

[TO BE SUBMITTED IN QUADRUPLICATE]



## RAKSHA SHAKTI UNIVERSITY (RSU)

Camp Road, New Mental Corner, Meghani Nagar, Ahmedabad, Gujarat 380016

### **APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) UGC – 2016 – 4<sup>th</sup> Amendment Regulations.**

i).	Assistant Professor (Stage II)	
ii).	Assistant Professor (Stage III)	
iii).	Associate Professor (Stage IV)	
iv).	Professor (Stage V)	
v).	Professor (Higher Grade) (Stage VI)	

(Please tick whichever is applicable)

Assessment Period	
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### **PART A: GENERAL INFORMATION & ACADEMIC BACKGROUND**

1.	Name (in Block letters)	:	
2.	Father's Name/Mother's Name	:	
3.	Department & College / Unit	:	
4.	Date of appointment as	:	
a	Assistant Professor (Stage I)	:	
b	Assistant Professor (Stage II)	:	
c	Assistant Professor (Stage III)	:	
d	Associate Professor	:	
e	Professor	:	
5.	Current Designation & Acad. Grade Pay (AGP)	:	
6.	Date of last Promotion	:	
7.	Which position and academic grade pay are you an applicant under CAS?	:	

8.	Date of eligibility for promotion as											
	i)	Assistant Professor (Stage II)										
	ii)	Assistant Professor (Stage III)										
	iii)	Associate Professor (Stage IV)										
	iv)	Professor (Stage V)										
	v)	Professor (Higher Grade) (Stage VI)										
9.	Date of Birth	D	D	M	M	Y	Y	Y	Y	Place of Birth:		
10.	Gender				:	Male		Female				
11.	Marital status											
12.	Nationality											
13.	Indicate whether belongs to OC/SC/ST/BC (A, B, C, D) category and indicate the sub category:											
14.	Address for correspondence (with Pin Code)											
15.	Permanent Address (with Pin Code)											
	Phone Numbers											
	Mobile:						Land:					
	Email:				:							
16.	Academic Qualifications (copies of certificates to be enclosed):											
	<b>Examinations</b>	<b>Name of the Board / University</b>	<b>Year of passing</b>	<b>Percentage of marks obtained</b>	<b>Division/ Class/ Grade</b>	<b>Subject</b>						
	High School/ Matric											
	Intermediate											
	Under Graduate											
	Post Graduate											
	M.Phil *											
	Ph.D*											

	Other examinations if any					
	* Research Degree(s) (copies of certificates to be enclosed)					
17.	Research Degree(s):					
	<b>Degrees</b>	<b>Title</b>	<b>Date of award</b>		<b>University</b>	
	M.Phil.					
	Ph.D.					
18.	*Appointments held prior to joining in the Raksha Shakti University (RSU), Ahmedabad (Please enclose copies of a). Appointment Order b). Relieving order c). Service Certificate d). Last Drawn Pay Certificate					
	Designation	Name of the Employer	Date of		Salary with Grade	Reason for Leaving
			Joining	Leaving		

**\*COUNTING OF PAST SERVICES FOR 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 Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, D&T, etc., should be counted for promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described 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 candidate for direct recruitment has applied through proper channel only
- (d) 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.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institutions, for such appointments.
- (f) The previous appointment was not as guest lecturer for any duration, or an adhoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
  - (iii) the incumbent was selected to the permanent post in continuation to the adhoc or temporary service, without any break.
- (g) The services of those Research Associates, who have been appointed through a duly constituted selection committee and have performed academic duties corresponding to lecturer, may be counted for the purpose of promotion as lecturer (senior scale) {i.e., UGC Lr.No.3-2/2004(PS) Misc., dated 12.03.2010.
- (h) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), for counting past services under this clause

19.	<b>Posts held after appointment in the RSU (Please enclose copies of the orders):</b>				
	Designation	Department	Date of actual joining		Grade
			From	to	
20.	<b>Period of teaching experience :</b>				
	Classes	Years		Total years	
		From	To		
	P.G. Classes				
U.G Classes					
	<b>Research experience including years spent in M.Phil/Ph.D (in years)</b> As per the UGC Communication dated 1 March, 2016, <i>the period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment/promotion to the post of Associate Professor and above. (only in case if the PhD is part-time taken along with the employment as a Teacher/Researcher. Full time M.Phil/PhD experience will not be considered as Research Experience as per UGC norms).</i>				
21.	<b>Fields of specialization under the Subject / Discipline</b>				
	(a)				
	(b)				



