



**VASANT KANYA MAHAVIDYALAYA
KAMACHHA, VARANASI**

**Pro-forma for Promotion for Teaching positions under CAS
GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Date of Birth :
3. Sex: Male/ Female
4. Father's Name:
5. Mother's Name :
6. Marital Status :
7. Nationality :
8. Religion :
9. Department: Faculty/Instt.:
10. Present Designation on which you are working :
11. Pay Scale with Academic Pay Level :
12. Date of last Appointment/Promotion on the present post:
13. Position and Academic Pay Level for which you are an applicant under CAS:
14. Date of eligibility on promotion which you claim:
15. The category you belong to : SC/ST/OBC/Gen
16. Address for Correspondence (with PIN Code):
17. Permanent Address (with PIN Code) :
Telephone No.:
Mobile No.:
e-mail:

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Passport Size
Photograph

18. Academic Qualifications (High School till post graduation)

| Examination | Name of the Board/ University | Year of passing | Percentage of Marks obtained | Div./ Grade | Subjects |
|---|----------------------------------|--------------------|---------------------------------|----------------|----------|
| High School | | | | | |
| Intermediate/+2 | | | | | |
| Graduation | | | | | |
| Professional Graduation | | | | | |
| Post Graduation | | | | | |
| Other examinations/ Super- Specialization, if any | | | | | |

19. Research Degree(s)

| Degree | Title | Date of Award | University |
|---|-------|---------------|------------|
| M.Phil/M.Tech./M.Pharm /MD/MS/MDS/DNB/LL.M | | | |
| Ph.D./D.Phil. | | | |
| D.Sc./D.Lit | | | |

20. Appointments held prior to joining VKM.

| Designation | Name of Employer | Date of | | Salary with Academic Level | Reason of leaving |
|-------------|---------------------|---------|---------|-------------------------------|-------------------|
| | | Joining | Leaving | | |
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21. Posts held after appointment at VKM.

| Designation | Department | Date | | Salary with Academic Level |
|-------------|------------|------|----|-------------------------------|
| | | From | To | |
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| 22. Period of teaching experience: | P.G. Classes (in years) | | U.G. Classes (in years) | |
| 23. | Research Guidance | | | |

24. Post Doctoral Research experience (as Research Scientist, Research Associate etc.) (in years)

25. Fields of specialization :

- (a)
- (b)

26. Orientation/Refresher/Research Methodology Course/Workshop/Syllabus Up-gradation Workshop/Training Teaching-Learning-Evaluation/Technology Programmes/Faculty Development Programmes/MOOCs Course:

| Name of the Course/Programme | Institution | Duration | Sponsoring Agency |
|------------------------------|-------------|----------|-------------------|
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TABLE – 1

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHER

(Please see detailed instructions before filling up this section)

(Give separately for each year of the assessment period.)

Assessment Year

1) Teaching (Number of classes taught / total classes assigned) x 100 : (Please enclose the documentary evidence for your claim)

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

| Sl. No. | Nature of Activity | Number of classes taught | Total classes assigned | Grading |
|--------------|--------------------|--------------------------|------------------------|---------|
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| | | | | |
| Total | | | | |

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

(Note : Number of activities can be within or across the broad categories of activities)

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

(Please enclose the documentary evidence for your claim)

| Sl. No. | Nature of Administrative responsibility with details | Duration |
|---------|--|----------|
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b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. *(Please enclose the documentary evidence for your claim)*

| Sl. No. | Nature of Duty with details | Duration |
|---------|-----------------------------|----------|
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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. *(Please enclose the documentary evidence for your claim)*

| Sl. No. | Nature of Activity with details | Duration |
|---------|---------------------------------|----------|
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d) Organising seminars/ conferences/ workshops, other college/university activities. *(Please enclose the documentary evidence for your claim)*

| Sl. No. | Name of Activity with details | Duration |
|---------|-------------------------------|----------|
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e) Evidence of actively involved in guiding Ph.D students. *(Please enclose the documentary evidence for your claim)*

| Sl. No. | Details of Ph.D. guidance | Duration |
|---------|---------------------------|----------|
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f) Conducting minor or major research project sponsored by national or international agencies. *(Please enclose the documentary evidence for your claim)*

| Sl. No. | Details of project | Agency | Amount (Rs.) |
|---------|--------------------|--------|--------------|
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g) At least one single or joint publication in peer-reviewed or UGC list of Journals. *(Please enclose the documentary evidence for your claim)*

| Sl. No. | Details of publication | ISSN/ISBN No. | Whether Peer-reviewed of UGC Listed Journal |
|---------|------------------------|---------------|---|
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Grading for Sl. No. 2 (a to g) {Please (✓) on grading claimed}

| Good | Satisfactory | Not satisfactory |
|------|--------------|------------------|
| | | |

Grading Criteria –

- 1- 80% & above – **Good**, Below 80% but 70% & above- **Satisfactory**& Less than 70% - **Not satisfactory**.
- 2- **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
ACADEMIC AND RESEARCH ACTIVITIES
(During the entire period of assessment)

