****

**JAMIA HAMDARD**

 **Application Form**

**(Promotion Under UGC-CAS** **Regulations 2018)**

**Application for promotion from**: (Please indicate whichever is applicable)

|  |  |  |
| --- | --- | --- |
| **S#** | **Stage of Promotion** | **Tick (√)** |
| 1 | Assistant Professor (Stage 1 to Stage 2) |  |
| 2 | Assistant Professor (Stage 2 to Stage 3) |  |
| 3 | Assistant Professor (Stage 3) to Associate Professor (Stage 4) |  |
| 4 | Associate Professor (Stage 4 to Professor/equivalent cadres (Stage 5) |  |
| 5 | Professor (Stage 5 to Stage 6) |  |

## PART A: GENERAL INFORMATION

|  |  |  |
| --- | --- | --- |
| 1.
 | Name (in Block Letters) |  |
|  | Employee ID |  |
|  | Name of the Department/Centre  |  |
|  | Name of the School |  |
|  | Present Designation, Academic Level & Grade Pay |  |
|  | Date of Last Promotion if any |  |
|  | Date of Eligibility for Promotion (as per CAS Promotion Criteria) |  |
|  | The Category you belong to (SC/ST/OBC/GEN) |  |
| 9 | Mobile No. |  |
| E-mail ID |  |

 **10.Academic Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualifications** | **Name of the Board/ University** | **Year of Passing** | **Percentage of marks obtained** | **Division/ Class/ Grade** | **Subject** |
| **Highest Qualification** |  |  |  |  |  |
| **NET/SET/NET-JRF** |  |  |  |  |  |
| **Any Other Degree**  |  |  |  |  |  |

**11. Appointments held prior to joining Jamia Hamdard:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Nature of Appointment (only regular)** | **Date of Joining** | **Date of Leaving** | **Salary****with Grade Pay/Level** | **Reason for Leaving** |
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## 12. Period of teaching experience:

##  P.G. Classes (in years): .........................

 U.G. Classes (in years): ........................

##  13. Period of Research Activities:

Research Experience: ..........................

##  Post-Doctoral Research Experience in years: …………………

##  (As Research Scientist, Research Associate etc.)

**14. Details of Orientation Programs, Refresher Course etc. attended as specified in UGC Regulations 2018:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration in week/days and dates** | **Name and Address of Academic Staff College/Human Resource Development Centre** | **Sponsoring Agency** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**15. Detail of publications (only for Assessment Period)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  | **Nature of publication (Book/review/****research paper etc.)** | **Detail/Authors name, title, name of journal, year, volume, page no. (list all authors as appeared in publication)** | **Role in publication****(writer/editor/****first (sole) author/co-author/****corresponding author** | **Name of publishers in case of book** | **ISSN of journal/** **ISBN of book** | **Impact factor, in case of journal publication** | **In case of journal publication whether the journal is in the UGC-CARE list? (Yes/No)** |
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 **16. Any other relevant information**

**Signature**

 **Date­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **COUNTERSIGNED**

 **Dean/Head of the Department**

**(Office Stamp)**

**Part-B: Contribution to Teaching and Research**

## Table-1

**1: Teaching Activity**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Year** |  **Course/Paper** | **Level (UG or PG)** |  **Mode of Teaching\*** | **Total Classes Assigned** | **Number of Classes taught as per documented record #** | **% Classes Taken**  | **Grading** | **Proof****(Annexure No.)** |
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| **\*** Lecture (L), Seminar (S), Tutorial (T), Practical (P) # Contact Hours (C) 80% & above – Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory#Attach copy of Timetable issued by Dean/HoD |

**2: Involvement in Students-Related Activities/ Research Activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S#** | **Detail of Activities** | **Period** | **Number of Activities during Assessment****Period** | **Grading** | **Proof****(Annexure No.)** |
| 1 | Administrative responsibilities such as; Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc. |  |  |  |  |
| 2 | Examination and evaluation duties assigned by the University or attending the examination paper evaluation |  |  |  |  |
| 3 | Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.  |  |  |  |  |
| 4 | Organizing seminars/ conferences/ workshops, other college/university activities.  |  |  |  |  |
| 5 | Evidence of being actively involved in guiding Ph.D. students. |  |  |  |  |
| 6 | Conducting minor or major research project (s) sponsored by national or international agencies. |  |  |  |  |
| 7 | Single or joint author publication in peer- reviewed or UGC-CARE list of Journals as per UGC norms. |  |  |  |  |
| Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities**Note:** Number of activities can be within or across the broad categories of activities |

