**NAGALAND UNIVERSITY**

**LUMAMI-798607, NAGALAND**

Application Proforma for promotion under Career Advancement Scheme (CAS) for teachers as per UGC Regulations 2018

**(For Senior Professor Only)**

Paste Self-attested Recent Passport Size Photograph

**Application for promotion from Level to Level**

**Faculty**

**Department /Institute:**

**Notification Reference No. Date:**

**PART – A**

(GENERAL INFORMATION AND ACADEMIC BACKGROUND)

|  |  |  |
| --- | --- | --- |
| 1. | Name (in Block Letters) |  |
| 2. | Date and place of Birth  |  |
| 3. | Father’s/Mother’s Name |  |
| 4. | Nationality |  |
| 5. | Category (SC/ST/OBC/EWS/General) |  |
| 6.  | Department/Centre |  |
| 6. | Current Designation & Academic level/grade pay  |  |
| 7. | Date of Last Promotion |  |
| 8. | Position, Stage applied for |  |
| 9. | Date of Eligibility for Promotion |  |
| 10. | Address for correspondence (with Pin Code) |  |
| 11. | Permanent Address (with Pin Code) |  |
| 12. | Telephone Number |  |
| 13. | E-Mail |  |

1. Academic Qualifications :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Name of Board/ University** | **Year of Passing** | **% of Marks** | **Division/ Class/ Grade** | **Main Subjects** |
| High School |  |  |  |  |  |
| Higher Secondary |  |  |  |  |  |
| Graduation |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |
| Other examinations, if any |  |  |  |  |  |

1. Research Degrees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Degrees** | **Title of dissertation/thesis** | **Date of Award** | **Name of the University** |
| M.Phil. |  |  |  |
| Ph.D./D.Phil. |  |  |  |
| D.Sc./D.Litt. |  |  |  |

1. Appointments held prior to joining to Nagaland University

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Employer** | **Date of***(dd/mm/yyyy)* | **Pay Band with AGP/ level etc.**  | **Reason for leaving** |
| **Joining** | **Leaving** |
|  |  |  |  |  |  |

1. Post held after appointment at this institution:

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Department** | **Duration***(dd/mm/yyyy)* | **Pay Band with AGP/level etc.** |
| **From** | **To** |
|  |  |  |  |  |

1. Teaching Experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Institution** | **Position held & Pay Band with AGP/ Level** | **Adhoc/ Temporary/ Permanent** | **Duration***(dd/mm/yyyy)* | **Total experience****(as on …………..)** |
| **From** | **To** | **Years** | **Months** | **Days** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Teaching experience: P.G. Classes: ……... Years; UG Classes: ……….. Years
2. Research experience excluding years spent in M.Phil./Ph.D.: ………. Years
3. Field of Specialization under the Subject/Discipline:

(a)

(b)

23. Periods of Duration Spent by the Teacher on Different Kind of Paid Leaves during the assessment period

|  |  |
| --- | --- |
| Type of Leave | Duration |
| From(dd/mm/yyyy) | To(dd/mm/yyyy) |
| Maternity Leave |  |  |
| Child Care Leave |  |  |
| Study Leave |  |  |
| Medical Leave |  |  |
| Extraordinary Leave |  |  |
| Deputation/Lien to other organization  |  |  |
| Others long leave(*CL/Duty leave/official duty, EL etc. are not required to be mentioned)*  |  |  |

24. No of Ph.D. Produced during the assessment Period:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Student | Date of Award  | Title of the Thesis | As Supervisor/Co-Supervisor  |
|  |  |  |  |
|  |  |  |  |

25. No of Publications Produced during the assessment Period (Kindly provide the information for assessment period only:

 (Impact Factor to be given only for Thomson Reuter)

|  |  |  |  |
| --- | --- | --- | --- |
| Title of the paper  | Year/Vol/ Page no/doi link etc. | Indexed in WoS/Scopus/UGC care/UGC approved/Peer reviewed etc. | Impact factor if any  |
|  |  |  |  |
|  |  |  |  |

**OTHER RELEVANT INFORMATION (Attach self certified evidence, wherever possible):**

1. Academic awards and distinctions:
2. Membership/Fellowship of Learned bodies/Societies:
3. University Responsibilities undertaken during this period :
4. Any Specific Contribution for the Department/School/University :
5. Future Plans (In approximately 150 words):

**PART – C Academic / Research Score**

**1. Research Papers in UGC approved/ UGC-CARE Listed/SCOPUS Journals**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Journal, Volume, issue, page nos. years. | Title of the Paper | ISSN/ISBN no  | Whether peer reviewed or UGC listed, Impact factor, if any)  | No of co-authors  | Whether you are first /corresponding author/sole author | Score Claimed | Enclosure no  |
|  |  |  |  |  |  |  |  |  |
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* Impact factor to be determined as per Thomson Reuter’s list
* Print out of the full paper must be submitted
* Proof of Impact factor/UGC approval of the journal may be submitted.

