



**BHUPAL NOBLES' UNIVERSITY,
UDAIPUR**

Application form for Promotion under Career Advancement Scheme (CAS)

(As per UGC Regulations 2018)

- A. Assistant Professor – Stage 1 to stage 2
- B. Assistant Professor – Stage 2 to stage 3
- C. Associate Professor – Stage 3 to stage 4
- D. Professor – Stage 4 to stage 5

Affix self -
attested passport
size photo

(Tick ✓ whichever is applicable)

Department : _____

Faculty : _____

PARTA : GENERAL INFORMATION AND ACADEMIC BACKGROUND

S.No.	Details	
1.	Name (in Block Letters):	
2.	Father's Name:	
3.	Mother's Name:	
4.	Present Designation & Grade Pay/Academic Level:	
5.	Date of Birth:	
6.	Gender:	
7.	Nationality	
8.	Address for correspondence (with PIN code):	
9.	Permanent Address with PIN code: Telephone No. Email ID:	



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10.	Academic Qualifications:	
11.	Detail of Service in Bhupal Nobles' University, Udaipur	
12.	Teaching Experience (in years):	
13.	Field of Specialization under the Subject/Discipline:	
14.	Any Other Relevant Information:	
15.	Email id and Mobile number	



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Assistant Professor – Stage 1 to stage 2

A. Details of One Completed Orientation course of 21 days duration on teaching methodology:

S.No.	Title	Place	Duration	Remarks, if any

Enclosed Certificates of Participation.

B. Details of One Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) during the assessment period

S.No.	Title	Place	Duration	Remarks if any

Enclosed Certificates of Participation.

C. Details of published One research publication in the peer-reviewed journals or UGC-listed journals during assessment period (Enclosed Reprint)

S. No.	Title of paper	Name of the author(s)	Name of the journal	Year of publication with Volume Number & page(s)	Evidence of peer-reviewed/ UGC listed journal



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Assistant Professor – Stage 2 to stage 3

- A. Details of any Two of Completed course/programme from amongst the categories of: Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course in the relevant subject (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

S.No.	Title	Place	Duration	Remarks if any

Enclosed Certificates of Participation.

- B. Details of published Three research papers in the peer-reviewed journals or UGC-listed journals during assessment period (Enclosed Reprints)

S. No.	Title of paper	Name of the author(s)	Name of the journal	Year of publication with Volume Number & page(s)	Evidence of peer-reviewed/ UGC listed journal



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Associate Professor – Stage 3 to stage 4

A. Details of any one of the completed course/programme from amongst the categories of: Refresher Courses/ Research Methodology Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course / contribution towards conduct of a MOOCs course during the period of assessment.

S. No.	Title	Place	Duration	Remarks if any

Enclosed Certificates of Participation.

B. Details of published minimum Seven publications in the peer-reviewed or UGC-listed journals out of which three research papers published during the assessment period (Enclosed Reprints)

S. No.	Title of paper	Name of the author(s)	Name of the journal	Year of publication with Volume Number & page(s)	Evidence of peer-reviewed/ UGC listed journal

C. Guided at least One Ph.D. candidate (Enclosed evidence)

S. No.	Name of the Ph.D. scholar	Title of the thesis	Year of Registration of the scholar	Year of Ph.D. awarded

D. Minimum of 70 Academic/Research Score as per Appendix II, Table 2 (UGC Regulations – 2018)



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Professor – Stage 4 to stage 5

A. Details of published minimum Ten research publications in the peer- reviewed or UGC-listed journals out of which three Research papers published during the assessment period (Enclosed Reprints)

S. No.	Title of paper	Name of the author(s)	Name of the journal	Year of publication with Volume Number & page(s)	Evidence of peer-reviewed/ UGC listed journal

B. Successfully guided doctoral candidate (s) (Enclosed evidence)

S. No.	Name of the Ph.D. scholar	Title of the thesis	Year of registration of the scholar	Year of Ph.D. awarded

C. Minimum of 110 Academic/Research Score as per Appendix II, Table 2 (UGC Regulations – 2018)



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**Part B: Assessment Criteria and Methodology as per Appendix III: Table I of
UGC Regulations– 2018 (Compulsory for all Levels)**

Calculation of Grading Criteria for S. No. 1

A. Teaching:

S. No.	Academic Year	UG/PG/Semester	Course Code/ Name	No. of classes taught (a)	Total classes assigned (b)

Grading Criteria = No. of classes taught (a)/total classes assigned (b) x100 (%)= _____

Calculation of Grading Criteria for S. No. 2

Involvement in the University/College students related activities/research activities:

(a) Administrative responsibilities such as Head, Chairperson/Dean/Director/ Co-ordinator, Warden, etc.

