



JADAVPUR UNIVERSITY
KOLKATA - 700032

APPLICATION FORM FOR PROMOTION OF UNIVERSITY TEACHERS UNDER CAREER ADVANCEMENT SCHEME

(Submit hardcopies and a softcopy in CD)

From:
Stage/Designation _____

To:
Stage/Designation _____

(Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5).

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters):						
2.	Father's Name/Mother's Name:						
3.	Date of Birth:						
4.	Category: Please tick (✓) in appropriate box.						
		<table border="1"><tr><td>SC</td><td>ST</td><td>OBC-A</td><td>OBC-B</td><td>GEN</td></tr></table>	SC	ST	OBC-A	OBC-B	GEN
SC	ST	OBC-A	OBC-B	GEN			
5.	Department/School:						
6.	Current Designation & Academic Grade Pay(AGP):						
7.	Date of last Promotion, if any:						
8.	Date of eligibility for promotion:						
9.	Address for correspondence(with pin code):						
	Permanent Address (with pin code):						
11.	Telephone No.:						
12.	E-mail Id:						

All information provided here should duly be supported by documentary proof.

13. Academic Qualifications:

A. Last Academic Qualification (other than research degree(s)):					
Degree/ Certificate	Name of The Board/ University	Year of Passing	Percentage of Marks Obtained	Division/ Class/Grade	Subject (s)

B. Research Degrees:				
Degree	Title of Dissertation/Thesis	Date of Award	Name of the University	
M. Phil./M.Tech.				
Ph. D. / D. Phil.				
D. Sc. / D. Litt.				

14. Position(s) held Prior to Joining this University, if any:

Designation	Name of Employer	Date of		Gross salary with AGP	Reason for Leaving
		Joining	Leaving		

15. Posts held after Appointment at the University:

Designation	Department/School	Period		Pay Scale/Academic Grade Pay (AGP)
		From	To	

16. Period of Teaching and/or Research Experience:

Level of Classes	No. of Years
PG Classes	
UG Classes	

17. Field(s) of Specialisation under the Subject/ Discipline:

(a)

(b)

18. Orientation/ Refresher Course(s) Attended:

Title of the Course	Place	Duration (No. of Weeks)	Period

PART B: ACADEMIC PERFORMANCE INDICATORS

*Please see details of API scoring points for each category in Guidelines.
All information provided in the API based PBAS proforma must be supported by documentary proof and Document Tag No. against the relevant indicator.*

CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl. No.	Nature of Activity	Hours spent per academic year	Actual score	Self Appraisal Score following the formula of "Actual score"	Verified API Score (for Office Use Only)	Supporting Document Tag No. (1, 2, 3,...)
1.	Direct Teaching (self declaration)		Hours spent per academic year ÷ 7.75			
2.	Examination duties (question paper setting, invigilation, evaluation of answer scripts etc.) (self declaration)		Hours spent per academic year ÷ 10			
3.	Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc. (self declaration)		Hours spent per academic year ÷ 10			
Total API:						

Comment [U1]: 7.5 for (stage 1 to 2 and stage 2 to 3)
7.75 for (stage 3 to 4 and stage 4 to 5)

CATEGORY-II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sl. No.	Nature of Activity	Hours spent per academic year	Actual score	Self Appraisal Score following the formula of "Actual score"	Verified API Score (for Office Use Only)	Supporting Document Tag No. (1, 2, 3,...)
1.	Student related co-curricular, extension and field based activities (i) Discipline relate co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) Extension and dissemination activities (public /popular lectures/talks/seminars etc.) (self declaration with examples)		Hours spent per academic year ÷ 10			
2.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees (self declaration with examples)		Hours spent per academic year ÷ 10			
3.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution) (self declaration with examples)		Hours spent per academic year ÷ 10			
Total API:						

CATEGORY-III: RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS

Category	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences//Managem ent	API score Allotted *	Self- Appraisal Score (to be submitted by the applicant)	Verified API Score (for office use only)	Supporti ng Docume nt Tag No. (1, 2, 3, ...)
III (A): Research Papers	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	As provided in Clarification :(A)			
	Sl. No., Title, Journal						
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted *			
	Research Papers published in:	Other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University	Other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University	As provided in Clarification :(B)			
	Sl. No., Title, Journal						
III (B):	Activity	Engineering/	Faculties of Languages/	API score			

Books/ Book chapters / Referrin g of journal papers		Sciences/ Medical Sciences	Arts/ Humanities/ Social Sciences/Management	Allotted			
	Publications of books	Text/Reference/Rele vant Books published by International Publishers, with ISBN/ISSN number	Text/Reference/Relevant Books published by International Publishers, with ISBN/ISSN number	30 per Book for Single Author			
	Sl. No., Details of Book						
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
	Publications of books	Subject/ Relevant Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications	Subject/ Relevant Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications	20 per Book for Single Author			
	Sl. No., Details of Book						
Activity	Engineering/	Faculties of Languages/	API score				

	Sciences/ Medical Sciences	Arts/ Humanities/ Social Sciences/Management	Allotted			
Publications of books	Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number	Subject/ Relevant Books, published by other local publishers, with ISBN/ISSN number	15 per Book for Single Author			
Sl. No., Details of Book						
Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
Publications of book chapters	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number, Conf. Proc. with ISBN/ISSN number	International- 10 per Chapter National – 5 per Chapter			
Sl. No., Details of Book chapters						
Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
Referring of Journal Papers	Referring of Journal Papers from UGC list	Referring of Journal Papers from UGC list	5/ Journal paper			
Sl. No., Details of Journal paper						

