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)

Table 1
Assessment Criteria and Methodology for University/College Teachers

S. No.	Activity	Details	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)		80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: *(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)* Organizing seminars/ conferences/ workshops, other college/university activities. *(e)* Evidence of actively involved in guiding Ph.D students . *(f)* Conducting minor or major research project		Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities **Note:** Number of activities can be within or across the broad categories of activities

Overall Grading:

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

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.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 Leave, 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 disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/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.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, 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. ACADEMIC/RESEARCH ACTIVITY
(Research Papers in Peer-Reviewed or UGC listed Journals) (10 per paper)

S.N	Title with page No(s).	Journal	ISSN/ISBN No.	Whether Peer Reviewed or UGC listed (UGC List S.no.)	No. of Co-authors	API Score	Encl. No.

2. PUBLICATIONS (other than Research papers)

(a) Books authored which are published by (International publishers) (12 per publication);

S.N	Book Title	Type of Authorship (Single/ Joint)	ISSN/ ISBN No.	Publisher Name	Type of book (Text/ Reference/ Subject etc)	Whether you are the main author	API Score	Encl. No.

(a) Books authored which are published by (National publishers (10 per Publication));

S.N.	Book Title	Type of Authorship (Single/ Joint)	ISSN/ISBN No.	Publisher Name	Type of book (Text/ Reference/ Subject etc)	Whether you are the main author	API Score	Encl. No.

(a) Books authored which are published by (Chapter in Edited Book (05 per Publication))

S.N.	Book Title	Chapter No.	ISSN/ISBN No.	Publisher Name	Type of book (Text/ Reference/ Subject etc)	Whether you are a sole author	API Score	Encl. No.

(a) Books authored which are published by (Editor of Book by International Publisher) (10 per Publication)

S.N.	Book Title	Chapter No	ISSN/ISBN No.	Publisher Name	Type of book (Text/ Reference/ Subject etc)	Whether you are a sole author	API Score	Encl. No.

(a) Books authored which are published by (Editor of Book by National Publisher) (8 per Publication)

S.N.	Book Title	Chapter No.	ISSN/ISBN No.	Publisher Name	Type of book (Text/ Reference/ Subject etc)	Whether you are a sole author	API Score	Encl. No.

(b) Translation works in Indian and Foreign Languages by qualified faculties (Chapter or Research paper) (03 per chapter/research paper)

S.N.	Journal Title	Chapter No/Research Paper Title	ISSN/ISBN No.	Publisher Name	Type of book (Text/ Reference/ Subject etc)	API Score	Encl. No.

(b)Translation works in Indian and Foreign Languages by qualified faculties (Books) (08 per Publication)

S.N.	Book Title	ISSN/ISBN No.	Publisher Name	Type of book (Text/ Reference/ Subject etc)	API Score	Encl. No.

(3) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a)   Development of Innovative Pedagogy (05 per development)

Academic Year	Name of ICT mediated programme	API Score	Enclosure No.	Verified API Score**

3(b)   Design of New curricula and courses (02 per curricula/course)

Academic Year	Name of New curricula and courses designed	API Score	Enclosure No.	Verified API Score**

3(c)   Massive Open Online Courses

Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) (20 per MOOCs)

Academic Year	Name of complete MOOCs	API Score	Enclosure No.	Verified API Score**

MOOCs (developed in 4 quadrant) per module/lecture (5 per module/lecture)

Academic Year	Name of complete MOOCs	API Score	Enclosure No.	Verified API Score**

Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (02 per module)

Academic Year	Name of MOOCs module	API Score	Enclosure No.	Verified API Score**

Course Coordinator for MOOCs (4 credit course) (08 per MOOCs, in case of MOOCs of lesser credits 02 marks/credit)

Academic Year	Name of MOOCs programe	API Score	Enclosure No.	Verified API Score**

3 (d) E-Content

Development of e-Content in 4 quadrants for a complete course/e-book (12 per e-book/course)

Academic Year	Title of e-content/course/books	API Score	Enclosure No.	Verified API Score**

e-Content (developed in 4 quadrants) per module (05 per module)

Academic Year	Title of e-content/module	API Score	Enclosure No.	Verified API Score**

Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) (02 per content)

Academic Year	Title of e-content/course/paper/e-book	API Score	Enclosure No.	Verified API Score**

Editor of e-content for complete course/ paper /e-book (10 per course/paper/e-book)

Academic Year	Title of course/paper/e-book in e-content	API Score	Enclosure No.	Verified API Score**

(4) (a) Research guidance (10 per Ph.D. degree awarded, 05 per Ph.D. thesis submitted and 02 per P.G. dissertation/per degree awarded)

S.N.	Course	Number of Student	Thesis Submitted (with year)	Degree Awarded (with year)	API Score	Encl No.
1.	Ph.D.					
2.	P.G. dissertations					

(4) (b) Research project completed (10 for more than 10.00 lakhs project, and 5 for less than 10.00 lakhs project)

S.N.	Title	Funding Agency	Period	Amount Sanctioned (Rs. Lakhs.)	API Score	Encl No.
1.						
2.						
3.						

(4) (c) Research project ongoing (05 for more than 10.00 lakhs project, and 02 for less than 10.00 lakhs project)

S.N.	Title	Funding Agency	Period	Grant Amount (Rs. Lakhs.)	API Score	Encl No.
1.						
2.						
3.						

(4) (d) Consultancy (03 per consultancy)

S.N.	Title	Agency	Period	Grant Amount (Rs. Lakhs.)	API Score	Encl. No.
1.						
2.						
3.						

(5) (a) Patents (10 for International 07 for National patents)

S.N.	Patent Name	Patenting Authority	Period	Whether International/National	API Score	Encl. No.
1.						
2.						
3.						

(5) (b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) (10 for International 07 for National and 04 for State)

S.N.	Title of the policy document	Name of the organization where document submitted	Date of submission	Whether International/National/State	API Score	Encl. No.
1.						
2.						
3.						

(5) (c) Awards and Fellowship (07 for International 05 for National)

S.N.	Name of the Awards/Fellowship	Name of awarding authority	Date of Award	Whether International/National	API Score	Encl. No.
1.						
2.						
3.						

(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) (07 for International (abroad), 05 for International (within country), 03 for National, 02 for State/University)

S.N.	Title lectures/papers etc.	Name of Inviting organization	Date	Whether International (abroad), International (within country), National, State/University	API Score	Encl. No.
1.						
2.						
3.						

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.

SUMMARY OF API SCORES
Methodology for University and College Teachers for calculating Academic/Research Score

Category Table 2	Academic Year	Total API	Verified API Score**
	Total API score for Assessment period		

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: