Dr. Ram Manohar Lohiya National Law University
L.D.A. Kanpur Road Scheme, Lucknow-226 012

PART-A: APPLICATION FORM FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR

1. **Application for promotion of** : ....

2. **Stage from.** .... **to Stage** ………....................................

   For promotion as: Assistant Professor **Stage 1** (AGP 6000) to Assistant Professor **Stage 2** (AGP 7000) Assistant Professor **Stage 2** (AGP 7000) **to** Assistant Professor **Stage 3** (AGP 8000) Assistant Professor **Stage 3** (PB-III, AGP 8000) to Associate Professor **Stage 4** (PB-IV, AGP 9000) Associate Professor **Stage 4** (PB-IV, AGP 9000) to Professor **Stage 5** (PB-IV, AGP 10000)

3. **Period of Assessment for the purpose of promotion** …………..

4. **Date of Last Promotion & Post** ....

5. **Date of Eligibility for promotion** ....

6. **Name of the Department** ....

7. **Name of the candidate** (In block letters): ....

8. **Father's Name/Husband's Name:**..

9. **Address for correspondence** (with PIN code):...

   ....

   Telephone No. (with STD code):......................................Cell Phone:....................................

   E-Mail:...

10. **Academic Qualifications obtained after date of joining as faculty in RMLNLU:**

Degree	University / Institute	Mode of Degree Regular/Part Time/ distance education	Date of Admission	Date of Passing	Discipline/ Specialization	Percentage of marks/CGPA

11. Record of academic experiences prior to joining RMLNLU

University / Institute	Designation	Nature of appointment (Regular/ Fixed term/Temporary / Adhoc)	Type of Selection Committee: Regular Selection Committee / Adhoc or Departmental Selection Committee	Pay-Scale / Pay band and AGP	Date of Joining	Date of Leaving	Remarks

12. Record of service in RMLNLU/Other University / Institute from Date of joining as faculty

Stage	Designation	Pay Band and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Stage I						
Stage II						
Stage III						
Stage IV						
Stage V						
Please clearly specify the period of Leave Without Pay (LWP)						

DECLARATION:

I, ………………………………………… Son/Daughter/Wife ………………………. of hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled/terminated by the university without assigning any reason thereof.

Date:...............................   (Signature of Applicant)

PART B: ACADEMIC PERFORMANCE INDICATORS
(FOR CAREER ADVANCEMENT SCHEME (CAS)
PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR)

(Please see detailed instructions of this PBAS proforma before filling out this section)

	Direct Teaching Hours per Week
Assistant Professor	16
Associate Professor	14
Professor	14

CATEGORY I: Teaching, Learning and Evaluation related activities

(i) Direct Teaching:

Academic year	No. of Hours allotted per Academic year	Actual No. of Hours spent per Academic year	API Score: Actual hours spent per Academic year ÷ (7.5 for Assistant Prof) (7.75 for Associate Prof/Prof)	Enclosure No.	Verified API Score**

Max. API score: 70 for Assistant Professor and 60 for Associate Professor/ Professor

(ii)   Examination duties (Question paper setting, Invigilation, Evaluation of answer scripts)

Academic Year	No. of Hours spent on paper setting	No. of Hours spent on invigilation	No. of Hours spent on evaluation of Answer scripts *	API Score: Actual hours spent per Academic year ÷ 10	Enclosure No.	Verified API Score**

Max. API score: 20 for Assistant Professor/Associate Professor and 10 for Professor

(iii)   Innovative Teaching-Learning Methodologies, updating of Subject Content, Course mentoring etc.

Academic Year	No. of Hours spent per Academic year	API Score: Actual hours spent per Academic year ÷ 10	Enclosure No.	Verified API Score**

Max. API score: 10 for Assistant Professor, 15 for Associate Professor and 20 for Professor

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work..

