



Swarnim Gujarat Sports University

Sector 15, Gandhinagar 382016

Application Form for promotion under Career Advancement Scheme (CAS) for teachers
as per UGC Regulations 2018

Application for promotion from Stage/Level _____ to Stage/Level _____

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) : _____
2. Father's/Mother's Name (in Block Letters) : _____
3. Date of Birth : _____
4. Category (SC/ST/SEBC/General) : _____
5. Department : _____
6. Current Designation with Pay Scale & Grade Pay / Level : _____
7. Date of Confirmation of Present Post (if direct appointed) : _____
8. Date of Initial Appointment and Stage with Pay Scale at SGSU : _____
9. Position and Level applied for : _____
10. Date of Last Promotion (if any) : _____
11. Date of Eligibility for Promotion : _____
12. Address for correspondence (with Pin Code) : _____

13. Permanent Address (with Pin Code) : _____

14. Telephone Number : R _____ M _____
15. E-Mail : _____

16. Orientation / Refresher / Research Methodology Course etc.#

Sr. No	Type of Program	Organizing Institute & Place	Period From _____ to _____	Encl. No.
1				
2				
3				
4				
5				

Completed course/programs from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/Teaching-Learning-Evolution/Teaching-Learning-Evaluation/Technology Programs/ faculty Development Programs of at least two weeks (ten days) duration (or completed two courses of at least one weeks(five days) duration in lieu of every single course/programs of at least two weeks(ten days) duration); or completed MOOCs course in the relevant subject (with e-certification);

17. Development of e-content / MOOC*

Sr. No	Name of Course	Platform	No. of Modules	No. of Quadrants	Encl. No.
1					
2					
3					
4					
5					

* Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum if 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment.

18. Assessment Period :
(in DDD/MM/YYYY) From _____ to _____

19. LWP during Assessment Period, :
if any (in DDD/MM/YYYY) From _____ to _____

PART - B
ACADEMIC PERFORMANCE

Name of Applicant : _____
 Applied for the post of _____ Stage/Level _____ to Stage/Level _____
 Department: _____ Academic Year: _____

Table 1*

*Applicant needs to submit Table 1 for each academic year separately for whole assessment period.

Assessment Criteria and Methodology for University/College Teachers

Sr No	Activity				Grade			
1	Teaching							
	Academic Year	Total Classes Assigned	Number of Classes Taught	Teaching= (Number of Classes Taught / Total Classes Assigned) X 100%	Claimed by the Applicant	Grade by Head	Verified by the IQAC	*Encl No.

Grading Criteria: 80% & above – Good, Below 80% but 70% & above –Satisfactory, Less than 70%- Not satisfactory

Sr No	Activity	Grade			
2	Involvement in the University Students related Activities / Research Activities:	Claimed by the Applicant	Grade by Head	Verified by the IQAC	*Encl No.
a	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.				
b	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.				
c	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.				
d	Organising seminars/ conferences/ workshops, other college/university activities.				
e	Evidence of actively involved in guiding Ph.D students.				
f	Conducting minor or major research project sponsored by national or international agencies.				
g	At least one single or joint publication in peer reviewed or UGC list of Journals.				

Grading Criteria: Good-Involved in at least 3 activities, Not-satisfactory- Not involved/ undertaken ant of the activities. Note: Number of activities can be within or across the broad categories of activities

		Grade by Head	Verified by the IQAC	
	OVERALL GRADING			

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at S1.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at S1.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, All such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leaves, 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 disadvantages for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution

PART - B
ACADEMIC PERFORMANCE

Name of Applicant : _____
 Applied for the post of _____ Stage/Level _____ to Stage/Level _____
 Department: _____ Assessment Period ___/___/_____ to ___/___/_____

Table 2*

*Applicant needs to submit Table 2 for whole assessment period. It may not be as per academic year

Methodology for university and College Teacher for calculating Academic/Research Score
 (Assessment must be based on evidence produced by the teacher such as: Copy of publication, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students Ph.D. award letter, etc..)

1 Research Papers in Peer-Reviewed or UGC listed Journals

1.1 Research Papers in Peer-Reviewed

Sr. No.	Title of the Article	Author	Co-Authors	Name of the Journal Vol. No. & pp	International / National	Impact factor as it published	Score claimed by applicant	Score Verified by IQAC	Encl. No.

1.2 Research Papers in UGC listed Journals

Sr. No.	Title of the Article	Author	Co-Authors	Name of the Journal Vol. No. & pp with UGC Sr No. #	International / National	Impact factor as it published	Score claimed by applicant	Score Verified by IQAC	Encl. No.

