

**GOVERNMENT OF MIZORAM
HIGHER & TECHNICAL EDUCATION DEPARTMENT**

**PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)
FROM ASSOCIATE PROFESSOR TO PROFESSOR**

(As per 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)

OVERALL ASSESSMENT PERIOD

Name of College/ Institution: _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) : _____
2. Father's Name/Mother's Name : _____
3. Date and Place of Birth : _____
4. Sex : _____
5. Marital Status : _____
6. Nationality : _____
7. Department : _____
8. Date of entry into service : _____
9. Years of teaching experience : _____
10. Date of last Promotion : _____
11. Current Designation and Academic Level : _____
12. Date of eligibility for promotion : _____
13. Category : _____
(SC/ST/OBC/PWD/EWS/General)



14. Address for correspondences (with Pin Code) :

Address: _____
 Telephone No: _____
 Mobile No: _____
 E-mail ID: _____

15. Permanent Address (with Pin Code) if different from Sl. No. 14:

16. Academic Qualifications:

Examinations	Name of the Board/ University	Year of Passing	% of marks obtained	Division/ Class/Grade	Subject
Graduation					
Post-Graduation					

17. Research Degree(s):

Degrees	Title of Dissertation/Thesis	Date of Award	Name of the University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

18. Posts held since entry into service till date:

Designation	Department /College/Institution	From	To	Grade Pay/Academic Level	



19. Period of teaching experience:

Name of college/ institution	Designation with pay scale/Pay Band with Grade pay	Permanent/ Contract etc.	Level (UG/PG)	From	To	Total Experience (as on.....)		
						Year	Month	Day

20. Research Experience excluding years spent in M.Phil./Ph.D.=_____ Years

21. Fields of Specialisation under the Subject/Discipline:

22. Period of absence on Leave etc.

(Paid Leaves – refer Appendix II, Table 1 of UGC Regulations, 2018)

On leave (specify type of leave)	Period		Remarks
	From	To	
Others (deputation etc..)	Period		Remarks
	From	To	



PART B: ACADEMIC AND RESEARCH SCORE SINCE ENTRY INTO SERVICE*(As per UGC regulations, 2018, Appendix II, Table 2)*

1. Published Research Papers in Refereed/Peer-Reviewed or UGC listed Journals

Sl. No.	Title of the Paper, Journal Name Year, Vol. No., Page No.	ISSN No.	Impact Factor, if any*	SCOPUS Indexed	Authorship**	Reference no. of UGC – CARE List	Score
Total							

Note:

*Impact factor to be determined as per Thomson Reuters list.

**The Authorship is to be filled as follows:

- One of two Authors
- For more than two Authors:
 - First/Principal/Corresponding Author.
 - Joint Author.

2. Publications (other than Research papers)
- a.(i) Books authored as one of two authors/First/Principal/Corresponding Author/Joint Author

Sl. No.	Title of the Book, Conference Proceedings, year of publication and other publication details	Authorship*	Publisher (National/ International)	Name of Publisher (with city/country)	ISBN	Score
Total						

*The Authorship is to be filled as follows:

- Single Author.
- One of two Authors.
- For more than two Authors:
 - First/Principal/Corresponding Author.
 - Joint Author.



a.(ii) Chapter in Edited Books

Sl. No.	Title of edited Book, Conference Proceedings, year of publication and other publication details	Title of the chapter	Authorship*	ISBN	Score
Total					

*The Authorship is to be filled as follows:

- Single Author.
- One of two Authors.
- For more than two Authors:
 - First/Principal/Corresponding Author.
 - Joint Author.

a.(iii) Books Edited as Single Editor/one of two Editors/First/Principal/Corresponding Editor/Joint Editor

Sl. No.	Title of the Book, year of publication and other publication details	Editorship*	Publisher (National/ International)	Name of Publisher (with city/country)	ISBN	score
Total						

*The Editorship is to be filled as follows:

- Single Editor
- One of two Editors
- For more than two Editors:
 - First/Principal/Corresponding Editors:
 - Joint Editors.

b. Translation works in Indian and Foreign Languages by qualified faculties.

Sl. No.	Publication Type	Title of the Journal/Book/Chapter, with year of publication and other publication details	ISSN/ ISBN No.	Translator ship*	Score
Total					

*Translatorship is to be filled as follows:

- Single Translator
- Co-translator



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

(a) Development of Innovative Pedagogy

Sl. No.	Name of the Module	Subject	Stream	Organization for which it was Developed	Year	Level (UG/ PG/Other)	Weblink, if any	Score
Total								

(b) Design of new Curricula and courses

Sl. No.	Name of the Curricula/ Course	Subject	Organization for which it was Developed	Year	Level (UG/ PG/Other)	Weblink, if any	Score
Total							

(c) Development of MOOCs

c.(i). Development of complete MOOCs in 4 quadrants for a course with credits.

Sl. No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was Developed with year	Level (UG/ PG/ Other)	Weblink, if any	Score
Total								

c.(ii). MOOCs (developed in 4 quadrants) per module/Lecture

Sl. No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was Developed with year	Level (UG/ PG/ Other)	Weblink, if any	Score
Total								



c.(iii). Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sl. No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was Developed with year	Level (UG/ PG/ Other)	Weblink, if any	Score
Total								

c.(iv). Course Coordinator for MOOCs (4-credit course)

Sl. No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was Developed with year	Level (UG/ PG/ Other)	Weblink if any	Score
Total								

(d) Development of E-content.

d.(i). Development of e-Content in 4 quadrants for a complete course/e-book

Sl. No.	Details of E-Content (with no. of quadrant)	Course/ E-book	Subject	Organization for which it was Developed with year	Level (UG/ PG/ Other)	Weblink, if any	Score
Total							

d.(ii). E-content (developed in 4 quadrants) per module.