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

(a)	Nature of Activity Student related co-curricular extension and field based activities			Actual Score	Enclosure No.	Verified API Score**
Academic Year	Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visits, student seminars and other events)	Other co-curricular activities (cultural, sports, NSS, NCC, etc.)	Extension and dissemination activities (public / popular lectures / talks / seminars, etc.)	Actual hours spent per Academic year ÷ 10		

Max. API score: 15

(b)	Nature of Activity Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities		Actual Score	Enclosure No.	Verified API Score**
Academic Year	Administrative responsibilities (including as Dean / Principal / Chairperson / Convenor/ Teacher – Incharge / similar other duties that require regular office hours for its discharge)	Participation in Board of Studies, Academic and administrative Committees	Actual hours spent per Academic year ÷ 10		

Max. API score: 15

(c)	Nature of Activity	Actual Score	Enclosure No.	Verified API Score**
Academic Year	Professional Development activities(such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination of knowledge and publication of general articles and any other contribution)	Actual hours spent per Academic year ÷ 10		

Max. API score: 15

CATEGORY III : RESEARCH AND ACADEMIC CONTRIBITIONS

Category	Activity	Faculty of Law		Enclosure No.	Verified API Score**
III (A) Academic Year	Research papers published in:	Refereed Journals as notified by the UGC (25 per Publication)	Other Journals of repute as notified by the UGC (10 per Publication)		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
III (B) Academic Year	Publications other than journal articles (books, chapters in books)	Text/Reference, Books, published by International Publishers, with ISBN/ISSN number	30 per Book for single Author		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
III (B) Academic Year	Publications other than journal article (books, chapters in books)	Subject Books, published by <u>National Level</u> Publishers, with ISBN/ISSN number or state / Central Government publications	20 per Book for single Author		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
III (B) Academic Year	Publications other than journal article (books, chapters in books)	Subject Books, published by other <u>local publishers</u>, with ISBN/ISSN number	15 per Book for single Author		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
III (B) Academic Year	Publications other than journal article (books, chapters in books)	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number	International -10 per Chapter National- 5 per Chapter		

III (C) RESEARCH PROJECTS

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(i) Academic Year	Sponsored Projects	Major Projects with grants above **Rs.5 Lakhs**	20 per Project		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(i) Academic Year	Sponsored Projects	Major Projects with grants above **Rs.3 Lakhs up to Rs. 5 Lakhs**	15 per Project		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(i) Academic Year	Sponsored Projects	Minor Projects with grants above **Rs.1 Lakh up to Rs.3 Lakhs**	10 per Project		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(ii) Academic Year	Consultancy Projects	Amount mobilized with a **minimum of Rs. 2 Lakhs**	10 for every Rs.10 Lakhs and Rs.2 Lakhs respectively		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(iii) Academic Year	Projects outcome / output	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		

III (D) RESEARCH GUIDANCE

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(i) Academic Year	M. Phil.	Degree awarded	5 per candidate		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(ii) Academic Year	Ph.D.	Degree awarded / Thesis submitted	15 / 10 per candidate		

III (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(i) Academic Year	Fellow ships / Awards	International Award / Fellowship from academic bodies / associations	15 per Award / 15 per Fellowship		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(i) Academic Year	Fellowships / Awards	National Award / Fellowship from academic bodies / associations	10 per Award / 10 per Fellowship		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(i) Academic Year	Fellowships / Awards	State / University level Award from academic bodies / associations	5 per Award		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(ii) Academic Year	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(ii) Academic Year	Invited lectures / papers presented	National Level	5 per lecture / 3 per paper presented		

Category	Activity	Faculty of Law	Maximum Score for University teacher*	Enclosure No.	Verified API Score**
(ii) Academic Year	Invited lectures / papers presented	State/ University level	3 per lecture / 2 per paper presented		

III (E) (ii) The score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period.

Category III (F) Academic Year	Development of e-Learning delivery process / materials	Maximum Score for University teacher* 10 per module	Verified API Score**

*wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:

    (i)   paper with impact factor less than 1 by 5 points:
    (ii)   papers with impact factor between 1 and 2 by 10 points:
    (iii) papers with impact factor between 2 and 5 by 15 points:
    (iv) papers with impact factor between 5 and 10 by 20 points:
    (v)   papers with impact factor above 10 by 25 points:

The API for joint publications shall be calculated in the following manner:

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.

SUMMARY OF API SCORES

Category	Criteria	Last Academic Year	Total API Score for Assessment period	Annual average API score for Assessment period	Verified API Score**
I	Teaching Learning and Evaluation related activities				
II	Professional development Co-curricular, Extension, Activities etc.,				
III	Research and Academic Contributions				
	Total: II + III				

Note: ****The Individual PBAS proforma duly filled along with all enclosures, will be only verified by the University as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.**

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

Signature of Applicant   Signature of HOD/DEAN

Date: Date: