**INTERNAL QUALITY ASSURANCE CELL**

**NORTH-EASTERN HILL UNIVERSITY, SHILLONG**

**APPLICATION FORM FOR PROMOTION OF TEACHERS**

**UNDER CAS UGC REGULATION 2010 (2nd Amendment)**

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

***Promotion from Stage …… to Stage ……***

1. **Name (in Block Letters):**
2. **Date of Birth:**
3. **Category:** SC ST OBC GEN
4. **Department/School:**
5. **Current Designation & Academic Grade Pay:**
6. **Date of last Promotion, if any:**
7. **Assessment Period:**
8. **Date of eligibility for Promotion:**
9. **Address for Correspondence:**
10. **Telephone No:**
11. **E-mail address:**
12. **Academic Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree/****Certificate** | **Board/ University** | **Year of Passing** | **% of marks obtained** | **Division/****Class/Grade** | **Subjects** |
| Matric |  |  |  |  |  |
| Pre University |  |  |  |  |  |
| B.A./B.Sc./B.Com./LLB/B.Tech./… |  |  |  |  |  |
| M.A./M.Sc./M.Com/LLM/M.Tech./… |  |  |  |  |  |
| M.Phil. |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |

1. **Appointments held prior to joining this University, if any:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of** | **Salary with Grade** | **Reason for leaving** |
| **Joining** | **Leaving** |
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1. **Posts held after appointment at the University:**

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| --- | --- | --- | --- |
| **Designation** | **Department** | **Period** | **Pay Scale/Grade** |
| **From** | **To** |
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1. **Period of Teaching Experience:** PG Classes (in Years)

 UG Classes (in Years)

1. **Research experience excluding years spent for M.Phil./Ph.D. (in Years):**
2. **Fields of Specialization under the Subject/Discipline:**

**PART B: ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY I: TEACHING/LEARNING/EVALUATION RELATED ACTIVITIES**

1. **Lectures, Seminars, Tutorials, Practical, Contact Hours undertaken as % of Lectures allocated** (Maximum Score 50/ Academic Year)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Course/Paper** | **Lectures etc. Undertaken/Allotted****(No. of Hours/Academic Year)** | **API Score** |
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|  **Total API Score**  |  |

1. **Classes Conducted Exceeding UGC norms, if any** (Maximum Score 10/ Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Course/Paper** | **Lectures etc. beyond UGC Norm****(No. of Hours/Academic Year)** | **API Score** |
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|  **Total API Score** |  |

1. **Reading/Instructional material consulted and additional knowledge resources provided to students** (Maximum Score 20/Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Course/Paper** | **Resources** | **API** **Score** |
| **Consulted** **(No. of Hours)** | **Provided** **(No. of Hours)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  **Total API Score**  |  |

1. **Use of participatory and Innovative Teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.** (Maximum Score 20/Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Short Description of Activities** | **No. of Hours****Devoted** | **API****Score** |
|  |  |  |  |
|  |  |  |  |
|  **Total API Score**  |  |

1. **Examination Duties (Invigilation, question setting, evaluation,) as per allotment** (Maximum Score 25/Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Type of Examination Duty** | **No. of Hours Devoted** | **API****Score** |
|  |  |  |  |
|  |  |  |  |
|  **Total API Score**  |  |
| (Minimum Score Required in Category I - 75) **Total API Score Category I (1+2+3+4+5)** |  |

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

1. **Student related Co-curricular, Extension, and Field Based Activities** (Maximum Score 20/Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Type of Activity** | **No. of Hours Devoted** | **API****Score** |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** |  |

1. **Contribution to Corporate Life and Management of Department/Institution** (Maximum Score 15/Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Type of Activity** | **No. of Hours Devoted** | **API****Score** |
|  |  |  |  |
|  |  |  |  |
|  **Total API Score** |  |

1. **Professional Development Activities (Seminars/Conference Training, Talks, Membership of Associations** (Maximum Score 15/Academic Year):

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | **Type of Activity** | **No. of Hours Devoted** | **API****Score** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  **Total API Score** |  |
| (Minimum Score Required in Category II - 15) **Total API Score Category II (1+2+3)** |  |

**CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III (A). Research Paper Published in Journal** (Refereed-15, Non-Refereed with ISBN/ISSN-No.-10, Conference Proceeding: Only Full Paper-10):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title with Page****Nos.** | **Journal Title** | **ISSN/****ISBN****No.** | **If Refereed** | **Latest.****Impact****Factor,****If any** | **No.****of****Authors** | **If main****author** | **API****Score\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total API Score** |  |
| **\***Add 5 for Indexed Journal, 10 for Impact Factor 1 to 2; 15 for Impact Factor 2 to 5 and 25 for Impact Factor 5 to 10 (with supporting documents). |

