



DOON UNIVERSITY
(A STATE Govt. UNIVERSITY)
INTERNAL QUALITY ASSURANCE CELL
CAREER ADVANCEMENT SCHEME (CAS)

As per

[UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016]

PART A: GENERAL INFORMATION

(Please attach separate sheets if necessary; include more rows in the tables as per the need)

1.	Name in Capital Letter	
2.	Date of Birth & Age	
3.	Gender: Male/ Female:	Marital Status:
4.	Father's/ Spouse's Name	
5.	Designation:	
6.	Status: Regular/Contractual If Regular date of Joining the University	
7.	Applying in CAS for 1. Asst. Prof./equivalent cadres from Stage 1 to Stage 2 2. Asst. Prof./equivalent cadres from Stage 2 to Stage 3 3. Asst. Prof. (Stage 3) to Associate Prof. (Stage 4) 4. Associate Prof. (Stage 4) to Prof. (Stage 5) 5. Professor (Stage 5) to Professor (Stage 6)	
8.	Promotion due : Date of Eligibility	
9.	If on contract: a) Date of joining in the present contract. b) Date of completion of the contract	
10.	School/ Department	
11.	Area of Specialization	
12.	Current Designation & Basic Pay +Grade Pay	
13.	Address for correspondence with pin code	
14.	Permanent address with pin code Contact No: Email:	
15.	Whether acquired any degree or fresh academic qualification/honors during the year.	

16. Academic Staff College Orientation / Refresher Course/Training attended during the year:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency
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PART B : ACADEMIC PERFORMANCE INDICATORS

17. CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(a) Direct Teaching [Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work] (As per School Records)

Academic Session: July-December Semester																		
S. No	Program.	Semester	Course Title/Code	Course Credit & Credit Hrs	Classes Taught: Contact Hours						Remarks	APIScore (Hours ÷ 7.5) for Asst. Prof. and (Hours ÷ 7.75) for Assoc Prof./Prof						
					Allotted per week	Taught in the Semester						Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
						Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()								Year 6 ()
1.																		
2.																		
3.																		
January-June Semester																		
4.																		
5.																		
6.																		
Total																		
Max API Score = 70 in a year																		

(b) Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment

S. No	Type of Examination Duties	Duties Assigned						Total Hours						API Score (Total Hours ÷ 10)					
		Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()	Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()	Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()
1.																			
2.																			
3.																			
4.																			
5.																			
6.																			
7.																			
8.																			
		Total (Max Score : 20 in a year)																	

c) Innovative Teaching-learning methodologies, updating of subject contents/courses, mentoring etc.

Sl. No	Short Description	Total Hours						API Score (Total Hours ÷10)					
		Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()	Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()
1.	Curriculum Development												
2.	Teaching-learning methodology												
3.	Laboratory Experiments/ tutorial/Assignments												
Total Score (Max Score : 10 in a year)													

18. API SCORE for CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

		API Score					
		Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()
(a)	Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work (Max 70 in a year)						
(b)	Examination duties(question paper setting, Invigilation, evaluation of answer scripts) as per allotment (Max Score : 20 in a year)						
(c)	Innovative Teaching -learning methodologies, updating of subject contents/courses, mentoring etc. (Max Score : 10 in a year)						
Total API Score for Category I							

19. CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSIONACTIVITIES

Please mention your contribution to any of the following:

- (a) Student related co-curricular, extension and field based activities.
 - (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)
 - (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)
 - (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)

S. No	Type of Activity	Tasks	Total Hours						API Score (Total Hours ÷10)					
			Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()	Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()
1.														
2.														
3.														
4.														
5.														
6.														
7.														
Total Score (Max API Score : 15 in a year)														

(b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

(i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular officehrs for its discharge)

(ii) Participation in Board of Studies, Academic and Administrative Committees

S. No	Type of Activity	Tasks	Total Hours						API Score (Total Hours ÷10)					
			Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()	Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()
1.														
2.														
3.														
4.														
Total Score (Max API Score: 15 in a year)														

(c) Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articlesand any other contribution)

S. No	Type of Activity	Tasks	Total Hours						API Score (Total Hours ÷10)					
			Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()	Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()
1.														
2.														
3.														
4.														
Total Score (Max API Score : 15 in a year)														
TOTAL API SCORE for Category II [19(a) +19 (b) + 19(c)]														

20. CATEGORY III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

III (A) Published Papers in Journals

- Refereed journals as notified by UGC (Max API 25 per publication)
- Other Reputed journals as notified by UGC (Max API 10 per publication)

S. No	Title with year, vol, page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, If any	No. of co-authors	Whether you are the main author	S.No. of the journal in the UGC notified list of journals	API Score*
1.								
2.								
3.								

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor (Thomson Reuter) less than 1 - by 5 points; (ii) papers with impact factor (Thomson Reuter) between 1 and 2 by 10 points; (iii) papers with impact factor (Thomson Reuter) between 2 and 5 by 15 points; (iv) papers with impact factor (Thomson Reuter) between 5 and 10 by 20 points; (v) papers with impact factor (Thomson Reuter) 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.

