



## Assam Rajiv Gandhi University of Cooperative Management

(A Govt. of Assam University)

Recognised by UGC and member of Association of Indian Universities

Basic Tinali, Gadadhar Nagar, Joysagar, Sivasagar

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### PBAS PROFORMA FOR PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)

[As Per UGC (Minimum Qualifications for Appointment of Teachers and Other  
Academic Staff in Universities and Colleges and Measures for the Maintenance of  
Standards in Higher Education, Regulations, 2018)]

Year .....

|     |   |      |        |       |
|-----|---|------|--------|-------|
| 1.  | Name (in Block Letters)   |      |        |       |
| 2.  | Father's Name   |      |        |       |
| 3.  | Department / Centre   |      |        |       |
| 4.  | Correspondence Address  |      |        |       |
| 5.  | Permanent Address   |      |        |       |
| 6.  | Cell phone no.  |      |        |       |
| 7.  | Email   |      |        |       |
| 8.  | Date of birth   |      |        |       |
| 9.  | Marital Status  |      |        |       |
| 10. | Nationality   |      |        |       |
| 11. | Category  |      |        |       |
| 12. | Gender (mark the correct box)   | Male | Female | Other |
| 13. | Date of joining the University  |      |        |       |
| 14. | Current designation   |      |        |       |
| 15. | Basic pay   |      |        |       |
| 16. | Date of last<br>appointment/promotion/<br>Re-designation, if any<br>(attach Office Order) |      |        |       |
| 17. | Assessment period   |      |        |       |

|                     |                         |                 |                     |                        |          |               |
|---------------------|-------------------------|-----------------|---------------------|------------------------|----------|---------------|
| <b>18.</b>          | Academic qualifications |                 |                     |                        |          |               |
| Degree/Certificate  | Board/ University       | Year of Passing | % of marks obtained | Division/ Class/ Grade | Subjects | Enclosure No. |
| Matriculation       |                         |                 |                     |                        |          |               |
| 10+2 and equivalent |                         |                 |                     |                        |          |               |
| Bachelors'          |                         |                 |                     |                        |          |               |
| Masters'            |                         |                 |                     |                        |          |               |
| M.Phil.             |                         |                 |                     |                        |          |               |
| Ph.D.               |                         |                 |                     |                        |          |               |
| Any other           |                         |                 |                     |                        |          |               |

|                   |                  |         |  |               |
|-------------------|------------------|---------|--|---------------|
| <b>19.</b>        | Eligibility Test |         |  |               |
|                   | Year of Passing  | Subject |  | Enclosure No. |
| NET (JRF)         |                  |         |  |               |
| NET (Lectureship) |                  |         |  |               |
| SLET/SET          |                  |         |  |               |

| <b>20.</b> | Appointments held prior to joining the University |                  |         |         |           |                    |
|------------|---|------------------|---------|---------|-----------|--------------------|
|            | Designation                                       | Name of Employer | Date of |         | Pay Scale | Reason for leaving |
|            |   |                  | Joining | Leaving |           |                    |
| 1          |   |                  |         |         |           |                    |
| 2          |   |                  |         |         |           |                    |
| 3          |   |                  |         |         |           |                    |
| 4          |   |                  |         |         |           |                    |

| <b>21.</b> | Post held since joining the University |                    |                        |    |                           |
|------------|--|--------------------|------------------------|----|---------------------------|
| Sl No      | Designation                            | Department /Centre | Date of actual joining |    | Pay Band with AGP / level |
|            |  |                    | From                   | To |                           |
| 1.         |  |                    |                        |    |                           |
| 2.         |  |                    |                        |    |                           |
| 3.         |  |                    |                        |    |                           |
| 4.         |  |                    |                        |    |                           |

|            |   |  |
|------------|---|--|
| <b>22.</b> | Research experience excluding years spent in M. Phil / Ph. D (in years) |  |
|------------|---|--|

**Table 1**

| <b>1.</b>   | Details of teaching activities (Classes taught includes sessions on tutorial/lab & other teaching related activities): |                         |                       |                     |        |
|---|--|-------------------------|-----------------------|---------------------|--------|
| Academic Year   | Semester   | No. of Classes assigned | No. of Classes taught | % of Classes taught | Grade* |
|   |  |                         |                       |                     |        |
|   |  |                         |                       |                     |        |
|   |  |                         |                       |                     |        |
| * Good: $\geq 80\%$ ; Satisfactory: $\geq 70\%$ but $< 80\%$ ; Not Satisfactory: $< 70\%$ |  |                         |                       |                     |        |

| <b>2.</b>      | Orientation/Refresher/Research Methodology/MOOC Course (s) attended: |          |                   |
|----------------|--|----------|-------------------|
| Course Details | Place  | Duration | Sponsoring Agency |
|                |  |          |                   |
|                |  |          |                   |

| <b>3.</b>  | Details of involvement of other activities (Minimum requirement: Any THREE activities out of seven activities; Good: 3 Activities; Satisfactory: 1-2 Activities; Not Satisfactory: No Activity): |          |    |               |
|--|--|----------|----|---------------|
| Names of the Activities  | Type of Responsibilities   | Duration |    | Enclosure No. |
|  |  | From     | To |               |
| a. Details of administrative responsibilities such as Head/Dean/Director/Coordinator/Warden etc.                                   |  |          |    |               |
| b. Details of examination duties such as Paper Setting/ Moderation/Evaluation of Answer Scripts etc.                               |  |          |    |               |
| c. Details of student related Activities (Counseling/Study Tour/Student Seminar/Cultural/Sports/ NCC/NSS/ Community Services, etc. |  |          |    |               |
| d. No. of Seminar/Conference/Workshop etc. organized.  |  |          |    |               |
| e. No. of Ph.D. Scholars guiding.  |  |          |    |               |
| f. No. of publications in peer reviewed/UGC listed journals.   |  |          |    |               |
| g. No. of Minor/Major Research Projects sponsored by National/International Agencies   |  |          |    |               |

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

*The scores are to be filled in as per Appendix II, Table II of the UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018; dated 18 July, 2018.*

[illegible]

## International Publishers

[illegible][illegible]



|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

### Book

| Sl No | Title with Page No | Date of Publication | Book Title editor & Publisher | ISSN / ISBN No. | Whether Peer Reviewed | Nos. of co-author | Whether you are the main author | API Score | Encl No |
|-------|--------------------|---------------------|-------------------------------|-----------------|-----------------------|-------------------|---------------------------------|-----------|---------|
|       |                    |                     |                               |                 |                       |                   |                                 |           |         |
|       |                    |                     |                               |                 |                       |                   |                                 |           |         |
|       |                    |                     |                               |                 |                       |                   |                                 |           |         |

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

| Sl. No. | Item  | Provide details of pedagogy, Content, etc. | API Score | Encl No. |
|---------|---|--|-----------|----------|
| a       | Development of innovative pedagogy (5)  |  |           |          |
| b       | Design of new curricula and courses- 2 per curricula/course   |  |           |          |
| c       | MOOCs:  |  |           |          |
|         | i. Development of complete MOOCs in 4 quadrants in 4 credit course-20   |  |           |          |
|         | ii. Development of complete MOOCs in 4 quadrants in less than 4 credit course -5                                    |  |           |          |
|         | iii. MOOCs developed in 4 quadrants - 5 per module/lecture  |  |           |          |
|         | iv. Content writer/subject matter expert for each module of MOOCs for at least 1 quadrant- 2                        |  |           |          |
|         | v. Course Coordinator for MOOCs 4 credits course-8  |  |           |          |
|         | vi. Course Coordinator for MOOCs less than 4 credits course- 2  |  |           |          |
| d       | E-Contents:   |  |           |          |
|         | i. Development of e-content in 4 quadrants for complete course/e-book-12  |  |           |          |
|         | ii. e-content developed in 4 quadrants - 5 per module   |  |           |          |
|         | iii. Contribution to development of e-content module in complete course/paper/e-book, at least with one quadrant -2 |  |           |          |

|                                       |   |  |  |  |
|---------------------------------------|---|--|--|--|
|                                       | iv. Editor of e-content for complete course/paper/e-book – 10 |  |  |  |
| Total Score of Category-III (a+b+c+d) |   |  |  |  |

