MAHATMA GANDHI UNIVERSITY
SELF ASSESSMENT CUM PERFORMANCE APPRAISAL PROFORMA FOR PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME

*(As per UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018-*Implemented *w.e.f.* 18.07.2018 as per the Mahatma Gandhi University Order No: 5020/AC L/2019/MGU Priyadarshini Hills, dated 19.10.2019)

Promotion from Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Part-A: General Information and Academic Background

1. Name (in Block Letters)   :

2. Father's /Mother's Name   :

3. Date of Birth   :

4. Sex   :

5. Name of the Department   :

6. Date of Entry in M. G. University service   :

7. Current Designation & Academic Level   :

8. Date of Last Promotion, if any   :

9. Date of Declaration of Probation   :

10. Stage for which you are an applicant for promotion under CAS   :

11. Proposed date of eligibility for promotion as per eligibility conditions and CAS promotion criteria   :

12. Indicate whether belongs to (SC/ST/ OBC/ Minority/ Differently Abled)   :

13. Address for Correspondence (with Pin Code) with Mobile No. and E-mail   :

14. Permanent Address (with Pin Code)   :

15. Non Qualifying period of service, LWA etc. if any   :

16. Academic Qualifications

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

17. Research Degrees

Degree	Title of Thesis/ Dissertation	Date of Award with Reg. No.	Discipline/ Subject	University
M.Phil.				
Ph.D.				
Any other*				

Professional qualification such as M. Tech.,etc.

18. Field(s) of specialization

19. Appointments held prior to Joining the Current Department

Designation	Name of Employer	Nature of Appointment	Date of Joining-Leaving	Salary with grade pay/ Level	Reason for Leaving	Reason for Leaving

20. Details of Courses attended as per UGC Regulations, 2018

Name of the Course	Place	Duration and Date	Name & Details of Institution/MOOC

21. Published Papers in Journals

Sl. No.	Details of the Publication - Authors, Title, Name of the Journal , Issue (month and year) and Page nos	ISSN/ ISBN No.	Whether peer reviewed /UGC CARE list.	International /National /Regional	Impact factor, indexed if any with details

22. Evidence of Ph.D. Guidance

Sl. No.	Name of Ph.D. Scholar	Title of the thesis	Degree awarded /Thesis Submitted with month and year	Details of University order	Supervisor / Co-supervisor

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.

Place: Signature:

Date: Name and Designation:

Year wise Annual Performance Assessment Report as provided in UGC Regulation, 2018

Part – B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 and Appendix II, Table 1 & 2))

Activity 1: Teaching

Year	Mode of Teaching	Total Classes Assigned	Number of Classes taught as per documented record	[No. of classes taught/Total No. of classes assigned]x100 %	Grading (Self)	Grading (IQAC)	Grading *(SEC/SC)

*Add/delete rows as required, *SEC-Screening cum Evaluation Committee/ SC- Selection Committee*

Activity 2: Involvement in Students Related Activities/ Research Activities

(*Refer Annexure II, Table 1 of UGC Regulations, 2018*)

Year	Detail of Activities	Number of Activities during Assessment Period	Grading (Self)	Grading (IQAC)	Grading *(SEC/SC)

*Add/delete rows as required, *SEC-Screening cum Evaluation Committee/ SC- Selection Committee*

Activity 3: Academic/ Research Score – *year wise*

(*Refer Annexure II, Table 2 of UGC Regulations, 2018*)

S.N.	Academic/ Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines	*Score (Self)*	*Score (IQAC)*	*Score *(SEC/ SC)*

1	**Research Papers in Peer-Reviewed or UGC listed Journals**					
2	**Publications (other than Research papers)**					
	(a) Books authored which are published by ;					
	International publishers					
	National Publishers					
	Chapter in Edited Book					
	Editor of Book by International Publisher					
	Editor of Book by National Publisher					
	(b) Translation works in Indian and Foreign Languages by qualified faculties					
	Chapter or Research paper					