Sl. No.	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was Developed with year	Level (UG/ PG/ Other)	Weblink, if any	Score
Total							



d.(iii). Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

Sl. No.	Details of E-Content (with no. of quadrant)	Course/Paper /E-book	Subject	Organization for which it was Developed with year	Level (UG/ PG/ Other)	Weblink, if any	Score
Total							

d.(iv). Editor of e-content for complete course/paper/e-book

Sl. No.	Details of E-Content (with no. of quadrant)	Course/ Paper/ E-book	Subject	Organization for which it was Developed with year	Level (UG/ PG/ Other)	Weblink, if any	Score
Total							

4. (a) Research Guidance

Level of Guidance	Number enrolled	Thesis/Dissertation Submitted with year	Degree Awarded	Score
Ph. D				
PG. Dissertation				
Total				

(b) Research Projects Completed

Sl. No.	Title	Status of PI*	Duration (in months)	Period (From-To) Date to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the project	Score
Total								

*Kindly indicate, whether you are Sole PI/PI/Co-I in the project



(c) Research Project on-going

Sl. No.	Title	Status of PI*	Duration (in months)	Period (From-To) Date to be given	Total Grant/ Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the project	Score
Total								

*Kindly indicate, whether you are sole PI/PI/Co-I in the project

(d) Consultancy

Sl. No.	Title	Duration (in months)	Period (From-To) Date to be given	Amount mobilised (Rs.)	Name of Agency	Whether quoted through Parent University/ College	Score
Total							

5. (a) Patents

Sl. No.	Title*	Area/ Subject	Date of Award	Level (International/ National)	Patent No.	Sponsoring Agency	Score
Total							

*Only patents awarded are to be mentioned.

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

Sl. No.	Title*	Area/ Subject	Date of publication/ Submission	Level (International/ National/ State)	Reference No.	Sponsoring Agency	Score
Total							

*Only Policy document published/submitted to bodies/organisation detailed above shall be considered.



(c) Awards/Fellowship

Sl. No.	Name of Award/Honour*	Area/ Subject	Name of Awarding Body	Level (International/ National)	Date	Score
Total						

*Entries for awards made in this section should be from post-graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included

6. Invited lectures/Resource Person/paper presentation in Seminars/Conference/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.	Title of Lecture / Paper	Invited Lecture/ Resource Person/ Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Sponsoring Agency	Score
Total								

*Seminar/FDP/Conference

**Level: International (Abroad)/International (within country)/National/ State/University/College/ Institution.

SUMMARY OF ACADEMIC AND RESEARCH SCORE (ARS) SINCE ENTRY INTO SERVICE INCLUDING THE ASSESSMENT PERIOD

(Please attach supporting documents wherever required).

PART B	Details of Academic & Research Activities	Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b	Translation works in India and Foreign Languages	
Sub-total of Publications (other than Research papers)		
3.	Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	



3.(a)	Development of Innovative Pedagogy	
3.(b)	Design of new Curricula and courses	
3.(c)	Development of MOOCs	
3.c.(i)	Development of complete MOOCs in 4 quadrant for a course with credits.	
3.c.(ii)	MOOCs (developed in 4 quadrant) per module/Lecture	
3.c.(iii)	Content writer/subject matter expert	
3.c.(iv)	Course Coordinator for MOOCs	
3.(d)	Development of E-content.	
3.d.(i)	Development of e-Content in 4 quadrants for a complete course/e-book	
3.d.(ii)	E-content (developed in 4 quadrants) per module.	
3.d.(iii)	Contribution to development of e-content	
3.d.(iv)	Editor of e-content for complete course/paper/e-book	
Sub-total of Creation of ICT-mediated Teaching Learning Pedagogy, etc.		
4.	Research Related Activities	
4.(a)	Research Guidance	
4.(b)	Research Project Completed	
4.(c)	Research Project Ongoing	
4.(d)	Consultancy	
Sub-Total of Research related activities		
5.	Patent, Awards, etc.	
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Awards/Fellowship	
Sub-Total of Patents, Awards, etc.		
6.	Invited lectures/paper presentation	
TOTAL ACADEMIC/RESEARCH SCORE		

PART-C: OTHER RELEVANT INFORMATION

(a) Membership/Fellowship of Learned bodies/Societies:

(b) Literary, cultural or other activities (e.g. achievement in sports etc.) in which the teacher is interested and distinctions obtained:

(c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

(d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- 1.
- 2.
- 3.



4.

PART D: DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents enclosed with this application are correct and true to the best of my knowledge and belief.

Date:

Place:

Signature & Designation of the Applicant

.....

Certified that has been working as.....in this College/Institution since

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

The gradations have been verified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Signature of Principal with seal

PART E : PERFORMANCE ASSESSMENT REPORT & GRADING DURING THE ASSESSMENT PERIOD

(Grades claimed by the Applicant)

Sl. No.	Academic Year/ Session	Grade in Part B.1	Grade in Part B.2	Overall Grade
1.				
2.				
3.				



(Grades awarded by the Expert)

Sl. No.	Academic Year/ Session	Grade in Part B.1	Grade in Part B.2	Overall Grade
1.				
2.				
3.				

Signature of Expert

Signature of Expert

Signature of Director, HTE

Signature of Principal

Signature of HOD

NOTE: For the purpose of assessing the grading of various activities at B1 & B2 all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities, subject to the condition that such leave/deputation was undertaken with the prior approval of authority concerned following all procedures laid down in the UGC Regulations, 2018 and as per the acts, statutes and ordinances of the parent institution.

