



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟାବିହାର, ଭୁବନେଶ୍ୱର

**RAMA DEVI WOMEN'S UNIVERSITY**

Vidya Vihar, Bhubaneswar, Odisha-751022, India. Ph.No.0674-2542644

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Passport Photo

**APPLICATION FORM FOR PROMOTION UNDER CAS**

For the assessment period: ----- to -----

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1.	<b>Name (in BLOCK LETTERS)</b>	
2.	<b>Department /Faculty</b>	
3.	<b>Father's Name/Mother's Name</b>	
4.	<b>Current Designation &amp; Academic Grade</b> <b>Pay:</b>	
5.	<b>Date of Last Appointment/Promotion</b>	
6.	<b>Which position and AGP you are an applicant under CAS?</b>	
7.	<b>Date of Eligibility for promotion</b>	
8.	<b>Date of Birth</b>	
9.	<b>Gender</b>	
10.	<b>Marital Status</b>	
11.	<b>Nationality</b>	
12.	<b>Category: SC/ST/UR/PWD</b>	
13.	<b>Address for correspondence (with Pin code)</b>	
14.	<b>Permanent address (with Pin code)</b>	
	<b>Telephone No. /Mobile No.</b>	
	<b>Email</b>	

**15. Academic Qualifications (Graduation onwards)**

Examination	Name of the University	Year of Passing	Percentage (%) of Marks obtained	Division Class/Grade	Subject
B.A./B.Sc./B.Com./ Graduation					
M.A./M.Sc./M.Com./ Other PG Course					
Other examination, if any					

**16. Research Degrees (s)**

Degree	Title	Date of Award	Institute/University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D. Litt.			

**17. Joining Details at Rama Devi Women's University.**

Designation	Appointment Order No. /Date	Date of Actual Joining	Salary with Grade Pay/ Level	Years of completion in the present post	Nature of Duty

18. **Teaching Experience: PG classes** (in years)  : **UG classes** (in years)

19. **Research Experience excluding years spent in M.Phil./Ph.D.** (in years)

20. **Field of Specialization under the subject/Discipline**

(a).....

(b).....

21. **Details of Orientation (21 Days) /Refresher /Equivalent Course(s) Completed** (As per UGC Regulations 2018)

Sl. No.	Name of the Course	Place	Duration	Sponsoring Agency	Whether NOC taken from the Registrar, RDWU for availing the course	If NOC taken, give Letter No. & Date

## PART B: ANNUAL PERFORMANCE ASSESSMENT REPORT

(Please refer to UGC Regulations, 2018 for filling the APAR)

### I. TEACHING (please give separately for each year)

**(a) Teaching (Odd Semester):** From.....To...../20.....

Sl. No.	Course/Paper	Level (UG/PG/Other)	Mode of Teaching	No. of Classes Taught*	No. of Classes Assigned
1.					
2.					
3.					
4.					
5.					
<b>Sub-Total (1)</b>					

**Teaching (Even Semester):** From .....To...../20.....

Sl. No.	Course/Paper	Level (UG/PG/Other)	Mode of Teaching	No. of Classes Taught*	No. of Classes Assigned
1.					
2.					
3.					
4.					
5.					
<b>Sub-Total (2)</b>					
<b>Total (1+2)</b>					
<b>(Number of Classes Taught / Total Classes Assigned) x 100%</b>					
<b>GRADING CRITERIA</b>					
80% & above – <b>Good</b>					
Below 80% but 70% & above – <b>Satisfactory</b>					
Less than 70% - <b>Not satisfactory</b>					

\* Classes taught includes sessions on tutorials, lab and other teaching related activities

## II. INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES:

(Please give separately for each year)

Sl. No.	Name of Activity	YES/NO
1.	(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.	
2.	(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	
3.	(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.	
4.	(d) Organising seminars/ conferences/ workshops, other college/university activities.	
5.	(e) Evidence of actively involved in guiding Ph.D. students.	
6.	(f) Conducting minor or major research project sponsored by national or international agencies.	
7.	(g) At least one single or joint publication in peer reviewed or UGC list of Journals.	
<b>Grading</b>		

### 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 above stated activities

### III. OVERALL GRADING IN PART-B

Grading Criteria	Grading Assigned
<b>Good:</b> Good in teaching and satisfactory or good in activity at Sl. No. II. <b>OR</b> <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl. No. II. <b>Not Satisfactory:</b> 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.

## PART C: RESEARCH SCORE

### CATEGORY-1: RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS

#### (i) Peer Reviewed Journals

Sl. No.	Authors in Sequence	Paper Title & Year/Vol./Issue/Page.	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the First/Principal/Corresponding author	Total Score	Score Claimed	Score Awarded
1									
2									
3									
<b>Total</b>									

#### (ii) UGC Listed Journals

Sl. No.	Authors in Sequence	Paper Title & Year/Vol./Issue/Page.	Journal Name	Journal ISSN No.	Impact Factor, if any	Whether you are the First/Principal/Corresponding author	UGC List No.	Total Score	Score Claimed	Score Awarded
1										
2										
<b>Total</b>										

### CATEGORY-2: PUBLICATIONS (OTHER THAN RESEARCH PAPERS):

#### (a) Books Authored.

##### (i) Books authored which are published by International Publishers-

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	Total Score	Score Claimed	Score Awarded
1								
2								
<b>Total</b>								

##### (ii) Books authored which are published by National level publishers-

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	Total Score	Score Claimed	Score Awarded
1								
2								
<b>Total</b>								

**(iii) Chapters in Edited Books-**

Sl. No.	Authors in Sequence	Chapter Title with page nos.	Book Title, editor (s) & Year	Publisher Details	ISSN/ISBN No.	Whether you are the main author	Total Score	Score Claimed	Score Awarded
1									
2									
<b>Total</b>									