#  TABLE-2 (ACADEMIC/RESEARCH SCORE)

**(Assessment must be based on evidence produced by the teacher)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S#.** | **Academic / Research Activity** | **Score as Per UGC Regulations: Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences** | **Score as Per UGC Regulations: Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce Management & other related disciplines** | **Enter Quantity****/Parameter** | **Obtained Score** |  **Proof****(Annexure No.)** |
| 1. **Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed) Journals without Impact Factor**
 |
|  | Single Author | 08 | 10 |  |  |  |
|  | Two Authors | 5.6 | 7 |  |  |  |
|  | First/Principal/CorrespondingAuthor (More than 2 Authors) | 5.6 | 7 |  |  |  |
|  | Joint Author (More than 2 Authors) | 2.4 | 3 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed ( Refereed ) Journals without Impact Factor** |
|  | Single Author | 13 | 15 |  |  |  |
|  | Two Authors | 9.1 | 10.5 |  |  |  |
|  | First/Principal/Corresponding Author(More than 2 Authors) | 9.1 | 10.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 3.9 | 4.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1** |
|  | Single Author | 18 | 20 |  |  |  |
|  | Two Authors | 12.6 | 14 |  |  |  |
|  | First/Principal/Corresponding Author(More than 2 Authors) | 12.6 | 14 |  |  |  |
|  | Joint Author (More than 2 Authors) | 5.4 | 6 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 not 2)** |
|  | Single Author | 23 | 25 |  |  |  |
|  | Two Authors | 16.1 | 17.5 |  |  |  |
|  | First/Principal/Corresponding Author(More than 2 Authors) | 16.1 | 17.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 6.9 | 7.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Include 2****not 5)** |
|  | Single Author | 28 | 30 |  |  |  |
|  | Two Authors | 19.6 | 21 |  |  |  |
|  | First/Principal/Corresponding Author(More than 2 Authors) | 19.6 | 21 |  |  |  |
|  | Joint Author (More than 2 Authors) | 8.4 | 9 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Include 5****not 10)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Single Author | 33 | 35 |  |  |  |
|  | Two Authors | 23.1 | 24.5 |  |  |  |
|  | First/Principal/Corresponding Author(More than 2 Authors) | 23.1 | 24.5 |  |  |  |
|  | Joint Author (More than 2 Authors) | 9.9 | 10.5 |  |  |  |
|  | **Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Include 10)** |
|  | Single Author | 38 | 40 |  |  |  |
|  | Two Authors | 26.6 | 28 |  |  |  |
|  | First/Principal/Corresponding Author(More than 2 Authors) | 26.6 | 28 |  |  |  |
|  | Joint Author (More than 2 Authors) | 11.4 | 12 |  |  |  |
|  |  **Sub Total (Part 1)** |
| 2 (a) | **Books Authored** |
|  | Published by International Publishers |  12 |  12 |  |  |  |
|  | Published by National Publishers |  10 |  10 |  |  |  |
|  | Publication of Chapter in EditedBooks |  5 |  5 |  |  |  |
|  | **Editor of Book by International Publishers** |
|  | Editor of Book by InternationalPublishers | 10 | 10 |  |  |  |
|  | Editor of Book by NationalPublishers | 8 | 8 |  |  |  |
| 2 (b) | **Translation Works in Indian and Foreign languages** |
|  | Chapter or Research Paper | 3 | 3 |  |  |  |
|  | Translation Work of Book | 8 | 8 |  |  |  |
|  |  **Sub Total (Part 2)** |
|  **3** | **Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** |
| **3 (a)** | Development of Innovativepedagogy; Contributor / Contributors | 5 | 5 |  |  |  |
| **3 (b)** | **Design of New Curricula and Courses (ICT Based)** |
|  | Contributor / Contributors | 2 | 2 |  |  |  |
| **3 (c)** | **Development of Complete MOOC's in 4 Quadrant (4 Credit Course)** |
|  | 4 Credit Course | 20 | 20 |  |  |  |
|  | 3 Credit Course | 15 | 15 |  |  |  |
|  | 2 Credit Course | 10 | 10 |  |  |  |
|  | 1 Credit Course | 5 | 5 |  |  |  |
|  | **MOOCs (developed in 4 quadrant) per module / lecture** |
|  | Module / Lecture Creator (PerModule) | 5 | 5 |  |  |  |
|  | **Content writer/subject matter expert for each module of MOOCs (at least one quadrant)** |
|  | Content Writer / Subject MatterExpert (Per Module) | 2 | 2 |  |  |  |
|  | **Course Coordinator for MOOCs** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 4 Credit Course | 8 | 8 |  |  |  |
|  | 3 Credit Course | 6 | 6 |  |  |  |
|  | 2 Credit Course | 4 | 4 |  |  |  |
|  | 1 Credit Course | 2 | 2 |  |  |  |
