

Application Proforma for Promotion under CAS from Professor Academic Level 14 to Level 15 (Senior Professor)

(For those who opt to be governed by UGC Regulations 2010 & subsequent amendments and who fulfil the eligibility criteria before 11.07.2016)

Faculty: _____

Department/Institute: _____

Notification Reference No. _____ Dated: _____

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GENERAL INFORMATION AND ACADEMIC BACKGROUND

Sr. No.	Particulars	Details
1.	Name (in Block Letters):	
2.	Father' Name:	
3.	Date of Birth:	
4.	Sex: Male/Female	
5.	The category you belong to: SC/ST/OBC/Gen	
6.	Present Designation on which you are working:	
7.	Date of Appointment/ Promotion as Professor:	
8.	Date of completing 10 Years as Professor:	
9.	Pay scale with Academic Pay Level:	
10.	Assessment Period (To be filled by the applicant): <i>[All credentials will be examined / scrutinized only during the assessment period as mentioned by the applicant in the Application Form (DD/MM/YYYY to DD/MM/YYYY)]</i>	From _____ to _____ (DD/MM/YYYY) (DD/MM/YYYY)
11.	Subsequent Additional Assessment Period (if applicable) (To be filled by the applicant): Note: 1. The Candidate should fill proforma in all the three categories of API - I, II and III for the initial assessment period and Subsequent Additional Assessment Period. 2. The requirement of API Score in all three categories should be fulfilled during the same assessment period.	(i) From _____ to _____ (ii) From _____ to _____ (iii) From _____ to _____ (iv) (nth)..... (DD/MM/YYYY) (DD/MM/YYYY)
12.	Date of eligibility of promotion claimed by the applicant:	_____ (DD/MM/YYYY)

13.	Address for Correspondence (with PIN Code): Telephone No.: Mobile No.: e-mail:	
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14. Area of Specialization:.....

15. Current area of Research:.....

16. Research Degree(s)

Degree	Title	Date of Award	University
ME/ M.Tech./ MSc/ MA/ M.Com/ MBA/ M.Phil.			
Ph.D.			

For the following items use separate sheets wherever required in the format indicated. All annexures should be consecutively arranged and must bear your name and authenticated with your signature.

17. Appointments held prior to joining the Punjab Engineering College (Deemed to be University) Chandigarh : (Please attach relevant certificates of service experience)

Institute	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/Temporary / Adhoc /Contractual)	Nature of Duties	Pay-Scale	Date		Total Duration			Reason of Leaving
						From	to	Y	M	D	

18. Post(s) held after appointment at the Punjab Engineering College (Deemed to be University) Chandigarh:

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term / Temporary/ Adhoc/Contractual)	Nature of Duties	Pay- Scale	Date		Total duration		
					From	to	Y	M	D

19. Academic Staff College Orientation/Refresher and other Courses* attended: (Attach certificates in chronological order)

Name of the Course	Place	Period		Duration	Sponsoring Agency
		From	To	Total	

* summer/ winter schools/ short term course/ other appropriate continuing education programmes of comparable quality as may be specified or approved by AICTE

20. List of **Publications (in chronological order)** to be sent for the purpose of evaluation - (Please attach full papers including cover page):

Sr. No.	Authors	Title	Journal	Publisher	Location	ISSN/ISBN	Impact factor	Year of Publication
1								
2								
3								
4								
5								

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of UGC regulations 2010 & amendment for filling this Section. Use separate sheets wherever required in the format indicated below. All annexures should be consecutively arranged and must bear your name and authenticated with your signature.)

CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

S.No.	Academic Year	Semester**	Course/Paper	Level	Mode of teaching*	Hours per week allotted	No of Students	% of classes taken as per documented record

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C) ** Odd , Even, Summer

		API Score during the Assessment Period														Subsequent Additional Assessment Period	Avg. of 1st to 10 th Year	Avg. of 1st to 11 th Year	Avg. of 1st to nth Year
		1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	nth Year				
(a)	Classes taken																		
(b)	Teaching Load in excess of UGC norm																		
	Total Score																		

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

S. No.	Course / Paper	Consulted	Prescribed	Additional Resource Provided															
API score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students				API Score during the Assessment Period												Subsequent Additional Assessment Period	Avg. of 1st to 10 th Year	Avg. of 1st to 11 th Year	Avg. of 1st to nth Year
				1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	..				

- (iii) Use of participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement, Introduction of new curricula for existing subject/ new subject and new Programme etc.

S. No.	Short Description	API Score during the Assessment Period														Subsequent Additional Assessment Period	Avg. of 1st to 10 th Year	Avg. of 1st to 11 th Year	Avg. of 1st to nth Year
		1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	nth Year				
	Total Score																		

- (iv) Examination Duties Assigned and Performed(End Term Examination, Internal/Continuous Assessment work including Mid Term Examination, BE Project evaluation, Industrial Training Evaluation, Examination -Coordination work):

S. No.	Type of Examination Duties	Sem. / Year	No. of Duties Assigned	Extent to which carried out (%)	API Score during the Assessment Period														Subsequent Additional Assessment Period	Avg. of 1st to 10 th Year	Avg. of 1st to 11 th Year	Avg. of 1st to nth Year
					1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	nth Year				
	Total Score																					

Total Score for Category I														Subsequent Additional Assessment Period	Avg. of 1st to 10 th Year	Avg. of 1st to 11 th Year	Avg. of 1st to nth Year
1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	nth Year				

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES. Please mention in detail about your contribution to the following:

S. No.	Type of Activity	Average Hrs/ Week	API Score during the Assessment Period													Subsequent Additional Assessment Period	Avg. of 1st to 10 th Year	Avg. of 1st to 11 th Year	Avg. of 1st to nth Year
			1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	nth Year			
	(i) Extension, Co-curricular & field based Activities																		
	Total																		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/ Semester-wise responsibilities																	
	Total																		
	(iii) Professional Development Activities																		
	Total																		
	Total Score (i) + (ii) + (iii)																		

Total Score for Category II														Subsequent Additional Assessment Period	Avg. of 1st to 10 th Year	Avg. of 1st to 11 th Year	Avg. of 1st to nth Year
1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	nth Year				

Total Score for Category I and II														Subsequent Additional Assessment Period	Avg. of 1st to 10 th Year	Avg. of 1st to 11 th Year	Avg. of 1st to nth Year
1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	nth Year				

CATEGORY : III. RESEARCH PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Use separate sheets wherever required in the format indicated below. All annexures should be consecutively arranged in chronological order and must bear your name and authenticated with your signature.

A. Published papers in Journals:

S. No.	Title with page Nos. and date of publication	Journal	Publisher	Location	ISSN/ ISBN No.	Whether peer reviewed. Impact Factor, if any	Source of Impact factor	No. and name of Co-authors	Whether you are the		API Score			
									First author	Corresponding Author	Initial assessment period	Subsequent additional assessment period		
												(i)	(ii)	(iii)
Total Score														

B. (i) Articles/Chapters published in Books:

	Title with page Nos. and date of publication	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the		API Score			
						First author	Corresponding Author	Initial assessment period	Subsequent additional assessment period		
									(i)	(ii)	(iii)
Total score											

(ii) Full Papers in Conference Proceedings:

S. No.	Title with page Nos. and date of publication	Details of Conference	ISSN/ ISBN No.	No. of Co-authors	Whether you are the		API Score			
					First author	Corresponding author	Initial assessment period	Subsequent additional assessment period		
								(i)	ii)	iii)
Total Score										

(iii) Books Published as single author or as editor:

S. No.	Title with page Nos. and date of publication	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score			
							Initial assessment period	Subsequent additional assessment period		
								(i)	(ii)	(iii)
Total Score										

C. Ongoing and Completed Research Projects and Consultancies

(c) (i) Ongoing Research Projects

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score			
					Initial assessment period	Subsequent additional assessment period		
						(i)	(ii)	(iii)
Total Score								

(c) (ii) Completed Research Projects

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Whether policy document/ patent as outcome	API Score			
						Initial assessment period	Subsequent additional assessment period		
							(i)	(ii)	(iii)
Total Score									

(c) (iii) Ongoing Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score			
					Initial assessment period	Subsequent additional assessment period		
						(i)	(ii)	(iii)
Total Score								

(c) (iv) Completed Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	Whether policy document/ patent as outcome	API Score			
						Initial assessment period	Subsequent additional assessment period		
							(i)	(ii)	(iii)
Total Score									

D. Research Guidance

S No	Research Level	Number Enrolled	Thesis Submitted	Degree Awarded	API Score			
					Initial assessment period	Subsequent additional assessment period		
						(i)	(ii)	(iii)
	MTech/M. Phil or Equivalent							
	Ph.D or Equivalent							
Total Score								

E. (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes
(not less than one week duration):

S.No.	Programme	Period/Duration	Organized by	API Score			
				Initial assessment period	Subsequent additional assessment period		
					(i)	(ii)	(iii)
Total Score							

E. (ii) Papers presented (but not published) in Conferences, Seminars, Workshops, Symposia:

S. No.	Title of the Paper presented	Title of Conference/ Seminar along with date of the event	Organized by	Whether International/ National /State /Regional/ College or University Level	API Score			
					Initial assessment period	Subsequent additional assessment period		
						(i)	(ii)	(iii)
Total Score								

E. (iii) Invited Lectures and Chairmanships at National or International Conference /Seminar etc.:

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc. along with date of the event	Organized by	Whether International/ National	API Score			
					Initial assessment period	Subsequent additional assessment period		
						(i)	(ii)	(iii)
Total Score								

Total API Scores for Category III

Initial assessment period	Subsequent additional assessment period		
	(i)	(ii)	(iii)

IV. SUMMARY OF API SCORES

S. No.	Criteria	1 st Year YY-YY	2 nd Year YY-YY	3 rd Year YY-YY	4 th Year YY-YY	5 th Year YY-YY	6 th Year YY-YY	7 th Year YY-YY	8 th Year YY-YY	9 th Year YY-YY	10 th Year YY-YY	11 th Year YY-YY	nth Year	API Score for Assessment Period for Category III
I	Teaching, learning and Evaluation related activities															
II	Co-curricular, Extension, Professional Development etc.															
III	Research and Academic Contribution															
	Total (I +II)															

PART C : OTHER RELEVANT INFORMATION (During the Assessment Period only)

Please give details of any other credential, significant contributions and awards received etc. not mentioned earlier.

S.No.	Details (Mention Year, Value etc., where relevant)

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

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct.

Date:

Place:

Signature of the Applicant

Note: Types of supporting documents

Supporting documents (self attested photocopies) such as those given below will be acceptable (wherever available) for various achievements claimed in the application.

1. Reprints of papers published in journals/conference proceedings etc.
2. Correspondence indicating corresponding author of paper, if available.
3. Proof of journals/books having ISSN/ISBN/Impact factor.
4. Proof of journals/books being refereed/peer reviewed/indexed.
5. Cover page of journal/ conference proceedings/books etc.
6. Copies of cover page of books and first few pages of chapters contributed.
7. Copy of notification/sanction letters/amount of grant mobilized for research projects/consultancy projects etc.
8. Copy of notification indicating PI/Co-PI and/ or Guide/Co-guide.
9. First page of thesis indicating guide/co-guide.
10. Cover page of MTech/MPhil/PhD thesis completed leading to award of degree.
11. Copies of certificates of training courses/schools/conferences etc. attended.
12. Copies of certificates of papers presented along with reprints of papers (if available).
13. Communication relating to lectures delivered/sessions chaired etc.