



# MUNGER UNIVERSITY, MUNGER

Administrative Block, Shastrinagar, Munger (BIHAR) - 811201

Letter No.....

Date.....

## **PROFORMA FOR PROMOTION UNDER CAS 2018**

### **PART – A**

(CAS, 2018 for the promotion of teachers of the Universities and Constituent Colleges of Bihar communicated vide Governor Secretariat letter no – BSU(Statute)-08/2005-1097/GS(I), Dated 21.07.2022, Education Department, Government of Bihar letter no. 15/ एम 1 – 83/ 2019 (अंश 1) – 197 dated 17.01.2023 and Governor Secretariat letter no – BSU(Statute)-08/2005-283/GS(I), Dated 15.02.2023)

1.	Name (In Block Letters):	
2.	Father's Name:	
3.	College & Department	
4.	Date of Appointment	
5.	Date of Confirmation	
6.	Nature of Appointment	
7.	Recommendation of the Commission	
8.	Present Designation & Annual Grade Pay/Academic Level:	
9.	Date of last promotion ( <i>attach proof</i> ):	
10.	Date of Eligibility for Promotion:	
11.	Gender:	
12.	Category:	

13.	Address for correspondence:	
14.	Permanent Address	
15.	Telephone/Mobile No:	
16.	E-mail:	

**17. Academic Qualifications:**

Sr. No.	Examination Passed	Principal Subjects	Name of the University or Examination Body	Full Marks	% of Marks secured with Div., Grade	Year of passing
1	2	3	4	5	6	7
1	Matriculation					
2	Intermediate					
3	Graduation				Overall %: Hons %:	
4	Post-Graduation					
6	UGC NET/JRF					
7	M. Phil.				Date :	
8	Ph.D.				Date :	
Title of Ph.D. Thesis						
9	Others					

**18. Appointments held prior to joining this institution:**

Designation	Name of Employer	Date of Joining		Pay Band with AGP/A
		Joining	Leaving	

**19. Posts held since joining Munger University, Munger :**

S. No.	Designation	Department/Centre	Date of actual Joining		Pay Band with AGP/ Academic Level
			From	To	
1.	Appointment of Asstt. Professor				
2.	Date of Promotion at Stage-2/ Leve-11				
3.	Date of Promotion at Stage-3/ Level-12				
4.	Date of Promotion at Stage-4/ Level-13A				

20. Ph. D. student (During assessment period): Under supervision  Guided

21. Total number of research publications in the peer-reviewed or UGC/UGC-CARE-listed journals (during entire career):

22. Total number of research publications, published in the peer-reviewed or UGC/CARE-listed journals during the assessment period:

23. Fields of Specialisation under the Subject/Discipline:

24. Orientation course/Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programme or completed one MOOCs course.

Sl. No.	Programme	Duration with date	Organized by

### Declaration

I, \_\_\_\_\_ hereby solemnly certify that all the information provided in this application form is true and correct to the best of my knowledge and belief. I also declare that I am eligible for the applied post as per CAS, 2018 for the promotion of teachers of the Universities and Constituent Colleges of Bihar communicated vide Governor Secretariat letter no – BSU(Statute)-08/2005-1097/GS(I), Dated 21.07.2022, Education Department, Government of Bihar letter no. 15/ एम 1 – 83/ 2019 (अंश 1) – 197 dated 17.01.2023 and Governor Secretariat letter no – BSU(Statute)-08/2005-283/GS(I), Dated 15.02.2023 guidelines and have also filled in the APAR of the application form (which is being submitted along with the Part-A of form) for calculation of the Performance/ Research Score. I also declare that the APAR reports of the required duration have been filled and submitted with the HoD/ Principal/ In-charge Principal.

Place: \_\_\_\_\_ Signature of the applicant \_\_\_\_\_

Date: \_\_\_\_\_ Designation \_\_\_\_\_

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature HoD/ Principal/ In-charge Principal

Seal

## PART – B

**Table: 1. ANNUAL PERFORMANCE ASSESSMENT REPORT**

(As per Governor Secretariat letter no – BSU(Statute)-08/2005-1097/GS(I), Dated 21.07.2022, Education Department, Government of Bihar  
letter no. 15/ एम 1 – 83/ 2019 (अंश 1) – 197 dated 17.01.2023)

Annual period: ..... to .....

