaluation.

S.No.	Year	Nature of Activity	Designation	Institute/Department	Period	
					From	To

(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.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

(e) Evidence of actively involved in guiding Ph. D students.

Registered (Ph.D.)	Thesis/Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S.No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors

- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

#### OVERALL GRADING FOR B.2

Year	No. of Activities covered	Overall grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section.

\*Note

Number of activities can be within or across the broad categories of activities.

(Please attach Supporting documents as per requirement)

#### SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

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

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant Contributions, awards received, responsibilities, etc., not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- |    |     |
|----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |

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| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that....., ..... has been working as  
..... in this Department since .....

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

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

**Proforma for Performance Based Appraisal System (PBAS)  
As per CAS 2018**

(To be submitted for consideration for promotion to Associate Professor and above)

**Assessment Period** \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin Code)

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

14. Permanent Address (with Pin code), in case different from SI.No.13:

15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

18. Field of Specialization under the Subject/Discipline:

19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientationcourse/research methodology/workshop/syllabusup-gradation/teaching-learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		





## **PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

### **SECTION B.1:**

#### **TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lecturer, Tutorials, Practicals, and other teaching related activities)

Grading Criteria

1. 80% % above — Good
2. Below 80% but 70% & above — Satisfactory
3. Less than 70% - Not Satisfactory

S.No.	Year	Course/paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report (APAR) for the assessment period

### **SECTION B.2**

#### **ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT’S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.**

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(b) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator. Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paperevaluation.

S.No.	Year	Nature of Activity	Designation	Institute/Department	Period	
					From	To

(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.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

(e) Evidence of actively involved in guiding Ph. D students.

Registered (Ph.D.)	Thesis/Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S.No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:



\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city'/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National/International)	Publisher (with city/country) & Year of Publication	ISBN	Whether Referred	Academic Research Score

\*The Editorship is to be filled as follows:

- One or Two Editors
- For more than three Editors:
  - First/Principal/Corresponding Editors
  - Joint Editors

a. Translation works in Indian and Foreign languages by qualified faculties.

b.(i) Chapter or Research Paper

S. No	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN/ ISBN No.	Impact Factor	Authorship*	Reference number of UGC-CARE List	Academic Research Score
Total										

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

b.(ii) Books Translated

S.No	Title of the Book	Authorship*	Publisher (with city/country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
<b>Total</b>						

\* The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/ Principal/Corresponding Author
  - Joint Author

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

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
<b>Total</b>								

(b) Design of new Curricula and Courses

S.No.	Nature of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
<b>Total</b>							

(c) Development of MOOCs

c.I Development of complete MOOCs in 4 quadrants for a course with credits

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Details of MOOC (with no. of quadrant)	Detail of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

c.3 Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Details of MOOC (with no. of quadrant)	Detail of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

c.4 Course Coordinator for MOOCs (4 credit course)

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

(d)Development of E-Content

d.1 Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Detail of E-Content (with no. of quadrant)	Course/ E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total							

d.2 E-content (developed in 4 quadrants) per module

S.No.	Detail of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total							

d.3 Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Detail of E-Content (with no. of quadrant)	Detail of Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total							

d.4 Editor of e-content for complete course/paper/e-book

S.No.	Detail of E-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Organization for which it was developed	Weblink	Academic Research Score
Total							

4.(a) Research Guidance

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded	Academic Research Score
Ph.D.				
M Phil./P.G. Dissertation				
Total				

(b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding receive (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

\*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project



(c) Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding receive (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

(d) Consultancy

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding receive (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through parent University/College	Academic Research Score
Total							

5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

\*Only patents awarded to be mentioned.

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

S.No.	Title*	Area/Subject	Date of Publication/ Submission	Level (International National)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

\*Only Policy document published/submitted to bodies/organization detailed above shall be considered. Etc.) Awards/Fellowship

(c) Awards/Fellowship

S.No.	Name of Award/Honor*	Area/Subject	Name of Awarding Body	Level (International/National)	Date	Academic Research Score
Total						

\*Entries for awards made in this Section should be from post-graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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)

S.No.	Title of Lecture/ Paper	Invited Lecture/Resource Person/Paper Presented	Nature of Programme*	Details	Levels**	Date of Presentation	Duration (in minutes)	Sponsoring Agency	Academic Research Score
Total									

\*Seminar/FDP/Conference

\*\* Level: International (Abroad)/ international (within country)/ National/State/University.

(Please attach supporting documents wherever required)

### SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

#### Grading (Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

#### Research Score (Section B3)

Section B.3	Details of Research Activity	Academic/Research Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b.	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
<b>Subtotal of Publications (other than Research Papers)</b>		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
3.(a)	Development of Innovative Pedagogy	
3.(b)	Design of new Curricula and Courses	
3.(c)	Development of MOOCs	
3.c.1	Development of complete MOOCs in 4 quadrants for a course with credits	
3.c.2	MOOCs (developed in 4 quadrant) per module/Lecture	
3.c.3	Content writer/subject matter expert	
3.c.4	Course Coordinator for MOOCs	
3.(d)	Development of E-Content	
3.d.1.	Development of E-Content in 4 quadrants for a complete course/e-book	
3. d.2	E-content (developed in 4 quadrants) per module	

3,d.3	Contribution to development of e-content	
3.d.4	Editor of e-content for complete course/paper/e-book	
<b>Subtotal of Creation of ICT mediated Teaching Learning pedagogy and content and development of new' and innovative courses and curricula</b>		
4.(a)	Research Guidance	
4.(b)	Research Projects Completed	
4.(c)	Research Projects ongoing	
4.(d)	Consultancy	
<b>Subtotal of Research related activities</b>		
5.(a)	Patents	
5.(b)	Policy Documents	
5.(c)	Awards/Fellowship	
<b>Subtotal of Patents</b>		
6.	Invited lectures/paper presented	
<b>Total Academic/Research Score</b>		

### PART-C: OTHER RELEVANT INFORMATION

(a) Membership/Fellowship of Learned bodies / Societies:

(b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc., not mentioned earlier.

(d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
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| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that....., ..... has been working as  
..... in this Department since .....

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

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre