



Jagat Taran Girls' Degree College

(A Constituent P.G. College of University of Allahabad)

32, Hamilton Road, Prayagraj-211002 U.P.

Application Form for Promotion under Career Advancement Scheme (CAS)

(As per UGC Regulations 2018)

For Promotion in following category:

(Please tick the appropriate box)

Assistant Professor
(Academic Level 11)

Assistant Professor
(Academic Level 12)

Associate Professor
(Academic Level 13A)

Professor
(Academic Level 14)

General

Name (in CAPITAL letters)	
Department/Centre	
Specialization	
Present Position (Designation and Pay)	
Letter No. of JTGDC with date	
If qualified UGC/CSIR-NET or other UGC accredited test (Subject/Year)	
Ph.D. (Date of award)	

Post of First Appointment (JTGDC)	Appointment Letter No. (JTGDC)
Date of Joining (JTGDC)	Date of Confirmation (JTGDC)
Period of Assessment for promotion	Date of appearing before the last selection committee (if appeared)
From: _____ to _____	
Total Academic / Research Scores as per Appendix II, Table 2 (UGC Regulations 2018)	

NOTE: The research scores claimed by the applicant must be based on verifiable criteria and supported with relevant documentary evidence. Research scores that cannot be verified will not be considered.

PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY.

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) :
2. Father's Name (in Block Letters) :
3. Mother's Name (in Block Letters) :
4. Date of Birth and Age :
5. Gender (Male/Female) :
6. Nationality :
7. Category (SC/ST/OBC/General) :
8. Current Designation :
9. Current Pay Scale :
- 10 Date of Confirmation of Present Post :
11. Date of Initial Appointment and Stage with Pay Scale at Jagat Taran Girls' Degree College Prayagraj :
- 12 Position, Stage and Grade Pay applied for :
13. Date of Last Promotion (if any) :
14. Date of Eligibility for Promotion :
15. Address for correspondence (with Pin Code) :
16. Permanent Address (with Pin Code) :
17. Mobile Number :
18. E-Mail ID :
19. **ACADEMIC QUALIFICATIONS (Graduation onwards):**

Qualifications	College / University	Year of Passing	Marks Obtained /Total Marks or CGPA	Percent of marks obtained	Division	Encl. No.
Graduate Degree(U.G.)						
Post Graduate Degree (P.G.)						
M. Phil.						
Ph.D./D.Phil.						
Other Degrees (if any)						

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20. RECORD OF ACADEMIC SERVICE PRIOR TO JOINING THE JAGAT TARAN GIRLS' DEGREE COLLEGE, PRAYAGRAJ (Please Attach Relevant Certificates of Service Experience)

Institution	Designation	Nature of appointment (Regular/ Fixed term/ Temporary/ Ad-hoc/ Part-time)	Nature of Duties	Pay-Scale/ Pay band and AGP	Duration		Experience		Highest degree obtained at the time of appointment	Encl. No.
					From	To	Year	Month		

21. POST-DOCTORAL RESEARCH EXPERIENCE AS RESEARCH SCIENTIST, RESEARCH ASSOCIATE etc. (in years):

22. RECORD OF SERVICE IN THE JAGAT TARAN GIRLS' DEGREE COLLEGE, PRAYAGRAJ, FROM THE DATE OF JOINING AS REGULAR TEACHER:

Academic Level	Letter No. JTGDC, Prayagraj	Pay Scale (7 th CPC)	Duration		Experience		Remarks	Encl. No.	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month			
Level 10									
Level 11									
Level 12									
Level 13 A									
Level 14									
Please clearly specify the period of Leave Without Pay (LWP)									

23. TEACHING EXPERIENCE:

P.G. Classes (in Years) : _____ Period: From _____ To _____

U.G. Classes (in Years) : _____ Period: From _____ To _____

Ph.D. Course Work Teaching : _____ Period: From _____ To _____

Others, if any : _____ Period: From _____ To _____

24. RESEARCH EXPERIENCE: (excluding M.Phil./Ph.D. Duration)

i. **Total Number of Years** : _____
 :Period:From _____ To _____

a) **Years Spent in M. Phil.** : _____

Period of M.Phil.		Name of Institute/ University	Research Topic (Thesis/Dissertation)	Date of Notification of result conferring the degree	Encl. No.
From	To				

b) **Years Spent in Ph.D.** : _____

Period of Ph.D.		Name of Institute/ University	Research Topic (Thesis/Dissertation)	Date of Notification of result conferring the degree	Encl. No.
From	To				

ii. **Years of Guiding Ph.D. / M. Phil.:** Ph.D. _____ : M. Phil. _____

iii. **Total No. of Papers Published (Peer Reviewed and UGC-CARE listed Journals):**
 (Only Full paper not Abstract)

iv. **Total No. of Conferences/Seminars/Workshops Attended and papers presented:**

i. International: Attended: _____ Attended and Papers Presented: _____

ii. National: Attended: _____ Attended and Papers Presented: _____

iii. State Level: Attended: _____ Attended and Papers Presented: _____

Total: _____ . Attended: _____ Attended and Papers Presented: _____

25. AWARDS /PRIZES/HONOURS/RECOGNITIONS:

1. _____

2. _____

3. _____

26. FIELDS OF SPECIALIZATION IN THE SUBJECT/DISCIPLINE:

1.

2.

3.

4

27. ORIENTATION/INDUCTION/REFRESHER/WINTER/SUMMER SCHOOL/SHORT TERM COURSE/ WORK-SHOPS ATTENDED (ONLY UGC RECOGNIZED, Attach Certificates)

Sl. No.	Particulars	Duration		Organizer	Encl. No.
		From	To		
01					
02					
03					

28. ANY OTHER TRAINING PROGRAM/ QIP/ FIP/FDPetc. ATTENDED: (Attach certificates)

Sl. No.	Particulars	Duration		Organizer	Encl. No.
		From	To		
01					
02					
03					

29. ANY OTHER RELEVANT INFORMATION:

PART-B

BRIEF NOTE: Grading criteria and Scores and or publications based on the teacher's self-assessment. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on verifiable records. It shall be finalized by the screening cum evaluation / selection committee

(As per UGC Regulations 2018, APPENDIX II, TABLE 1: Assessment Criteria and Methodology for University/College Teachers)

A. TEACHING, INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES*:

1. TEACHING: (Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)

Academic Year/ Semester	TEACHING			Claimed by the Candidate	Verified by the Committee	Remarks	*Encl. No.
	Total Classes Assigned	Number of Classes Taught	Teaching= (Number of Classes Taught / Total Classes Assigned) X 100%				
Grade for Assessment Period (From.....to.....)							
<p><i>*Should be claimed by the applicant with supporting documents.</i></p> <p>Grading Criteria:</p> <p>Good : 80% and above</p> <p>Satisfactory : Below 80% but 70% and above</p> <p>Not satisfactory : Less than 70%</p>							

2. Involvement in the Students Related Activities / Research Activities of the University/College:					
	Activity	Claimed by the Candidate	Verified by the Committee	Remarks	*Encl No.
a.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-Ordinator, Warden etc.				
b.	Examination and evaluation duties assigned by the Department/ School / 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 Department/ School /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				

* Should be claimed by the applicant with supporting documents

Grading Criteria:
Good: Involved in at least 3 activities
Satisfactory: Involved in at least 1 activity;
Not-satisfactory: Not involved/undertaken any of the activities.
Note: Number of activities can be within or cross the broad categories of activities.

<p>OVERALL GRADING: (For Assessment Period)</p>
<p>Grading Criteria: Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2. Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>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.</p>

Comment of the Teacher-In-charge (Convenor)

Signature of the Applicant with date

[Signature (Teacher-In-charge (Convenor))]

[Principal, in case the applicant is Teacher-In-charge (Convenor)]

Full Name of the Applicant

B. ACADEMIC / RESEARCH SCORE (As per UGC Regulations 2018, APPENDIX II, AND TABLE 2: Methodology for University and College Teachers for calculating Academic/ Research Score)

1. RESEARCH PAPERS IN PEER-REVIEWED OR UGC-CARE LISTED JOURNALS:

Sl. No.	Details of paper (Title, Journal, Volume, Issue, etc.)	Year	Type of Authorship (First author/corresponding author/principal/co-author)	ISSN	Peer Reviewed (Y/N)	Re-Viewed (Y/N)	UGC-CARE Listed (Y/N)	Impact Factor or whether indexed (Y/N)*	Claimed Score	Verified by the Committee	Encl. No.

*Impact factor to be determined as per Thomson Reuters list.

2. PUBLICATIONS (OTHER THAN RESEARCH PAPERS):

Sl. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN	Claimed Score	Verified by the Committee	Encl. No.
(a) BOOKS AUTHORED WHICH ARE PUBLISHED BY:								
International publishers								
National publishers								
Chapter in Edited Book								

Editor of Book by International Publisher								
Editor of Book by National Publisher								
(b) TRANSLATION WORKS IN INDIAN AND FOREIGN LANGUAGES BY QUALIFIED FACULTIES								
CHAPTER OR RESEARCH PAPER								
BOOK								

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

3. CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA.

Sl. No.	Activity	Claimed Score	Verified by the Committee	Encl. No.
(a) DEVELOPMENT OF INNOVATIVE PEDAGOGY				
(b) DESIGN OF NEW CURRICULA AND COURSES				
(c) MOOCs				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)				

MOOCs (developed in 4 quadrant) per module/lecture				
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)				
Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)				
(d) e-CONTENT				
Development of e-Content in 4 quadrants for a complete course/e-book				
e-Content (developed in 4 quadrants) per module				
Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				
Editor of e-content for complete course/ paper /e-book				

4. (a). RESEARCH GUIDANCE (Ph.D. awarded / Thesis submitted*)

Sl. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis submitted	College/University	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

* Submit Ph.D. Notification/Certificate of Submission

M.Phil./P.G. awarded *

Sl. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	College/University	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

* Submit M.Phil./P.G. Notification /Certificate of award

(b) RESEARCH PROJECTS COMPLETED

Sl. No.	Title of the Project (10 Lakhs and More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			
Sl. No.	Title of the Project (Less than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

(c) RESEARCH PROJECTS ONGOING:

Sl. No.	Title of the Project (10 Lakhs and More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			
Sl. No.	Title of the Project (Less than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

(d) CONSULTANCY

Sl. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Verified by the Committee	Encl. No.
				From	To			

5. (a) PATENTS

Sl. No.	Details of Patent	International/ National	Year	Claimed Score	Verified by the Committee	Encl. No.

(b) POLICY DOCUMENT (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Sl. No.	Details of Policy Document	International/ National / State	Year	Claimed Score	Verified by the Committee	Encl. No.

(c) Awards/Fellowship

Sl. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National	Date Awarded	Claimed Score	Verified by the Committee	Encl. No.

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)

Sl. No.	Title	Name of the Event	Invited/ Oral/Poster	Organizer/ Institute	Duration	International (Abroad)/ International (within country)/ National/ State/ University level	Claimed Score	Verified by the Committee	Encl. No.

ACADEMIC/RESEARCH SCORE CLAIMED BY THE APPLICANT:*(As per UGC Regulations 2018, APPENDIX II, and TABLE 2)*

Summary of Total Claimed Score(1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total
Entire Assessment Period	1	2	3	4	5	6	Claimed Score
From _____ to _____							

ACADEMIC/RESEARCH SCORE VERIFIED BY THE COMMITTEE:

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Verified Score						Total
Entire Assessment Period	1	2	3	4	5	6	Verified Score
From _____ to _____							

Declaration

I, _____ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

Place:**Signature of the applicant:****Date:****Full Name of the Applicant:****Designation:**

Forwarded by:

Teacher-In-charge (Convenor)

Department:.....
 Jagat Taran Girls' Degree College, Prayagraj

Principal

Jagat Taran Girls' Degree College
 Prayagraj

**Chairperson, Governing Body,
 Jagat Taran Girls' Degree College,
 Prayagraj**

**Dean, College Development
 University of Allahabad,
 Prayagraj**

List of Enclosures

(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

Encl. No.	Details of Enclosure
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Total Number of Enclosures:

Signature of the Applicant:

Full Name of the Applicant: