



Central University of Kashmir

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Career Advancement Scheme (CAS)

APPLICATION FORM

Annual Self Assessment for the Performance Based Appraisal System (PBAS)

PART A: General INFORMATION

1.	Name (in Block Letters):	
2.	Father's Name:	
3.	Department/ Institute/ Centre:	
4.	Present Designation & Grade Pay:	
5.	Date of last promotion (attach proof):	
6.	Which position and grade pay are you an applicant under CAS?	
7.	Date of eligibility for promotion:	
8.	Date and Place of Birth:	
9.	Gender	
10.	Marital Status	
11.	Nationality	
12.	Indicate whether belongs to SC/ST/OBC category:	
13.	Address for correspondence	
14.	Permanent Address Telephone No: e-mail:	

15. Academic Qualifications (Matric till Post-Graduation):

Examination	Board/ University	Year of Passing	Marks (%age)	Division	Subject/s
Matric					
Hr. Sec. - I					
Hr. Sec. - II					
Additional					
B. G.					
P. G.					
Any other					

16. Research Degree(s):

Degree	Title	Date of award	University
M.Phil.			
Ph.D.			

17. Appointments held prior to joining this Institution:

Designation	Name of Employer	Date of		Salary with Grade	Reason of leaving
		Joining	Leaving		

18. Posts held after appointment at this Institution:

Designation	Department	Date of actual joining		Grade
		From	To	

19. Period of teaching experience:

20. Research experience excluding period spent in obtaining the M.Phil./Ph.D. degree:

21. Field/s of specialisation under the subject/discipline:

22. Academic Staff College Orientation/Refresher Courses attended:

Name of the Course	Place	Duration	Sponsoring Agency

ACADEMIC PERFORMANCE INDICATOR (API)

For Career Advancement Scheme (CAS)

	Direct teaching hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

<i>S.No</i>	<i>Nature of Activity</i>	<i>Post</i>	<i>Maximum Score</i>	<i>Actual Score</i>	<i>Score to be filled by the Candidate</i>	<i>Enclosure No.</i>	<i>Score verified by Screening Committee</i>
A	Direct Teaching	Assistant Professor	70	Actual hours spent per academic year ÷ 7.5			
		Associate Professor	60	Actual hours spent per academic year ÷ 7.75			
		Professor	60	Actual hours spent per academic year ÷ 7.75			

B	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	Assistant Professor	20	Actual hours spent per academic year ÷ 10			
		Associate Professor	20	Actual hours spent per academic year ÷ 10			
		Professor	10	Actual hours spent per academic year ÷ 10			
c	Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	Assistant Professor	10	Actual hours spent per academic year ÷ 10			
		Associate Professor	15	Actual hours spent per academic year ÷ 10			
		Professor	20	Actual hours spent per academic year ÷ 10			
				Total			

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

Based on the teacher's self-assessment, category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in table-II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for promotion of Assistant Professor for higher grades and selection committee for the promotion Assistant Professor to Associate Professor and Associate Professor to Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or incase institutional specificities require, at just the weightages without changing the minimum total API scores required under this category.

II	Nature of Activity	Maximum API Score	Actual Score	Score claimed by the applicant
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar and other events, career counseling, etc) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC, etc) (iii) Extension and dissemination activities (public/popular lectures/ talks/ seminars, etc).	15	Actual hours spent per academic year ÷ 10	

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) (ii) Participation in Board of Studies, Academic and Administrative Committees.	15	Actual hours spent per academic year ÷ 10	
c.	Professional Development activities (such as 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	
	G. Total	45		

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between University and colleges. The self-assessment score shall be based on verifiable criteria and shall be finalized by the Screening/selection committee.

Cate - gory	Activity	Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Sciences	Faculties of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical Education/ Management	Maximum score for University/ College teacher*	Score claimed by the applicant
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	25 per publication	
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10 per publication	
III (B)	Publications other than journal articles (books,	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated	30 per Book for Single Author	

	chapters in books)	intimated to UGC	to UGC.		
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author	
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International ó 10 per chapter National ó 5 per chapter	
III (C)	RESEARCH PROJECTS				
III (C) (i)	Sponsored Projects	(a) Major projects with grants above Rs 30.0 lakhs	Major projects with grants above Rs. 5.00 lakhs	20 per Project	
		(b) Major Projects with grants above Rs. 5.0 lakhs up to Rs. 30.0 lakhs	Major Projects with grants above Rs. 3.0 lakhs up to Rs.5.0 lakhs	15 per Project	
		(c) Minor projects with grants above Rs. 1.0 lakhs up to Rs. 5.0 lakhs	Minor Projects with grants above Rs. 1.0 lakhs up to Rs. 3.0 lakhs	10 per Project	
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 10.00 lakhs	Amount mobilized with a minimum of Rs. 2.0 lakhs	10 for every Rs. 10.0 lakhs and Rs. 2.0 lakhs respectively	

III (C) (iii)	Projects Outcome/ Outputs	Patent/ Process	technology transfer/ Product/	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/ UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government ó 20, State Govt.-10 Local bodies ó 5	
III (D)	RESEARCH GUIDANCE					
III (D) (i)	M. Phil.	Degree awarded		Degree awarded	5 per candidate	
III (D)	Ph. D.	Degree awarded		Degree awarded	15 per candidate	
(ii)		Thesis submitted		Thesis submitted	10 per candidate	
III E	Fellowships, Awards and Invited lectures delivered in conferences/ seminars					
III (E) (i)	International Award/ Fellowship from academic bodies			International Award/ Fellowship from academic bodies/associations	15 per Award/ 15 per Fellowship	
	National Award/ Fellowship from academic bodies			National Award/ Fellowship from academic bodies/associations	10 per Award/ 10 per fellowship	
	State/ University level Award from academic bodies			State/ University level Award from academic bodies/associations	5 per Award	
III (E) (ii)	Invited lectures/ papers	International		International	7 per lecture/ 5 per paper presented	
		National level		National level	5 per lecture/ 3 per paper presented	

		State/ University level	State/ University level	3 per lecture/ 2 per paper presented	
	The score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period.				
III (F)	Development of e-learning delivery process/ material		10 per module		
G TOTAL OF CATEGORY III API					

1. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points.
2. 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.

OTHER RELEVANT INFORMATION

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

S. No.	Details (Mention Year, value etc. where relevant)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

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

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7 |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filled PBAS proforma.

Signature of faculty with Designation,
Place and Date

Signature of
Head of the Department

N.B: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the University as necessary and placed before the Screening-cum-Evaluation Committee or Selection Committee for assessment/verification.

Appendix – III Table – II (A)

Minimum APIS as provided in Appendix – III Table I to be applied for the promotion of Teachers under Career Advancement Scheme (CAS) in University Departments and weightages for Expert Assessment

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor / (Stage 3) Associate Professor/ equivalent cadres (Stage4)	Associate Professor (Stage 4) to Professor/equivalent cadres (stage 5)	Professor (Stage 5) to Professor (stage 6)
i.	Teaching-learning Evaluation Related Activities	80/ year	80/year	75/ year	70/year	70/year
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
iii	Research and Academic Contribution Minimum score required to be assessed cumulatively	20/assessment period	50/assessment period)	75/assessment period)	100/assessment period)	400/assessment period)
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
iv	Expert assessment system	Screening cum evaluation Committee	Screening cum evaluation Committee	Selection Committee	Selection Committee	Expert Committee
v.	Percentage Distribution of Weightage points in the Expert Assessment (total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - contribution to Research 50% - Assessment of domain knowledge and teaching practice 20% - interview performance	50% - contribution to Research. 30% - assessment of domain knowledge and teaching practices. 20% - Interview performance	50% - research. 50% performance evaluation and other credential by referral procedure

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