III(C): RESEARCH PROJECTS	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
	Sponsored Projects:	Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project			
	List of project titles, funding agency, amount mobilized and period along with proof is to be enclosed.						
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
	Sponsored Projects:	Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project			
	List of project titles, funding agency, amount mobilized and period along with proof is to be enclosed.						
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
	Sponsored Projects:	Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 0.5 lakh up to Rs. 3 lakhs	10 per project			
	List of project titles, funding agency, amount mobilized and period along with proof is to be enclosed.						
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			

	Medical Sciences					
Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs			
List of project titles, consultancy grantee, amount mobilized and period along with proof is to be enclosed.						
Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
Projects Outcome / Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central State Govt./Local Bodies	30 for each International/20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5			
List of projects, patents, policy documents with agencies - proof is to be enclosed.						
III(D): RESEARCH GUIDANCE	Degree	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted		
	M.Phil.	Degree awarded	Degree awarded	5 per candidate		
	List of candidates having Sl. No., Name and Year of Degree Awarded duly authenticated by appropriate authority is to be enclosed as supporting document.					

	Degree	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
	Ph.D.	Degree awarded / Thesis submitted / Registered	Degree awarded / Thesis submitted/ Registered	15/10 / 5 per candidate			
	List of candidates having Sl. No., Name and Year of Degree Awarded duly authenticated by appropriate authority is to be enclosed as supporting document.						
III(E): Fellowships, Awards and Invited lectures delivered in conferences / seminars	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies / Associations	15 per award / 15 per Fellowship			
	List of Fellowships/Awards with sponsoring agency and the year of award along with documentary proof is to be enclosed.						
	Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
	Fellowships/ Awards	National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies / Associations	10 per award / 10 per Fellowship			
List of Fellowships/Awards with sponsoring agency and the year of award along with documentary proof is to be enclosed.							

Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
Fellowships/ Awards	State/University level award from academic bodies	State/University level award from academic bodies / Associations	5 per award			
List of Fellowships/Awards with sponsoring agency and the year of award along with documentary proof is to be enclosed.						
Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
Invited lectures/ papers	International	International	7 per lecture /5 per paper presented			
List of lectures/papers with Title with details - documentary proof is to be enclosed						
Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			
Invited lectures/ papers	National level	National level	5 per lecture/3 per paper presented			
List of lectures/papers with Title with details - documentary proof is to be enclosed						
Activity	Engineering/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Management	API score Allotted			

	Invited lectures/papers	State/University level	State/University level	3 per lecture/2 per paper presented			
	List of lectures/papers with Title with details - documentary proof is to be enclosed						
	The score under the sub-category 'Invited lectures/ papers' shall be restricted to 20% of the minimum fixed for Category III for any assessment period						
	Activity			API score Allotted			
	Development of e-learning delivery process/material			10 per module			
	List of e-learning materials along with documentary proof to be enclosed						
Total API of Category III:							

* If the Research Paper is published in the Refereed Journals as notified by UGC, other reputed journals as notified by UGC and other reputed journals as identified by the University for a specific subject, API will be calculated as per following rules:

Clarification (A): If the Research paper is published in the Refereed Journals as notified by UGC, the API will be calculated in the following manner:

25 + API coming from Impact factor augmentation (paper with impact factor less than 1 - by 5 points; papers with impact factor between 1 and 2 by 10 points; papers with impact factor between 2 and 5 by 15 points; papers with impact factor between 5 and 10 by 20 points; papers with impact factor above 10 by 25 points)

For joint publications, API coming from Impact factor augmentation will be calculated like this: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Clarification (B): If the Research Paper is published in other reputed journals as notified by UGC and other subject specific reputed journals as identified by the University, author will get 10 for each publication.

IV. SUMMARY OF API SCORES

Sl. No.	Category	Criteria	API Score for the Assessment period (..... -)
1.	Category - I	Teaching- learning, Evaluation Related Activities	
2.	Category - II	Professional Development and Extension activities	
3.	Category - III	Research and Academic Contributions	
Total API score of Category – II + Category – III *			

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

PART C: OTHER RELEVANT INFORMATION

Please give details of any other significant contributions not included above. All information provided here should be supported by documentary proof.

Sl. No.	Details (Mention year, value, etc., where relevant)

PART D: PUBLICATION REQUIREMENTS

Sl. No.	Stage / Designation	Minimum no. of Publications required and period allowed for meeting such requirements
1.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	At least three publications in the entire period as Assistant Professor (Twelve years)
2.	Associate Professor (Stage 4) to Professor (Stage 5)	A minimum of five publications since the period that the teacher is placed in stage 3

Sl. No.	Publication Details	Document Tag No.

LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, sanction orders, papers, etc. wherever necessary)

1.	
2.	
3.	
4.	
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10.	
..	
...	

I certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof enclosed herewith are correct.

Signature of the applicant:

Place:

Date:

Countersigned by:

Head of the Department/ Director of School /Dean of the Faculty concerned (in case the candidate is Head/Director)

Place:

Date:

Office Seal