#Applicant needs to attach page consisting of serial number of Journal as per UGC and page consisting of impact factor as per Thomson Reuters list.

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.
(1)	Research Papers published in	08 per paper	10 per paper	10 per Publication			
Total							

2.a.5 Books authored which are published by Editor of Book by National Publisher

Sr. No.	Title of the Book	Name of the Editor	Chapter contributed	Author / Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	Score claimed by applicant	Score Verified by IQAC	Encl. No.

2.b Translation work in Indian and Foreign Language by qualified faculties**2.b.1 Chapter or Research paper**

Sr. No.	Title of the Chapter or Research paper	Name of the Editor	Chapter contributed	Author / Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	Score claimed by applicant	Score Verified by IQAC	Encl. No.

2.b.2 Book

Sr. No.	Title of the Book	Name of the Editor	Book contributed	Author / Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	Score claimed by applicant	Score Verified by IQAC	Encl. No.

Note: Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.
(2A.)	(2A.1) International Publishers	12	12				
	(2A.2) National Publishers	10	10				
	(2A.3) Chapter in Edited Book	05	05				
	(2A.4) Editor of Book by International Publisher	10	10				
	(2A.5) Editor of Book by national Publisher	08	08				
(2B)	(2B.1) Chapter or Research paper	03	03				
	(2B.2) Book	08	08				
Total							

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

3A Development of innovative pedagogy

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3B Design of new curricula and courses

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3C MOOCs

3C.1 Development of complete MOOCs in 4 quadrant (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3C.2 MOOCs (developed in 4 quadrant) per module/lecture

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3C.3 Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3C.4 Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D E-Content

3D.1 Development of e-Content in 4 quadrant for a complete courses/e-book

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D .2 e-Content (Development in 4 quadrants) per module

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D .3 Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D .4 Editor of e-content for complete course/paper/e-book

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

* Each activity should be claimed by the applicant with supporting documents.

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.
3A	Development of innovative pedagogy	05	05				
3B	Design of new curricula and courses	02 per curricula/ Course	02 per curricula/ Course				
3C	3C.1 Development of complete MOOCs in 4 quadrant (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20				
	3C.2 MOOCs (developed in 4 quadrant) per module/lecture	05	05				
	3C.3 Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02				

(4A) RESEARCH GUIDANCE							
Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.
(4A.1)	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted				
(4A.2)	M.Phil./ PG Dissertation	02 per degree awarded	02 per degree awarded				

4B Research Projects Completed

4B.1 More than 10 lakhs

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / on- going	Score claimed by applicant	Score Verified by IQAC	Encl. No.
				From	To				

4B.2 Less than 10 lakhs

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / on- going	Score claimed by applicant	Score Verified by IQAC	Encl. No.
				From	To				

(4B) Research Projects Completed								
Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.	
(4B.1)	4B.1 More than 10 lakhs	10	10					
	4B.2 Less than 10 lakhs	05	05					
				Total				

4C. Research Project Ongoing

4C.1 More than 10 lakhs

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / on- going	Score claimed by applicant	Score Verified by IQAC	Encl. No.
				From	To				

4C.2 less than 10 lakhs

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / on- going	Score claimed by applicant	Score Verified by IQAC	Encl. No.
				From	To				

(4C) Research Project Ongoing								
Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.	
(4C)	4C.1 More than 10 lakhs	05	05					
	4C.2 Less than 10 lakhs	02	02					
				Total				

4D Consultancy

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / on- going	Project Type Research/ Consult	Score claimed by applicant	Score Verified by IQAC	Encl. No.
				From	To					

(4D) Consultancy								
Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.	
(4D)	Consultancy	03	03					
				Total				

5C Awards, Fellowships										
Category III	Activity	Faculty of Sciences /Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.			
(5C)	5C.1 International	07	07							
	5C.1 National	05	05							
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period									

6 *Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/Full paper in Conference Proceeding (Paper presented in Seminars/ Conference and also published as full paper in Conference Proceeding will be counted only once)

6A International(Abroad)

Sr. No.	Title of the Article	Author	Co-Author(s)	Name of the Programme	Organiser	Date	International / National / State / University level	Score claimed by applicant	Score Verified by IQAC	Encl. No.

6B International(Within Country)

Sr. No.	Title of the Article	Author	Co-Author(s)	Name of the Programme	Organiser	Date	International / National / State / University level	Score claimed by applicant	Score Verified by IQAC	Encl. No.

6C National State/University

Sr. No.	Title of the Article	Author	Co-Author(s)	Name of the Programme	Organiser	Date	International / National / State / University level	Score claimed by applicant	Score Verified by IQAC	Encl. No.

