

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

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

(To be submitted for consideration for promotion to the next level in Librarian Cadre)

(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 SI No. 14:

16. Academic Qualifications:

Examinations	Name of Exam	University	Year of passing	% of marks obtained	Division/ Class/ Grade	Main Subject
Graduation						
Post-Graduation						
Other Examinations, if any						

17. Research Degree(s)

Degrees	Name of University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Litt.				

18. Field of Specialization:



19. DETAILS OF COURSES/ PROGRAMMES/ WORKSHOP/ MOOCs ATTENDED OR COMPLETED DURING THE ASSESSMENT PERIOD*:

19.1 Details of Training/Seminar/Workshop/Course on automation and digitization/Library upgradation

Sl No	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

19.2. MOOCs completed with e-certification:

Sl No	Details of MOOCs (with credit)	Subject	Certification providing agency	Date of certification	Level (UG/PG/ Other)	E-certification no.

20. Period of experience in the Librarian Cadre during the assessment period:

Name of college/ institution	Post held with pay level in the Pay Matrix	Permanent/ Contract etc.	Level (UG/PG)	From	To	Total Experience (as on)		
						Year	Month	Day



21. Period of absence on Leave etc. during the assessment period.
(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: 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.				
4.				
5.				
6.				



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:

Signature & Designation of the Applicant

We certify 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.



(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.				
4.				
5.				
6.				

Signature of Expert

Signature of Expert

Signature of Principal

Signature of HOD

NOTE:

1. 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.