(Information provided should pertain to the academic Year referred above)

<b>Name :</b>	
<b>College &amp; Department:</b>	
<b>Designation &amp; Level :</b>	

### 1. Teaching Activity:

S. No	Course/Semester/Paper	*Mode of teaching	No. of classes per week allotted	No. of classes taken as per documented record per year	% classes taken	Grading Criteria To be filled by HoD/ Principal/ In-charge Principal
<b>Grading Criteria:</b> <b>Good : 80 % &amp; above,</b> <b>Satisfactory : Below 80 % but 70 % &amp; above,</b> <b>Not Satisfactory: Less than 70 %</b> <b>Note 1: * Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C), Lab (LB)</b>						

### 2. Involvement in the students related activities/research activities:

S. No	Nature of Activity	Period/ Date (s)	Grading Criteria To be filled by HoD/ Principal/ In-charge Principal
a.	Administrative responsibilities such as Head Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (list activities below)		
b.	Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation. (list activities below)		

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. (list activities below)						
d.	Organising seminars/ conferences/ workshops, other college/ university activities. (list activities below)						
e.	Evidence of actively involved in guiding Ph. D. students. (list activities below)						
f.	Conducting minor or major research project sponsored by national or international agencies. (list activities below)						
g.	No. of single or joint publication in peer-reviewed or UGC list of Journals.						
S. No.	Title with page no., vol. no., and date of publication	Journal Name	ISSN No.	Impact Factor	Listed in UGC-CARE/ Scopus/ WoS/ Peer Reviewed	Whether First Author / Corresponding / Supervisor/ Co-supervisor?	

**Grading Criteria:**  
**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.*  
**(Note 3: Enclose all relevant documents in sequence)**

## Overall Grading:

<b><u>Overall Grading Criteria:</u></b>  <b>Good: Good in teaching and satisfactory or good in activity at SI. No.2.</b> <b>Or</b> <b>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at SI. No.2.</b> <b>Not Satisfactory: If neither good nor satisfactory in overall grading</b>	<b>To be filled by HoD/ Principal/ In-charge Principal</b> <b><u>Overall Grading:</u></b>
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**Note: 1.** 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, 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

**Note: 2.** The repost should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HoD/ Principal/ In-charge Principal. The submission should be through the Head of the Department (HoD)/Principal/ In-charge Principal.

**I certify that the information provided in Table. 1. S. No. 1 and 2 is correct as per records available with the college/ university and/or documents enclosed along with the duly filled in the annual performance assessment report proforma.**

Signature of the Applicant:

Designation:

Date:

**The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.**

**Signature of HoD/ Principal/ In-charge Principal**

**Seal**

**Note: The individual Annual Performance Assessment Reports proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.**

## PART – C

**Table: 2. Academic /Research Score**

As per Governor Secretariat letter no – BSU(Statute)-08/2005-1097/GS(I), Dated 21.07.2022, Education Department, Government of Bihar  
letter no. 15/ एम 1 – 83/ 2019 (अंश 1) – 197 dated 17.01.2023

### 1. Research Papers (Journal)

S. No.	Title with page nos. and date of publication	Journal	ISSN No	Whether peer reviewed	* Impact Factor if any	No. of co-authors	Whether First Author / Corresponding / Supervisor/ Co-supervisor?	Listed in UGC-CARE/ Scopus/ WoS or not?	Research Score
	<b>Before Assessment Period (for Associate Professor and Professor)</b>								
<b>Peer-Reviewed or UGC-listed Journals/UGC-CARE listed Journals (* Impact factor to be determined as per Thomson Reuters list proof attached).</b> <b>(Note: Enclose all journals papers in sequence i.e. full papers, ISSN no., peer reviewed, IF, Supervisor, UGC-CARE/Scopus/WoS proof).</b>									

### 2. (a) (i) Book authored

S. No.	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN No	No. of co-authors	Whether you are the main author	Research Score
<b>(Note: Enclose all relevant documents in sequence i.e Book cover page, back page, contents proof and ISBN no proof along with complete book)</b>							



**2. (a) (ii) Chapters published in Books / Edited Books**

S. No.	Title with page Nos. and date of publication	Book/ Title editor & publisher	ISBN No	No. of co-authors	Whether you are the main author	Research Score
(Note: Enclose all relevant documents in sequence i.e Book cover page, back page, contents proof, ISBN no proof and concern chapter full page proof)						

**2. (a) (iii) Editor of Book**

S. No.	Title with page No and date of publication	Name of Publisher	Whether National/ International Publisher	ISBN No	No. of co-editors	Whether you are the main editor	Research Score
(Note: Enclose all relevant documents in sequence i.e Edited Book cover page, back page, contents proof and ISBN no proof along with complete book)							

**2. (b) (i) Translation works in Indian and Foreign Languages by qualified faculties**

S. No.	Title with page No and date of publication	Types of Translation Indian/Foreign Languages	Publisher & ISSN/ ISBN No	Chapter/ Research Paper	No. of co-Translator	Whether you are the main Translator?	Research Score
(Note: Enclose all relevant documents in sequence i.e Research paper, Book cover page, back page, contents proof, ISSN/ISBN no proof along with book and concern chapter full page proof)							

### 2. (b) (ii) Translation works in Indian and Foreign Languages by qualified faculties

S. No.	Title with page No and date of publication	Types of Translation Indian/Foreign Languages	Publisher & ISSN/ ISBN No	Book	No. of co-Translator	Whether you are the main Translator?	Research Score
(Note : Enclose all relevant documents in sequence)							

### 3. (a) Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula: Development of Innovative pedagogy

S. No.	Title of Development of Innovative pedagogy	Short Description/ Contribution	Type of Pedagogy/Modules/ E-content/ uploaded link	Level UG/PG	No. of Quadrants	CEC approval if any	Research Score
(Note: Enclose all relevant documents in sequence)							

### 3. (b) Design of new curricula and courses

S. No.	Title of curricula and course	Level UG/PG	No. of Units/ course	Approval of competent authority (if any)	Research Score
(Note: Enclose all relevant documents in sequence)					

### 3. (c) MOOCs

S. No.	MOOCs (Development of complete MOOCs, MOOCs module/lecture, Content writer/subject matter expert, Course Coordinator for MOOCs)	Short Description/ Contribution	Level of contribution (Content writer/ subject matter expert)	No. of Quadrants	No. of Module/ lecture	Research Score
(Note: Enclose all relevant documents in sequence)						

### 3. (d) E-Content

S. No.	Title of E-content	Level of contribution UG/PG	No. of Quadrants	Level of contribution (Editor of e-content for complete course/paper/e-book)	No. of Module	Research Score
(Note: Enclose all relevant documents in sequence)						

### 4. (a) Research Guidance

S. No.	Degree	Name of the Students	Thesis Submitted (with date)	Degree awarded (with date)	Research Score
1	*M. Phil./ *P.G dissertation				
2	Ph. D.				
*Note: Only awarded will be considered. (Note: Enclose all relevant documents in sequence)					

### 4. (b), (c) & (d) Ongoing and Completed Research Projects/ Consultancy Projects.

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the PI/Co-PI/Consultant	Status Ongoing/ Completed	Research Score
Note 1: Principal Investigator and Co-investigator would be 50% each. (Note 2: Enclose all relevant documents in sequence i.e. Sanctioned letter and UC certificate)							

### 5. (a) Patent

S. No.	Title	National / International	Date of Filing	Status: Published/ Granted as on date	Patent file No.	Research Score

(Note: Enclose all relevant documents in sequence)

#### 5. (b) \*Policy Documents

S. No.	Title	Funding Agency	Date of Submission/ approval	*Policy documents prepare for International bodies like IMF/UNO/UNESCO/World Bank etc. Central/State Govt. Bodies (name of the bodies)	International/ National/ State	Research Score

(Note: Enclose all relevant documents in sequence)

#### 5. (c) Awards/ Fellowships

S. No.	Title of the Fellowships/Awards	Date of award	Awarding Agency	Whether level International/ National	Research Score

(Note: Enclose all relevant documents in sequence)

#### 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).*

S. No.	Title / Academic Session with date	Lecture/Resource Person/Paper presentation/full paper in Conference Proceedings	Agency	Whether International (Abroad) / International (within country)/ National/State/ University level	Research Score

**\*Note:** \*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. (As per UGC Regulation-2018, page no. 107, published in the Gazette of India dated 18.07.2018)  
(Note: Enclose all relevant documents in sequence i.e. Certificate are required for lecture and paper presentation)

**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.
- The research score shall be from the minimum of three categories out of six categories.

## SUMMARY OF RESEARCH SCORE

S. No	Academic/ Research Activity	Total Research Score claimed by the candidate	<i>For Office use only</i>
1.	Research Papers in Peer-Reviewed or UGC listed Journals		
2.	Publications other than journal, (a). Books authored (b). Translation works		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula a. Development of Innovative pedagogy. (b) Design of new curricula and courses. (c) MOOCs. (d) E-Content		
4.	(a) Research Guidance (b) Research Projects Completed (c) Research Projects Ongoing (d) Consultancy		
5. (a & c)	(a) Patents (c) Awards/Fellowships		
5. (b)	*Policy Documents		
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)		
(*Note: *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.)			
<b>Total</b>			

**LIST OF ENCLOSURES:** (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
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- 14.

- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

**I certify that the information provided in Table. 2 are correct as per records available with the university and/or documents enclosed along with the duly filled proforma.**

**Signature of the Applicant:**

**Designation:**

**Date:**

**The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.**

Signature of HoD/ Principal/ In-charge  
Principal  
e of Dean With seal and date  
and date

Signature  
seal

**N:B: The individual research proforma duly filled along with all enclosures, submitted for CAS promotions will be verified as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.**

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