III (B). Publications other than journal articles (books, chapters in books)

- Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (*Max API score 30 per book for single author*)
- Subject Books, published by National level publishers, with ISBN/ISSN number or State /Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC. (*Max API score is 20 per book for single author*)
- Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (*Max API score 15 per book for single author*)
- Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC. (*Max API score : International – 10 per chapter; National-5 per chapter*)

Sl. No	Title with year, vol, page nos.	Type of Book & Authorship	Publisher & ISSN/ISBN No	Whether peer reviewed.	No. of co-authors	Whether you are the main author	API Score
1.							
2.							
3.							
4.							
5.							
6.							

III (C). Research Projects

(i) Sponsored Projects

Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Managemen	Maximum score for University / College teacher
<ol style="list-style-type: none"> 1. Major Projects with grants above Rs. 30 lakhs 2. Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs 3. Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs 	<ol style="list-style-type: none"> 1. Major Projects with grants above Rs. 5 lakhs 2. Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs 3. Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs 	<ol style="list-style-type: none"> 1. 20 per Project 2. 15 per project 3. 10 per project

S. No	Title	Whether PI/Co-PI	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	API Score
1.						
2.						
3.						

(ii) Consultancy Projects

Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Managemen	Maximum score for University / College teacher
<ul style="list-style-type: none"> • Amount mobilized with a minimum of Rs.10 lakhs 	<ul style="list-style-type: none"> • Amount mobilized with a minimum of Rs. 2 lakhs 	<ul style="list-style-type: none"> • 10 for every Rs.10 lakhs and Rs.2 lakhs,

S. No	Title	Whether PI/Co-PI	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	API Score
1.						
2.						
3.						

III (D) Research Guidance

- M.Phil. (Degree awarded) : 5 per candidate
- Ph.D. (Degree awarded/Thesis submitted) : 15/10 per candidate

	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M.Phil. or equivalent				
Ph.D or equivalent				

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

(i) Fellowship/Awards

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
<ul style="list-style-type: none"> • International Award/Fellowship from academic bodies • National Award/Fellowship from academic bodies • State/University level Award from academic bodies 	<ul style="list-style-type: none"> • International Award / Fellowship from academic bodies/associations • National Award/Fellowship from academic bodies/associations • State/University level Award from academic bodies/associations 	<ul style="list-style-type: none"> • 15 per Award / 15 per Fellowship • 10 per Award / 10 per Fellowship • 5 Per Award

(III) E (i) (Fellowship/Awards) (S.No.)	Name of Award/Fellowship	Details (Mention Year, Value etc. where relevant)	International /National/State/University level	API
1.				
2.				

(ii) Invited Lectures/Papers in conferences / seminars

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

- International : 7 per lecture/ 5 per paper presented
- National level ; 5 per lecture/ 3 per paper presented
- State/University Level : 3 per lecture/ 2 per paper presented

(III) E (ii) (S. No)	Date	Title of Lecture/Academic Session	Title of Conference / Seminar	Organised by	Whether International / National /State/University level	API Score
1.						
2.						
3.						

III (F) Development of e-learning delivery process/material

- API Score : 10 per Module

S.No.	Name of the course for e-learning	Material description	Website address (where the e-learning module is available)	API Score
1.				
2.				

21. API SCORE FOR CATEGORY III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Sub-Category	Criteria	Total – API Score for Assessment Period ()	Limit/Cap in API Score
III (A)	<i>Published Papers in Journals</i>		---
III (B)	<i>Publications other than journal articles (books, chapters in books)</i>		---
III (C) Research Projects	III (C) (i) : <i>Sponsored Projects</i>		---
	III (C) (ii) : <i>Consultancy Projects</i>		---
III (D)	<i>Research Guidance</i>		---
III (E)	III (E) (i) : <i>Fellowship/Awards</i>		---
	III (E) (ii) : <i>Invited lecture/paper in Conference/Seminar</i>		The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period
III (F)	<i>Development of e-learning delivery process/material</i>		---
Total API Score for Category III			

22. SUMMARY OF API SCORES

Category	Criteria	Academic years						Total – API Score for Assessment Period ()	Annual Av. API Score for Assessment Period ()
		Year 1 ()	Year 2 ()	Year 3 ()	Year 4 ()	Year 5 ()	Year 6 ()		
I	Teaching, Learning and Evaluation related activities								
II	Co-curricular, Extension, Professional Development etc								
III	Research and Academic Contribution								
Total API (II + III)									

LIST OF ENCLOSURES: *(Please attach copies of certificates, sanction orders, research papers published / presented wherever necessary, failing which the provided information will not be considered)*

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

CERTIFICATE

I certify that the information provided is correct as per records available with the University and / or documents enclosed.

Signature of the faculty

Date:

Forwarded by:

Signature of the Head

School/ Department
(Office Seal)

For Official Use

Office of the IQAC