	Book					
3	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**					
	(a) Development of Innovative pedagogy					
	(b) Design of new curricula and courses					
	(c) MOOCs					
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)					
	MOOCs (developed in 4 quadrant) per module/lecture					
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)					

	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 Marks/credit)				
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book				
	e-Content (developed in 4 quadrants) per module				
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				
	Editor of e-content for complete course/ paper /e-book				
4	**(a) Research guidance**				
	Ph.D.				
	M.Phil./P.G dissertation				
	(b) Research Projects Completed				
	More than 10 lakhs				
	Less than 10 lakhs				

	(c) Research Projects Ongoing :					
	More than 10 lakhs					
	Less than 10 lakhs					
	(d) Consultancy					
5	**(a) Patents**					
	International					
	National					
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)					
	International					
	National					
	State					
	(c) Awards/Fellowship					
	International					
	National					
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)					
	International (within country)					
	National					
	State/University					
	Total Score					

*SEC-Screening cum Evaluation Committee/ SC- Selection Committee

The Research score for research papers would be augmented as follows:
Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):
i) Paper in refereed journals without impact factor   -   5 Points
ii) Paper with impact factor less than 1   -   10 Points
iii) Paper with impact factor between 1 and 2   -   15 Points
iv) Paper with impact factor between 2 and 5   -   20 Points
v) Paper with impact factor between 5 and 10   -   25 Points
vi) Paper with impact factor >10   -   30 Points
(a) Two authors: 70% of total value of publication for each author.
(b) 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 thirty percent of the total research score of the teacher concerned.
- ➢ The research score shall be from the minimum of three categories out of six categories.

Part-C: Other Relevant Information

Please give details of any other credential, significant contributions, and awards received etc. not mentioned earlier:

Sl. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures:

(Please attach, copies of certificates, sanction orders, papers etc. whichever necessary)

Overall Grading (*Refer UGC Regulations, 2018)*

Grade of Activity 1	Grade of Activity 2	Overall Grading	Research Score

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.

Place: Signature of Applicant:

Date: Name and Designation:

Certified that Mr./Ms./Dr……………………………has been working as
…………………………………..in the department since………………………….
The particulars given in this application have been checked and verified from the office
records and are found to be correct.

Place: Head of the Department

Date:

SUMMARY OF OVERALL GRADING OF SELF ASSESSMENT CUM PERFORMANCE

APPRAISAL FOR PROMOTION OF TEACHERS

UNDER CAREER ADVANCEMENT SCHEME

Promotion from Assistant Professor (Selection Grade/Academic Level 12) to

Associate Professor (Academic Level 13A)

1. Name (in Block Letters)   :

2. Name of the Department   :

3. Date of Entry in M. G. University service   :

4. Current Designation & Academic Level   :

5. Stage for which you are an applicant for

      promotion under CAS   :

6. Proposed date of eligibility for promotion as per

eligibility conditions and CAS promotion criteria :

:

Part A : Eligibility (*Refer UGC Regulations, 2018)*

Sl. No.	Eligibility parameter	Achieved/Not achieved (Yes/No)	Approval by IQAC	*Verified *(SEC/SC)*
1.	Required years of service completed (3 years)			
2.	Ph.D. Degree			
3.	Academic training programme/s as per UGC Regulation, 2018			
4.	Total 7 Research publications out of which 3 research papers should have been published during the assessment period			
5.	Evidence of having guided at least 1 Ph.D. candidate			

SEC-Screening cum Evaluation Committee/ SC- Selection Committee

Part B: CAS promotion criteria

Overall Grading and Research score (*Refer UGC Regulations, 2018)*

Year wise	Grade of Activity 1	Grade of Activity 2	Overall Grading claimed	Research Score achieved *(Total minimum 70)*	Verified by IQAC	*Verified by *SEC/SC*
Cumulative Grading						

SEC-Screening cum Evaluation Committee/ SC- Selection Committee

Verified by

Signature :

Name of the IQAC Member :

Place :

Date :

Recommendation by Screening cum Evaluation Committee/ SC- Selection Committee:

Place :

Date :