**2. Publications (other than research papers)**

(a) (i) Books published by International Publishers

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |  |  |  |
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(ii) Books published by National Publishers

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Claimed Score | Enclosure No. |
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(iii) Chapters in Edited Books

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Claimed Score | Enclosure No. |
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(iv) Editor of Books by International Publishers

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |  |  |  |
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(v) Editor of Books by National Publishers

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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(b) (i) Translation of Chapters or Research Paper in Indian and Foreign Languages by Qualified Faculties

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Title, editor and publisher | Year of Publication | ISBN / ISSN No. | No. of authors | Whether you are main author/ sole author | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |  |  |  |
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(ii) Translation of Books in Indian and Foreign Languages by Qualified Faculties

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title with page nos. | Book Title, editor and publisher | Year of Publication | ISBN No. | No. of authors | Whether you are main author/ sole author | Claimed Score | Enclosure No. |
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**3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula**

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| --- | --- | --- | --- |
| Sl. No. | Activity\* | Claimed Score | Enclosure No. |
| (a) Development of Innovative Pedagogy |
|  |  |  |  |
|  |  |  |
|  |  |  |
| (b) Design of New Curricula and Courses |
|  |  |  |  |
|  |  |  |
|  |  |  |
| (c) MOOCs |
|  | 1. Development of Complete MOOCs in 4 Quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks/credit)
 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. MOOCs (developed in 4 quadrant) per Module/lecture
 |  |  |
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|  |  |  |
|  |  |  |
| 1. Content Writer/Subject Matter Expert for Each Module of MOOCs (at least one quadrant)
 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | 1. Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)
 |  |  |
|  |  |  |
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|  |  |  |
| (d) E-Content |
|  | 1. Development of e-Content in 4 quadrants for a complete course/e-book
 |  |  |
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|  |  |  |
|  |  |  |
| 1. e-Content (developed in 4 quadrants) per module
 |  |  |
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|  |  |  |
| 1. Contribution to Development of e-content Module in Complete Course/Paper/e-book (at least one quadrant)
 |  |  |
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|  |  |  |
| 1. Editor of e-content for Complete Course/ Paper /e-book
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\*Each activity should be claimed by the applicant with supporting documents.

**4. Research & Consultancy Activities**

(a) Research Guidance

(i) Ph.D. Awarded /Thesis Submitted\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Scholar | Title of the Thesis | Awarded / Thesis Submitted | University | Month & Year | Claimed Score | Enclosure No. |
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\*Please submit Ph.D. Notification/Certificate of Submission

(ii) M.Phil. / PG Dissertation Awarded\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Scholar | Title of the Dissertation | M.Phil. / PG | University | Month & Year | Claimed Score | Enclosure No. |
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\*Please submit M.Phil. / PG dissertation Notification/Certificate of award

(b) Research Projects Completed

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs. in Lakh) | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |  |
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(c) Ongoing Research Projects

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| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs. in Lakh) | Claimed Score | Enclosure No. |
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(d) Consultancy Projects

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| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs. in Lakh) | Claimed Score | Enclosure No. |
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**5. Patents / Policy Documents /Awards / Fellowships**

(a) Patents

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of Patent | International / National | Year of Grant | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(b) Policy Document (Submitted to an international body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of Policy Document | International / National / State | Year | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |
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(c) Award / Fellowships

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Award / Fellowship | Awarding Institute/Organization | International / National / State Level | Date Awarded | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |  |
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**6. Invited lectures / Resource Person / Paper Presentation in Seminars / Conferences/ Full Paper in Conference Proceedings\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the lecture/ paper presented | Title of Seminar / Conference, etc. | Date with year | Organised by | International (abroad or within country) / National/ State / University | Claimed Score | Enclosure No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once

**Summary of Total Claimed Score by the Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Category** | **Score claimed** | **Score verified**  |
| 1. | Research Papers in UGC Listed /approved Journals  |  |  |
| 2. | Publications (other than Research papers) |  |  |
| 3. | Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula |  |  |
| 4. | Research guidance/Research projects ongoing and completed/consultancy |  |  |
| 5. | Patents/Policy documents/ Awards/Fellowship |  |  |
| 6. | \*Invited lectures / Resource Person/ paperpresentation in Seminars/ Conferences/full paperin Conference Proceedings |  |  |

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

1. 6.

2. 7.

3. 8.

4. 9.

5. 10.

**Declaration by the Candidate**

I, hereby declare that the information and enclosures provided above are correct & complete to the best of my knowledge and belief. I understand that if any of the information given by me in this application form is found to be incorrect, or I have concealed / misrepresented any information, my candidature / appointment is liable to be cancelled / terminated at any stage without assigning any reason there for. I confirm that I shall abide by the decision(s) of the University with regard to my application / appointment / promotion.