**25. Any other relevant information:**

**26. FUTURE PLANS**

**(Please provide a brief outline of your future plans for teaching and research)**

**i) Teaching:**

**ii) Research:**

## PART-B. COMPUTATION OF API SCORE

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category 1	Nature of Activity	Maximum Score	Actual Score (for calculating see**)	Self Accessed Score	Scored verified by verifying committee
a	Direct Teaching	70/60*			
b	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20/10*			
C	Innovative Teaching - learning methodologies, updating of subject contents/ courses, mentoring etc.	10/15/20*			

#### **a. Direct Teaching :**

*\*Maximum Score* : 70 for Assistant Professor and 60 for Associate Professor and Professor

*\*\*Actual Score*: Actual hours spent per academic year÷7.5 for Assistant Professor and actual hours spent per academic year÷7.75 for Associate Professor and Professor

#### **b. Examination Duties:**

*\*Maximum Score* : 20 for Assistant Professor and Associate Professor and 10 for Professor

*\*\*Actual Score*: Actual hours spent per academic year÷10 for Assistant Professor, Associate Professor and Professor

#### **c. Innovative Teaching:**

*\*Maximum Score* : 10 for Assistant Professor, 15 for Associate Professor and 20 for Professor

*\*\*Actual Score*: Actual hours spent per academic year÷10 for Assistant Professor, Associate Professor and Professor

#### **Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals/Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

Sr. No.	Name of Activity	Max. Score	Actual Score Calculation	Score Reported	Score Verified
<b>a.</b>			Student related co-curricular, extension and filed based activities		
(i)	Discipline related co-curricular activities (e.g. field work, study visit, student seminar and other events, career counseling etc.)	15	Actual hours spent per academic year ÷10		
(ii)	Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)		Actual hours spent per academic year ÷10		
(iii)	Extension and dissemination activities (public /popular lectures/talks/seminars etc.)		Actual hours spent per academic year ÷10		
<b>b.</b>			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)	15	Actual hours spent per academic year ÷10		
(ii)	Participation in Board of Studies, Academic and Administrative Committees.		Actual hours spent per academic year ÷10		
<b>c.</b>			Professional Development activities		
	Participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution	15	Actual hours spent per academic year ÷10		
	<b>Total</b>				



Based on the teacher's self-assessment, the minimum API required by teachers for eligibility for promotion in Category II API scores for Professional development, co-curricular and extension activities; and related contributions is provided below.

<b>Category</b>	<b>Activity</b>	<b>Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)</b>	<b>Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)</b>	<b>Professor (Stage 5) to Professor (Stage 6)</b>
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment Period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment Period

## CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

### PART-A: Research Papers Published in Journals

Sr. No.	Parameters	Methodology of Assessment	Number	Score Reported	Score Verified
(i)			<b>Papers with Impact Factor 10 or above</b>		
	Single Author	40 per paper			
			Multiple Authors:		
	First / Corresponding/ Supervisor/ Mentor	28 per paper equally shared			
	Rest of the Authors	12 per paper equally shared			
(ii)			<b>Papers with Impact Factor between 5 and 10</b>		
	Single Author	35 per paper			
			Multiple Authors:		
	First / Corresponding/ Supervisor/ Mentor	24.5 per paper equally shared			
	Rest of the authors	10.5 per paper equally shared			
(iii)			<b>Papers with Impact Factor between 2 and 5</b>		
	Single Author	30 per paper			
			Multiple Authors:		
	First / Corresponding/ Supervisor/ Mentor	21 per paper equally shared			
	Rest of the authors	09 per paper equally shared			
(iv)			<b>Papers with Impact Factor between 1 and 2</b>		
	Single Author	25 per paper			
	Multiple Authors:				
	First / Corresponding/ Supervisor/ Mentor	17.5 per paper equally shared			
	Rest of the authors	7.5 per paper equally shared			
(v)			<b>Papers with Impact Factor less than 1</b>		
	Single Author	20 per paper			
	Multiple Authors:				

	First / Corresponding/ Supervisor/ Mentor	14 per paper equally shared			
	Rest of the authors	06 per paper equally shared			
(vi)			<b>Papers without Impact Factor:</b>		
	Single Author	15 per paper			
	Multiple Authors:				
	First / Corresponding/ Supervisor/ Mentor	10.5 per paper equally shared			
	Rest of the authors	4.5 per paper equally shared			
(vii)			<b>Papers in Other Reputed Journals</b>		
	Single Author	10 per paper			
	Multiple Authors:				
	First / Corresponding/ Supervisor/ Mentor	7 per paper equally shared			
	Rest of the authors	3 per paper equally shared			
			<b>Total API under Part 'A'</b>		

### **PART-B: Research Publications: Books/Chapters in Books**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Methodology of Assessment</b>	<b>Number</b>	<b>Score Reported</b>	<b>Score Verified</b>
(i)			<b>Text/Reference Books published by International Publisher</b>		
	Single Author	30 per Book			
			Multiple Authors:		
	First author	21 per book			
	Rest of the authors	9 per book equally shared			
(ii)			<b>Subject Books by National level Publishers OR State / Central Govt. Publications</b>		
	Single Author	20 per book			
			Multiple Authors:		
	First author	14 per book			
	Rest of the authors	6 per book equally shared			
(iii)			<b>Subject Books Other Local Publishers</b>		
	Single Author	15 per Book			
			Multiple Authors:		

	First author	10.5 per book			
	Rest of the authors	4.5 per book equally shared			
(iv)			<b>Chapter in Books Published by National and International level publishers</b>		
			<b>International Publishers:</b>		
	Single Author	10 per chapter			
			Multiple Authors:		
	First author	7 per chapter			
	Rest of the authors	3 per chapter equally shared			
			<b>National Publishers:</b>		
	Single Author	5 per chapter			
			Multiple Authors:		
	First author	3.5 per chapter			
	Rest of the authors	1.5 per chapter equally shared			
		<b>Total API under Part 'B'</b>			

### **PART-C: Research Projects**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Methodology of Assessment</b>	<b>Number</b>	<b>Score Reported</b>	<b>Score Verified</b>
(i)			<b>Sponsored Projects:</b>		
	(a) Major Projects (Grants above Rs 5 Lakhs for Non-Science Disciplines / above Rs. 30 Lakhs for Science Disciplines)	20 per Project			
	(b) Major Projects (Grants above Rs 3-5 Lakhs for Non-Science Disciplines / Rs 5-30 Lakhs for Science Disciplines)	15 per Project			
	(c) Minor Project (Grant Rs 1 -3 Lakhs for Non-Science Disciplines / Rs 1- 5 Lakhs for Science Disciplines)	10 per Project			
(ii)			<b>Consultancy Projects</b>		
	Amount Mobilised with minimum of Rs. 2 Lakhs for Non-Science & minimum of Rs.10 Lakhs for Science Disciplines	10 per Rs 2 Lakhs for Non-Science/ Rs 10 Lakh for Science Disciplines			
(iii)			<b>Project Outcome / Outputs:</b>		
			<b>At International level:</b>		

	Patent/Technology transfer/Product/ Process (Science) / Major Policy Document of Government Bodies (non-science)	30 per output			
			<b>At National level:</b>		
	Patent/Technology transfer /Product/ Process (Science) / Major Policy Document of Government Bodies (non-science)	20 per output			
		<b>Total API under Part 'C'</b>			

#### **PART-D: Research Guidance**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Methodology of Assessment</b>	<b>Number</b>	<b>Score Reported</b>	<b>Score Verified</b>
(i)			<b>Research Guidance:</b>		
	(a) No. of M.Phil candidates awarded degrees	5 per candidate			
	(b) No. of PhD candidates awarded degrees	15 per candidate			
	(c) No. of PhD Thesis submitted but yet not awarded degree	10 per candidate			
		<b>Total API under Part 'D'</b>			