S. No.	Academic Year	Responsibility	Evidence/Supporting documents

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation

S. No.	Academic Year	Nature of the work	Evidence/Supporting documents

(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services

S. No.	Academic Year	Nature of the work	Evidence/Supporting documents



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(d) Organising seminars/ conferences/workshops, other college/ university activities

S. No.	Academic Year	Nature of the work	Evidence/Supporting documents

(e) Evidence of actively involved in guiding Ph.D. students

S. No.	Student Name	Ph.D. Thesis title	Submitted /Awarded	Year

Note:

- A. The photo copies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
- B. Insert rows as per requirements.

(f) Conducting minor or major research project sponsored by national or international agencies

S. No.	Title of the R&D Project	Funding Agency	Sanction Number and Date	Amount Sanctioned	Ongoing/ Completed	PI/Co-PI

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(g) (a) Patents/Trademarks/Designs/Copyrights

S.No.	Name of Agency who provided patent	Name of patent/product/ process	Date & Year	Patent No.	Page No. of the Documents in this application from	API Score

(h) At least one single or joint publication in peer-reviewed or UGC list of Journals

S. No.	Title of the Research Paper	Author (s)	Name of the Journal	ISSN Number	Year, Volume Number and Pagination	Peer-Reviewed / UGC list Serial No. of the Journal	Impact Factor as per Thomson Reuters list (Yes/No)	Are you First/ Corresponding/Co-author

Note:

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B. Insert rows as per requirements.

Assessment Criteria and Methodology (Appendix II; Table I)

S. No.	Activity	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 counseling, 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.	Good-Involved in at least 3 activities Satisfactory- 1-2 activities Not-satisfactory - Not involved /under taken any of the activities



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Methodology for calculating Academic/Research Score as per Appendix II: Table 2 of UGC Regulations – 2018 (Compulsory for Associate Professor and Professor)

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.,

S. No.	Academic/Research Activity	Faculty of Sciences /Engineering/Agriculture /Medical/Veterinary Sciences	Faculty of Languages / Humanities/Arts/Social Sciences / Library /Education / Physical Education/Commerce/ Management & other Related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications(other than Research papers)		
	(a) Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
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	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of Lesser credits 05 marks/ credit)	20	20
	MOOCs (developed in 4 quadrant) per module/ lecture	05	05
	Content writer/subject matter expert for each Module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		



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	Development of e-Content in 4 quadrants for a Complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content Module in complete course/paper/e-book(at least one quadrant	02	02
	Editor of e-content for complete course/paper /e-book	10	10
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b)* Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
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)		
	International (Abroad)	07	07
	International (with in country)	05	05
	National	03	03
	State/University	02	02



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Important Information:

1. The Research score claimed only for those research papers published in Peer-Reviewed/UGC-listed Journals. The Impact factor shall be determined as per Thomson Reuters list only.
2. *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.
3. The research score shall be from the minimum of three categories out of six categories.

Part C: Summary of Assessment Criteria and Methodology for Assessment Period

Teaching and Involvement in students related activities/research activities (S.No.1 and 2 of Appendix II of Table 1)

Academic Year	Grading Criteria for S.No.1	Grading Criteria for S.No.2

Academic/Research Score for the Assessment Period (As per Appendix II of Table 2)

Academic Year	Academic/Research Score

Total Academic/Research Score Claimed for Assessment Period=

List of Enclosures:

- 1
- 2
- 3
- 4
- 5



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6

7

8

I certify that the above information provided by me is correct.

Signature of Faculty with
Designation Place & Date

Recommendation and Remarks of Head

1. Grading Criteria for Activity S.No. 1=
2. Grading Criteria for Activity S.No. 2=
3. Overall Grading Criteria for S.No. 1 and 2 =
4. Academic/Research Score for the Assessment Period =
5. Fulfill the minimum requirement/ doesn't fulfill the minimum requirement
6. Recommended for promotion to stage.... To stage...../Not recommended for promotion

Place & Date

Signature of Dean



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**APPENDIX I: COMPULSORY FOR ASSOCIATE PROFESSOR (ACADEMIC LEVEL 13A) AND PROFESSOR
(ACADEMIC LEVEL 14)**

Appendix I

Academic/Research Scores : For Research Paper published in peer-reviewed /UGC listed Journals the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Titles of the Research Paper	Author (s)	Name of the Journal	ISSN Number	Year, volume number and pagination details	Peer- Reviewed / UGC list Serial number for journals	Impact Factor as per Thomson Reuters list (Yes/No)	Are you First/ Corresponding/ Co-author	Score claimed
1									
2									
3									
4									
5									
6									
7									
8									

Note:

- A. The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
- B. Insert rows as per requirements.



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Appendix II

Academic/Research Scores: For Books and/or Chapters in book Monographs the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Titles of the Book/Chapter /Monographs	Author (s)	Name of the Publisher	Status of the Publisher (Local/ National/ International)	ISBN /ISSN Number	Year and pagination details	No. of authors (Single Author =1/actual number of authors)	Score claimed
1								
2								
3								
4								
5								
6								
7								

Note:

- A. The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
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Appendix III

Academic/Research Scores: For Translation works in India and Foreign Languages-Chapter/Research paper /Book the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S. No.	Titles of the Chapter/ Research paper/Book	Author (s)	Name of the Publisher	Status of the Publisher (Local/ National/ International)	ISBN /ISSN Number	Year and pagination details	No. of authors (Single Author =1/actual number of authors)	Score claimed
1								
2								
3								
4								
5								
6								
7								

Note:

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Appendix IV

Academic/Research Scores : For Development of Innovative pedagogy/design of new curricula & courses/MOOCs/e-contents, etc., the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Title of the Innovative pedagogy/design of new curricula & Courses MOOCs/e-contents, etc.	Agency/Platform of delivery	e-learning link attached (Yes/NO)	Score claimed
1				
2				
3				
4				

Note:

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Appendix V

Academic/Research Scores: For Research guidance the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Student's name	Ph.D. Thesis/M.Phil./ PG dissertation title	Ph.D./M.Phil./ PG dissertation	Thesis/M.Phil./ PG dissertation submitted/ Awarded	Year of submission/ Award	Score claimed
1						
2						

Note:

- A. The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
- B. Insert rows as per requirements.



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Appendix VI

Academic/Research Scores : For Research Projects Completed/Ongoing the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Title of the R&D project	Funding agency	Sanction number and date	Amount sanctioned	Ongoing / Completed	Principal Investigator/Co-Investigator	Score claimed
1							
2							

Note:

- A. The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
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Appendix VII

Academic/Research Scores: For Consutancy Projects the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S. No.	Consultancy work	Funding agency	Sanction number and date	Amount sanctioned	Ongoing / Completed	Principal Consultant/ Co-Consultant	Score claimed
1							
2							

Note:

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- B. Insert rows as per requirements.



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Appendix VIII

Academic/Research Scores: For Projects Outcome the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Patents/Policy document submitted to international bodies like WHO/ UNO/UNESCO/UNICEF etc. Central/State Govt.	Patent: International/National Level Policy document of International / National/State Level	Score claimed
1			
2			

Note:

- A. The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
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Appendix IX

Academic/Research Scores: For Awards/Fellowship the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Name of the Award	Awarding agency/Institution /Body	International/National	Date of the honour for the award	Score claimed
1					
2					

Note:

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- B. Insert rows as per requirements.



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Appendix X

Academic / Research Scores : For Invited Lectures / Resource Person / Papers presentation in Seminar / Conference the following Table need to be completed and accordingly the scores be filled in respective cells (as per Appendix II; Table 2).

S.No.	Title of the lecture/ paper	Place of presentation	International (Abroad)/ International (within country) /National/State/ University	Certificate attached (Yes/NO)	Score claimed
1					
2					
3					
4					

Note:

- A. The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
- B. Insert rows as per requirements.