#### 4. (a) Research Guidance

| Sl No |                         | Title of the Thesis | Degree awarded |                  | API Score | Encl No. |
|-------|-------------------------|---------------------|----------------|------------------|-----------|----------|
|       | M.Phil./PG Dissertation |                     |                |                  |           |          |
|       | Ph. D.                  |                     | Degree awarded | Thesis Submitted |           |          |
|       |                         |                     |                |                  |           |          |

#### 4. (b) Research Projects Completed

| Sl No | Title of the project | Funding Agency | Period | Amount | API Score | Encl No. |
|-------|----------------------|----------------|--------|--------|-----------|----------|
|       |                      |                |        |        |           |          |
|       |                      |                |        |        |           |          |
|       |                      |                |        |        |           |          |

#### 4. (c) Research Projects Ongoing

| Sl No | Title of the project | Funding Agency | Period | Amount | API Score | Encl No. |
|-------|----------------------|----------------|--------|--------|-----------|----------|
|       |                      |                |        |        |           |          |
|       |                      |                |        |        |           |          |
|       |                      |                |        |        |           |          |

#### 4. (d) Consultancy

| Sl No | Title of the project | Agency | Period | Amount | API Score | Encl No. |
|-------|----------------------|--------|--------|--------|-----------|----------|
|       |                      |        |        |        |           |          |
|       |                      |        |        |        |           |          |
|       |                      |        |        |        |           |          |

#### 5. Patents/Policy Document/Award/Fellowship:

| Type                                      | Details of Patent/Policy Document/Award/Fellowship | API Score | Encl No. |
|---|--|-----------|----------|
| (a) International Patent (10)             |  |           |          |
| (b) National Patent (7)                   |  |           |          |
| (c) International Policy Document (10)    |  |           |          |
| (d) National Policy Document (7)          |  |           |          |
| (e) State Policy Document (4)             |  |           |          |
| (f) International Award or Fellowship (7) |  |           |          |
| (g) National Award or Fellowship (5)      |  |           |          |

|   |  |  |
|---|--|--|
| Total Score of Category-V (a+b+c+d+e+f+g) |  |  |
|---|--|--|

**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)**

| Sl No | Topic of the Invited Lecture delivered/ Paper presented | Details of Conference / Seminar/ FDP/ Academic Session | Organized by | Category: International (Abroad)/ International (within country)/ National/ State/ University | Please select whether Invited Talk/ Paper Presented | API Score | Encl No. |
|-------|---|--|--------------|---|---|-----------|----------|
|       |   |  |              |   |   |           |          |
|       |   |  |              |   |   |           |          |
|       |   |  |              |   |   |           |          |
|       |   |  |              |   |   |           |          |
|       |   |  |              |   |   |           |          |
|       |   |  |              |   |   |           |          |
|       |   |  |              |   |   |           |          |

**Note: Enclose all relevant documents for API Verification.**

Certified that the above information furnished by me is true to the best of my knowledge and belief and if at any point of time there is any evidence of incorrect information/suppression of facts, I shall solely be liable for the same.

Signature of Applicant

Forwarded by the Head of Department/School:

Head of Department/School



Forwarding by the Dean:

Place:

Date:

Dean

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Verification and recommendation of Director, IQAC

| API Claimed | API Awarded | Remarks |
|-------------|-------------|---------|
|             |             |         |

Director, IQAC

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Remarks of Registrar

Place:

Date:

Registrar

Acceptance/Rejection note of Vice Chancellor

Vice Chancellor

Place:

Date:

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