6D State/University

Sr. No.	Title of the Article	Author	Co-Author(s)	Name of the Programme	Organiser	Date	International / National / State / University level	Score claimed by applicant	Score Verified by IQAC	Encl. No.

(6)	*Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/Full paper in Conference Proceeding (Paper presented in Seminars/ Conference and also published as full paper in Conference Proceeding will be counted only once)
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Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.
(6)	6A International (Abroad)	07	07				
	6B International (Within Country)	05	05				
	6C national	03	03				
	6D State/University	02	02				

Total Score Claimed by Applicant (1+2+3+4+5+6)

Note:

1. 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.

2. Joint Projects: Principal Investigator and Co-investigator would get 50% each.

3. Paper presented if part of edited book or proceeding then it can be claimed only once.

4. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Cosupervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

5. *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.

6. The research score shall be from the minimum of three categories out of six categories.

PART - C
OTHER RELEVANT INFORMATION

Name of Applicant : _____
Applied for the post of _____ Stage/Level _____ to Stage/Level _____
Department: _____

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

Sr. No.	Particular (mention year, value etc. where relevant)

Declaration

I, _____ hereby solemnly certify that the information provided in this application proforma is true and correct to the best of my knowledge and belief. I understand that if any of the information given by me in this application form is found to be incorrect, or I have concealed / misrepresented any information, my candidature / appointment is liable to be cancelled / terminated at any stage without assigning any reason therefor. I confirm that I shall abide by the decision(s) of the University with regard to my application / promotion.

Place : _____ **Signature of the applicant:** _____

Date : _____ **Designation :** _____

I certify that the information provided is correct as per records available with the university/ department and /or documents enclosed along with the application.

Date : _____ **Signature of HOD** _____

PART – D : SUMMARY

Name of Applicant : _____

Applied for the post of _____ Stage/Level _____ to Stage/Level _____

Department: _____

**TABLE : 1
ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY/COLLEGE
TEACHER**

Academic Year	Overall Grade

**TABLE 2 :
METHODOLOGY FOR UNIVERSITY AND COLLEGE TEACHERS FOR
CALCULATING ACADEMIC/RESEARCH SCORE**

Entire Assessment Period	Score of Academic / Research Activity						Total Score Claimed
	1	2	3	4	5	6	
from _____ to _____							
Total Score Claimed							
Total Score Claimed after Capping							

Note:

1. 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.
2. The research score shall be from the minimum of three categories out of six categories.

Date of Eligibility / Promotion:	
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PART E : MAJOR PUBLICATIONS FOR ASSESSMENT

Research Papers in Peer-Reviewed or UGC listed Journals

Sr. No.	Title of the Article	Author	Co-Authors	Name of the Journal Vol. No. & pp with UGC Sr No. #	International / National	Impact factor as it published	API Score	API Score (for office use)	Encl. No.

Note :

1. Minimum requirement for research paper

Sr No	Level	Minimum requirement of Research Paper
1	Level 10 to 11	1
2	Level 11 to 12	3
3	Level 12 to 13 A	7
4	Level 13 A to 14	10
5	Level 14 to 15	10

2. Applicant needs to attach proof of serial number of Journal as per UGC notification.

3. Applicant needs to submit full copy of above publications in four sets.

Signature of Applicant

SWARNIM GUJARAT SPORTS UNIVERSITY

PART F : SYNOPSIS OF APPLICATION

Name : -----Post Applied for-----Stage/Level---to Stage/Level-----Department-----

Sr. No	Age with D.O.B.	Present post & Date	Qualifications	Specializations	No. of Research Projects	Teaching Experience	No. of years	Research Exp. other than MPhil. /PhD. in years	Experience from Practice in years	Publications
			<input type="checkbox"/> UG <input type="checkbox"/> PG <input type="checkbox"/> M.Phil. <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other :			As Asst. Prof. _____ As Asso. Prof. _____ As Professor _____ UG _____ PG _____ Total _____	_____ _____ _____			Books _____ Articles _____ Research Papers _____ Others _____ Pls specify
						<input type="checkbox"/> _____ Ph.D. students awarded & _____ students are working <input type="checkbox"/> _____ M.Phil students awarded & _____ students are working. <input type="checkbox"/> Attended _____ Conference, _____ Seminar, _____ Workshop etc. <input type="checkbox"/> Attended _____ Refresher Course _____ Orientation Course _____ UGC Approved training programe. <input type="checkbox"/> Any other Pls specify : _____				

Note: Please specify degree, percentage/grade/CGPA/Name of University/year of passing in qualification.