1. Published Research Papers in Peer Reviewed or UGC listed Journals:

(Please enclose the documentary evidence for your claim)

| S.No | Title with page Nos. and Vol. No. | Name of Journal | ISSN/ISBN No. | Impact factor, if any. | Sl. No. of UGC list of approval journals | Authorship: Sole/First/Principal/Corresponding/Supervisor/Mentor/Co-author | No. of authors | Academic/Research Score | Score verified by the Committee |
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2 . Publications (other than Research Papers)

a) Books Authored / Editor of Book: *(Please enclose the documentary evidence for your claim)*

| S.No | Title with page nos. | Level of Publisher (International / National) | Publisher & ISSN/ISBN No. | Authorship: Sole Author/Co-author/Editor | No. of authors | Academic/Research Score | Score verified by the Committee |
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Chapter in Edited Book : *(Please enclose the documentary evidence for your claim)*

| S. No | Chapter title with page nos. | Book title & Publisher | ISSN/ISBN No. | Authorship: Sole Author/Co-author/Editor | No. of authors | Academic/Research Score | Score verified by the Committee |
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b) Translation works in Indian and Foreign Languages by qualified faculties:

(Please enclose the documentary evidence for your claim)

| S. No | Type of publication (Book/Chapter/Research Paper) | Chapter/Research Paper title with page nos. | Book title & Publisher | ISSN/ISBN No. | Authorship: Sole Author/Co-author/Editor | No. of authors | Academic/Research Score | Score verified by the Committee |
|-------|---|---|------------------------|---------------|--|----------------|-------------------------|---------------------------------|
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3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula :

a) Development of Innovative pedagogy: *(Please enclose the documentary evidence for your claim)*

| S.No | Brief description | Organization for which it was developed | Level: (PG/UG) | Academic/Research Score | Score verified by the Committee |
|------|-------------------|---|----------------|-------------------------|---------------------------------|
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b) Design of new curricula and courses: *(Please enclose the documentary evidence for your claim)*

| S.No | Brief description | Organization for which it was developed | Level: (PG/UG) | Academic/Research Score | Score verified by the Committee |
|------|-------------------|---|----------------|-------------------------|---------------------------------|
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c) MOOCs:*(Please enclose the documentary evidence for your claim)*

| S.No | Brief description | Organization for which it was developed | Level: (PG/UG) | Academic/Research Score | Score verified by the Committee |
|-------|---|---|----------------|-------------------------|---------------------------------|
| (i) | Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit) <i>(Please also specify the number of credit course)</i> | | | | |
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| (ii) | MOOCs (developed in 4 quadrant) per module/lecture | | | | |
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| (iii) | Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | | | | |
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| (iv) | Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 2 marks/credit) | | | | |

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| | (Please also specify the number of credit course) | | | |
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d) E-Content : (Please enclose the documentary evidence for your claim)

| S. No | Brief description | Organization for which it was developed | Level: (PG/UG) | Academic/ Research Score | Score verified by the Committee |
|-------|---|---|----------------|--------------------------|---------------------------------|
| (i) | Development of e-Content in 4 quadrants for a complete course/e-book | | | | |
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| (ii) | e-Content (developed in 4 quadrants) per module | | | | |
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| (iii) | Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) | | | | |
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| (iv) | Editor of e-content for complete course/paper/e-book | | | | |
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4.a) Research Guidance as Supervisor or Co-Supervisor : (Please enclose the documentary evidence for your claim)

| | Number enrolled | No. of Thesis submitted with date of submission | No. of Degree awarded with date of award | Academic/Research Score | Score verified by the Committee |
|---------------------------|-----------------|---|--|-------------------------|---------------------------------|
| Ph.D. | | | | | |
| M.Phil./P.G. Dissertation | | | | | |

b) Research Project Completed : (Please enclose the documentary evidence for your claim)

| S. No. | Title of Project | Funding Agency | Period | Amount of Grant (In Lac) | Academic/ Research Score | Score verified by the Committee |
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c) Research Project Ongoing : *(Please enclose the documentary evidence for your claim)*

| S. No. | Title of Project | Funding Agency | Period | Amount of Grant (In Lac) | Academic/ Research Score | Score verified by the Committee |
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d) Consultancy: *(Please enclose the documentary evidence for your claim)*

| S. No. | Title of Project | Funding Agency | Period | Amount mobilized with (In Lac) | Academic/ Research Score | Score verified by the Committee |
|--------|------------------|----------------|--------|--------------------------------|--------------------------|---------------------------------|
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5. a) Patents : *(Please enclose the documentary evidence for your claim)*

| S. No. | Description of Patent with Patent Number | Level of Patent (International /National) | Status (Filed/ Approved) | Date of Filing/ Approval | Name of Patent Agency | Academic/ Research Score | Score verified by the Committee |
|--------|--|---|--------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|
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b). *Policy document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) : *(Please enclose the documentary evidence for your claim)*

| S. No. | Description of Policy Document | Level of Policy Document (International /National/State) | Submitted to International body/ organization like UNO/UNESCO/ World Bank/ International Monetary Fund etc. or Central Govt. or State Govt. | Date of submission | Academic/ Research Score | Score verified by the Committee |
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(G) Any other information related to academic achievement: *(Please enclose the documentary evidence for your claim)*

| Sl. No. | Details |
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| 10. | |

List of Enclosures: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

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

I certify that the information provided are correct as per records available with the College and/or documents enclosed with the application.

Date :

Place :

Signature & Designation of the Applicant

Certified that Dr. _____ has been working as _____ in the Academic Pay Level _____ in this Department since _____.

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

Manager

Principal