



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)	
2.	Employee ID	
3.	Name of the Department/Centre	
4.	Name of the School	
5.	Present Designation, Academic Level & Grade Pay	
6.	Date of Last Promotion if any	
7.	Date of Eligibility for Promotion (as per CAS Promotion Criteria)	
8.	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

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

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)

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 documente d record #	% Classes Taken	Grading	Proof (Annexure No.)
* 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.				
<p>Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>					

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/Corresponding Author (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 Edited Books	5	5			
	Editor of Book by International Publishers					
	Editor of Book by International Publishers	10	10			
	Editor of Book by National Publishers	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 Innovative pedagogy; 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 (Per Module)	5	5			
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)					
	Content Writer / Subject Matter Expert (Per Module)	2	2			
	4 Credit Course	8	8			

	Course Coordinator for MOOCs					
	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 a Complete 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) (Single Supervisor)	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) (Single Supervisor)	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 (Single Supervisor)	2	2			
	M.Phil./P.G Dissertation (Supervisor in 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 related activities/research activities						
Total of Activity 1 and Activity 2						
Table 2: Academic and Research Score (after applying 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