| **3 (d)** | **Development of E-Content in 4 quadrants for a Complete Course / E-Book** |
|  | E-Content in 4 quadrants for aComplete Course / E-Book |  12 |  12 |  |  |  |
|  | **E-Content (developed in 4 quadrants) per module** |
|  | Module(s) | 5 | 5 |  |  |  |
|  | **Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least****one quadrant)** |
|  | Contributor | 2 | 2 |  |  |  |
|  | **Editor of E-Content for Complete Course / Paper / E-Book** |
|  | Editor | 10 | 10 |  |  |  |
|  **Sub Total (Part 3)** |
| **4 (a)** | **Research Guidance** |
|  | **Ph.D. Guidance (Degree Awarded)** |
|  | Ph.D. Guidance (Awarded) (SingleSupervisor) | 10 | 10 |  |  |  |
|  | Ph.D. Guidance (Awarded)(Supervisor in Joint Guidance) | 7 | 7 |  |  |  |
|  | Ph.D. Guidance (Awarded) (Co-Supervisor in Joint Guidance) | 7 | 7 |  |  |  |
|  | **Ph.D. Guidance (Thesis Submitted)** |
|  | Ph.D. Guidance (Submitted) (SingleSupervisor) | 5 | 5 |  |  |  |
|  | Ph.D. Guidance (Submitted) (Supervisor in Joint Guidance) | 3.5 | 3.5 |  |  |  |
|  | Ph.D. Guidance (Submitted) ( Co-Supervisor in Joint Guidance) | 3.5 | 3.5 |  |  |  |
|  | **M.Phil./P.G Dissertation Guidance** |
|  | M.Phil./P.G Dissertation (SingleSupervisor) | 2 | 2 |  |  |  |
|  | M.Phil./P.G Dissertation (Supervisorin Joint Guidance) | 1.4 | 1.4 |  |  |  |
|  | M.Phil./P.G Dissertation (Co-Supervisor in Joint Guidance) | 1.4 | 1.4 |  |  |  |
| **4 (b)** | **Research Project Completed (More than 10 Lakhs)** |
|  | Sole Investigator | 10 | 10 |  |  |  |
|  | Principal Investigator in Joint Project | 5 | 5 |  |  |  |
|  | Co-investigator in Joint Project | 5 | 5 |  |  |  |
|  | **Research Project Completed (Less than 10 Lakhs)** |
|  | Sole Investigator | 5 | 5 |  |  |  |
|  | Principal Investigator in Joint Project | 2.5 | 2.5 |  |  |  |
|  | Co-investigator in Joint Project | 2.5 | 2.5 |  |  |  |
| **4 (c)** | **Research Project Ongoing (More than 10 Lakhs)** |
|  | Sole Investigator | 5 | 5 |  |  |  |
|  | Principal Investigator in Joint Project | 2.5 | 2.5 |  |  |  |
|  | Co-investigator in Joint Project | 2.5 | 2.5 |  |  |  |
|  | **Research Project Ongoing (Less than 10 Lakhs)** |
|  | Sole Investigator | 2 | 2 |  |  |  |
|  | Principal Investigator in Joint Project | 1 | 1 |  |  |  |
|  | Co-investigator in Joint Project | 1 | 1 |  |  |  |
| **4 (d)** | **Consultancy** |
|  | Consultancy | 3 | 3 |  |  |  |
|  **Sub Total (Part 4)** |
| **5 (a) Patent** |
|  | International | 10 | 10 |  |  |  |
|  | National | 7 | 7 |  |  |  |
| **5 (b)** | **Policy Document (International Body/Organization/Central Govt. or State Govt.)** |
|  | International | 10 | 10 |  |  |  |
|  | National | 7 | 7 |  |  |  |
|  | State | 4 | 4 |  |  |  |
| **5 (c)** | **Awards / Fellowship** |
|  | International | 7 | 7 |  |  |  |
|  | National | 5 | 5 |  |  |  |
|  **Sub Total (Part 5)** |
|  **6** | **Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in****Conference** |
|  | International (Abroad) | 7 | 7 |  |  |  |
|  | International (Within Country) | 5 | 5 |  |  |  |
|  | National | 3 | 3 |  |  |  |
|  | State University | 2 | 2 |  |  |  |
|  **Sub Total (Part 6)** |
|  | **Total Score without Capping** |  |
|  | **Total Score of 5(b) + 6** |  |
|  | **Capped Score of 5(b) + 6 (30 % of****Total Score**  |  |
|  | **Total Score with Capping,****(wherever applicable)** |  |
|  |
|  | **FINAL OBTAINED SCORE (API)** |  |

**Summary of Grading Criteria and Academic and Research Scores:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Categories** | **Year-1** | **Year-2** | **Year-3** | **Year-4** | **Year-5** | **Year-6** |
| Activity 1: Teaching |  |  |  |  |  |  |
| Activity 2: Involvement in the students relatedactivities/research activities |  |  |  |  |  |  |
| Total of Activity 1 and Activity 2 |  |  |  |  |  |  |
| Table 2: Academic and Research Score (afterapplying cap, wherever applicable) |  |

**Self-Declaration**

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date………………………….

Place…………………………

## Signature & Designation of the Applicant

Certified that Mr./Ms./Dr…………………………………has been working as………………………………….

…………………………………………….in the department/Centre since…

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

##

##  Head of the Department

 **Endorsed by the Dean of the School**

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