#### **PART-E: Fellowship, Awards, and Invited lectures delivered in Conferences/Seminars**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Methodology of Assessment</b>	<b>Number</b>	<b>Score Reported</b>	<b>Score Verified</b>
(i)			<b>Fellowship and Awards</b>		
	International Award/Fellowship	15 per award/ fellowship			
	National Award/Fellowship	10 per award/ fellowship			
	State/University level award	5 per award			
(ii)			<b>Invited lectures/papers delivered in Conferences/Seminars</b>		
	(a) International	7 / lecture 5 / presentation			
	(b) National	5 / lecture 3 / presentation			
	(c) State/ University	3 / lecture 2 / presentation			

	The score under this sub-category (III-E) shall be restricted to 20% of the minimum fixed for category III for any assessment period
<b>Total API Under Part 'E'</b>	

### **PART-F: Development of e-learning delivery process/material**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Methodology of Assessment</b>	<b>Number</b>	<b>Score Reported</b>	<b>Score Verified</b>
	Modules	10 / module			
	<b>Total API Under Part 'F'</b>				

**Note:**

1. Candidate should provide documentary evidence for the claim of impact factor, index number, ISBN No., ISSN No. etc
2. Documentary evidence for invited lectures should be provided. Only those lectures will be considered which are not meant to complete any curriculum contents as guest/ invited faculty.
3. Candidate is required to produce documentary evidence in support of MPhil degree awarded and PhD thesis submitted/ degree awarded for the score claimed as research supervisor.
4. The candidate claiming score for completion of research project, consultancy, patent, etc. should provide documentary support (Only Project Director/ Principal Investigator/ Co-Investigator will get score).
5. If a paper presented in conference/ seminar is published in the form of proceedings, the points would accrue for the publication and not under presentation.
6. Any other terms & conditions are applicable as per the UGC Regulations, 2010 and subsequent amendments issued from time to time.
7. The API for joint publications shall be calculated in the following manner: 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.
8. The Screening cum Evaluation committee will make assessment of the quality of Journal/Publisher and Publication while verifying the API score as per UGC/University norms.

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from Category III are provided below.

<b>Category</b>	<b>Activity</b>	<b>Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)</b>	<b>Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)</b>	<b>Professor (Stage 5) to Professor (Stage 6)</b>
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment Period	400 / Assessment Period

## Total API

Category	Category I	Category II	Category III Part – 'A'	Category III Part –'B'	Category III Part –'C'	Category III Part –'D'	Category III Part –'E'	Category III Part – 'F'	Total API Score
Score									
Score verified									

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
II+III*	Minimum total API score under Categories II and III	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment Period

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

### Summary of API Scores for CAS

	Criteria	Total API score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning And Evaluation Related Activities		
II	Professional Development, Co-Curricular And Extension Activities		
III	Research And Academic Contributions		
II+III	Minimum total API score under Categories II and III		

## **PART C: OTHER RELEVANT INFORMATION**

Please give details of any other credentials, significant contributions, etc. not mentioned earlier

<b>S.No.</b>	<b>Details (Mention year, value etc. wherever relevant)</b>

List of Enclosures: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- |            |            |
|------------|------------|
| <b>1.</b>  | <b>6.</b>  |
| <b>2.</b>  | <b>7.</b>  |
| <b>3.</b>  | <b>8.</b>  |
| <b>4.</b>  | <b>9.</b>  |
| <b>5.</b>  | <b>10.</b> |
| <b>6.</b>  | <b>11.</b> |
| <b>7.</b>  | <b>12.</b> |
| <b>8.</b>  | <b>13.</b> |
| <b>9.</b>  | <b>14.</b> |
| <b>10.</b> | <b>15.</b> |



## Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled in Proforma.

Name and Signature of the Teacher

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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**VERIFIED**

**Head of the Department\***

Specific Remarks if any:

(Office Stamp)

Place

Date:

**VERIFIED AND COUNTERSIGNED**

**Director of ISSM**

Specific Remarks if any:

(Office Stamp)

Place

Date:

**\*In case the Head of the department is an applicant for CAS, only the Director, ISSM will verify.**