**Place : Signature of the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : Designation**

**To be forwarded by the Head of the Department with Remarks**

Certified that Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been working as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in this Department since\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The particulars given in this application have been checked and verified from office records and are found to be correct.

**Signature of Head**

 **(with seal)**

**To be forwarded by the Dean of the School with Remarks**

**Signature of Dean**

 **(with seal)**

**Table 2**

**Methodology for University and College Teachers for Calculating Academic/research Score**

|  |  |  |
| --- | --- | --- |
| Sl. No. | Academic/research Activity | Max. points for University and college teacher position |
| Faculties of Sciences / Engineering/ Agriculture/ Medical / Veterinary Sciences | Faculties of Languages / Humanities/ Arts / Social Sciences/ Library/ Physical Education/ Commerce / Management& other related disciplines |
| **1.** | **Research Papers in Peer-reviewed or UGC Listed Journals** | 08 per publication | 10 per publication |
| **2.** | **Publications (other than research papers)** |  |  |
| 1. Books authored which are published by:
 |  |  |
| 1. International Publishers
 | 12 | 12 |
| 1. National Publishers
 | 10 | 10 |
| 1. Chapter in Edited Book
 | 5 | 5 |
| 1. Editor of Book by International Publisher
 | 10 | 10 |
| 1. Editor of Book by National Publisher
 | 8 | 8 |
| 1. Translation works in Indian and Foreign Languages by Qualified Faculties
 |  |  |
| 1. Chapter of research Paper
 | 3 | 3 |
| 1. Book
 | 8 | 8 |
| **3.** | **Creation of ICT mediated Teaching Learning****pedagogy and content and development of new and****innovative courses and curricula** |  |  |
| 1. Development of Innovative pedagogy
 | 5 | 5 |
| 1. Design of new curricula and courses
 | 2 per curricula/course | 2 per curricula/course |
| 1. MOOCs
 |  |  |
| 1. Development of complete MOOCs in 4 quadrants (4credit course)(In case of MOOCs of lesser credits 05 marks/credit)
 | 20 | 20 |
| 1. MOOCs (developed in 4 quadrant) per module/lecture
 | 5 | 5 |
| 1. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)
 | 2 | 2 |
| 1. Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)
 | 8 | 8 |
| 1. E-Content
 |  |  |
| 1. Development of e-Content in 4 quadrants for a complete course/e-book
 | 12 | 12 |
| 1. e-Content (developed in 4 quadrants) per module
 | 5 | 5 |
| 1. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)
 | 2 | 2 |
| 1. Editor of e-content for complete course/ paper /e-book
 | 10 | 10 |
| **4.** | **(a) Research Guidance** |  |  |
| 1. Ph.D.
 | 10 per degree awarded5 per degree submitted | 10 per degree awarded5 per degree submitted |
| 1. M.Phil./P.G. Dissertation
 | 2 per degree awarded | 2 per degree awarded |
| 1. Research Projects Completed
 |  |  |
| More than 10 lakhs | 10 | 10 |
| Less than 10 lakhs | 5 | 5 |
| 1. Research Project Ongoing
 |  |  |
| More than 10 lakhs | 5 | 5 |
| Less than 10 lakhs | 2 | 2 |
| 1. Consultancy
 | 3 | 3 |
| **5.** | 1. **Patents**
 |  |  |
|  | International | 10 | 10 |
|  | National | 7 | 7 |
|  | 1. \*Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)
 |  |  |
|  | International | 10 | 10 |
|  | National | 7 | 7 |
|  | State | 4 | 4 |
|  | 1. Awards/Fellowship
 |  |  |
|  | International | 7 | 7 |
|  | National | 5 | 5 |
| **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)** |  |  |
|  | International (Abroad) | 7 | 7 |
|  | International (Within country) | 5 | 5 |
|  | National | 3 | 3 |
|  | State/University | 2 | 2 |

**The Research score for research papers would be augmented as follows:**

1. Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):
2. Paper in refereed journals without impact factor - 5 Points
3. Paper with impact factor less than 1 - 10 Points
4. Paper with impact factor between 1 and 2 - 15 Points
5. Paper with impact factor between 2 and 5 - 20 Points
6. Paper with impact factor between 5 and 10 - 25 Points
7. Paper with impact factor >10 - 30 Points
8. Two authors: 70% of total value of publication for each author.
9. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

* Paper presented if part of edited book or proceeding then it can be claimed only once.
* For joint supervision of research students, the formula shall be 70 % of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
* For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of 30 % of the total research score of the teacher concerned.
* The research score shall be from the **minimum of three categories out of six categories**.