**III (B). Research Publication as Book/Book Chapter** (International Publisher-50/10; National Publisher with ISBN/ISSN No.-25/5; Local Publisher with ISBN/ISSN No.-:15/3):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title with Page****Nos.** | **Book Title &****Publisher** | **ISSN/****ISBN****No.** | **If****Peer****Reviewed** | **No. of****Authors** | **If main****author** | **API****Score** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** **API Score** |  |

**III (C). Research Project:**

|  |
| --- |
| **III (C)(i ). Sponsored Project Carried Out/Ongoing:** |
| **Title** | **Funding Agency** | **Period** | **Major/ Minor** | **Amount** | **API Score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** **API Score** |  |
| \*Note: Major (1): Engg. & Sc./Hum. & Social Sc. Subjects: > 30 lakhs / >5 lakhs: 20 points;  Major (2): Engg. & Sc./ Hum. & Social Sc. Subjects: 5-30 lakhs / 3-5 lakhs: 15 points; Minor: Engg. & Sc./ Hum. & Social Sc. Subjects: 0.5-5 lakhs / 0.25-3 lakhs: 10 points. |

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| --- |
| **III (C)(ii). Consultancy Projects Carried out/Ongoing** (Engg. & Sc./Hum. & Social Sc. Subjects: 10 for every 10/2 lakhs): |
| **Title** | **Funding Agency** | **Period** | **Amount Mobilized** | **API Score** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** **API Score** |  |
| **III (C)(iii). Completed Project Report accepted by Funding Authority** (20 per each Major & 10 for each Minor Project): |
| **Title** | **Funding Agency** | **Period** | **Major/****Minor** | **API Score** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total API Score** |  |
| **III (C)(iv). Project Outcome/Outputs:** Patent/Technology Transfer/Product/Process/Major Policy Document (50 per each International & 30 for each National): |
| **Title** | **Funding agency** | **Period** | **National/****International** | **API Score** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total API Score** |  |
| **Total API Score of III (C) (i+ii+iii+iv)** |  |

**III (D). Research Guidance** (Ph.D.: Awarded-10, Submitted-7; M.Phil.: Awarded-3):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level of****Guidance** | **Name of Scholar (s)** | **Thesis****Submitted** | **Degree****Awarded** | **API****Score** |
| M. Phil |  | NIL |  |  |
| Ph.D. |  |  |  |  |
| **Total API Score** |  |

**III (E). Training Courses and Conferences/Seminar/Workshop Papers:**

|  |
| --- |
| **(i). Refresher Course/Methodology Workshop/ Training/Faculty Development Program etc**. (Maximum Score 30; Two Weeks-20; One Week- 10): |
| **Type and Title of Course** | **Organizer** | **Duration of Course** | **API Score** |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** |  |
| **(ii). Papers presented in Conference/ Seminar/ Workshop etc**. (International-10; National-7.5; Regional/State-5; Local: University/College-3): |
| **Title of the Paper Presented** | **Title of Conference/ Seminar, etc.** | **Organizer** | **International/ National/State/ Regional/Local** | **API Score** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total API Score** |  |
| **(iii). Invited Lecturers/Presentation for Conference/Symposia** (International-10; National-5): |
| **Title of Lecture/ Presentation** | **Details of Conference/Seminars etc.**  | **International/ National** | **API Score** |
|  |  |  |  |
|  |  |  |  |
| **Total API Score** |  |
| **Total API Score Category III (E) (i+ii+iii)** |  |

**IV. Summary of API Scores Claimed:**

|  |  |  |
| --- | --- | --- |
| **Category** | **Criteria** | **API Score for the Assessment Period** |
| **I** | **Teaching, Learning and Evaluation related Activities** |  |
| **II** | **Co-Curricular, Extension, Professional Development etc.** |  |
| **III** | **Research and Academic Contribution for the Assessment Period:** |
| **Sub Category** | **API Score** | **Capping (%)** | **Capping Score for the Assessment Period** |
| **A** |  | **30** |  |
| **B** |  | **25** |  |
| **C** |  | **20** |  |
| **D** |  | **10** |  |
| **E** |  | **15** |  |
| **Total API Score Category III** |  |  |  |

**PART C: Other Relevant Information, if any:**

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

**Declaration:**

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the dully filled PBAS format.

**Date:**

**Signature of Applicant**

**Place:**

**Head of Department/Centre Dean of the School**

**Note: API for joint publications to be calculated in the following manner: The First /Principal/Corresponding Author//Supervisor/Mentor would share equally 60% of total points and the remaining 40% would be shared equally by all other authors.**