**(iv) Editor of Book by International Publisher -**

Sl. No.	Editors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main editor	Total Score	Score Claimed	Score Awarded
1								
2								
<b>Total</b>								

**(v) Editor of Book by National Publisher**

Sl. No.	Editors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main editor	Total Score	Score Claimed	Score Awarded
1								
2								
<b>Total</b>								

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

**(i) Chapter / Research Paper** (Translation works in Indian and Foreign Languages by qualified faculties)

Sl. No.	Authors in Sequence	Chapter /paper Title with page nos.	Book Title, editor (s) & Year	Publisher Details	ISSN/ISBN No.	Whether you are the main author	Total Score	Score Claimed	Score Awarded
1									
2									
<b>Total</b>									

**(ii) Book** (Translation works in Indian and Foreign Languages by qualified faculties)

Sl. No.	Authors in Sequence	Book Title & Year/Page.	Publisher Details	ISSN/ISBN Number	Whether you are the main author	Total Score	Score Claimed	Score Awarded
1								
2								
<b>Total</b>								

**CATEGORY-3: CREATION OF ICT MEDIATED TEACHING-LEARNING PEDAGOGY AND CONTENT & DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA.**

**(a) Development of Innovative Pedagogy**

Sl. No.	Title of the materials	Year	Developed for whom / Sponsorship/Funding, if any	Whether International /National/State /University level	Total Score	Score Claimed	Score Awarded
1							
2							
<b>Total</b>							

**(b) Design of new curricula and courses**

Sl. No.	Title of the Curricula / courses	Year	Developed for whom / Sponsorship/Funding, if any	Whether International /National/State /University level	Total Score	Score Claimed	Score Awarded
1							
2							
<b>Total</b>							

**(c) MOOCs**

Sl. No.	Title of the assignment	Credit/Module Details	Year	Developed for whom /Sponsorship/ Funding, if any	Whether International /National/State /University level	Total Score	Score Claimed	Score Awarded
1								
2								
<b>Total</b>								

**(d) E-Content**

Sl. No.	Title of the e-content	Type of assignment	Year	Developed for whom /Sponsorship/ Funding, if any	Whether International /National/State /University level	Total Score	Score Claimed	Score Awarded
1								
2								
<b>Total</b>								

**CATEGORY-4: RESEARCH GUIDANCE/PROJECTS/CONSULTANCY.****a) Research Guidance**

Sl. No.	Level of Guidance	No. of Thesis Submitted	No. of Degree Awarded	Total Score	Score Claimed	Score Awarded
1	Ph.D. Thesis					
2	M. Phil. Dissertation					
3	P.G. Dissertation					
<b>Total</b>						

**(i) Details of Ph.D. Guidance**

Sl. No.	Name of Scholar	Title of Thesis	Name of Department & University Guided	Date of Submission	Date/Year of Award
1					
2					

**(ii) Details of M.Phil. Guidance**

Sl. No.	Name of Scholar	Title of Dissertation	Name of Department & University Guided	Date/Year of Award
1				
2				

**(iii) Details of P.G. Guidance**

Sl. No.	Name of Scholar	Title of Dissertation	Name of Department & University Guided	Date/Year of Award
1				
2				

**b) Research Projects Completed**

Sl. No.	Title of Project	Funding Agency & Year of Funding	Project Duration	Grant/ Amount Mobilized (Rs. Lakh)	More than or less than 10 lakhs	Date of completion	Total Score	Score Claimed	Score Awarded
1									
2									
<b>Total</b>									

**c) Research Projects Ongoing**

Sl. No.	Title of Project	Funding Agency & Year of Funding	Project Duration	Grant/ Amount Mobilized (Rs. Lakh)	More than or less than 10 lakhs	Date of Commencement	Total Score	Score Claimed	Score Awarded
1									
2									
<b>Total</b>									

**d) Consultancy**

Sl. No.	Project Title	Funding Agency & Year of Funding	Project Duration	Grant/Amount Mobilized (Rs. Lakh)	Whether completed or Ongoing	Total Score	Score Claimed	Score Awarded
1								
2								
<b>Total</b>								

**CATEGORY-5: PATENTS/POLICY DOCUMENTS/AWARDS**

**a) Patents**

Sl. No.	Title of Patent	Specialized Area	National/ International	Date of Patent	Total Score	Score Claimed	Score Awarded
1							
2							
<b>Total</b>							

**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.	Document Title	State/National /International	Submitted to /Organization Type	Date of Submission	Total Score	Score Claimed	Score Awarded
1							
2							
<b>Total</b>							

**c) Awards / Fellowships**

Sl. No.	Title of Award/ Fellowship	Year	Conferred by Organization	International/National	Total Score	Score Claimed	Score Awarded
1							
2							
<b>Total</b>							

**CATEGORY-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.	Topic/Title of Lecture/Paper	Title of Conference/ Seminar	Organized by & Date	International (Abroad or within country) / National /State /University level	Total Score	Score Claimed	Score Awarded
1							
2							
<b>Total</b>							

*[\*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 (30%) of the total research score of the teacher concerned.]*

## PART D: SUMMARY OF APAR GRADINGS & RESEARCH SCORE

Category	Activities	Year-1	Year-2	Year - 3	Year-4	Year-5
I	Teaching					
II	Involvement in the University/College students related activities/research activities					
III	Overall Grading					
<b>RESEARCH SCORE (For Full Assessment Period) *</b>						
Category	Research Activities	Score				
I	Research Papers in Peer-Reviewed or UGC listed Journals					
II	Publications (other than Research papers)					
III	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula					
IV	Research Guidance, Research Projects & Consultancy					
V	Patents /Policy Documents & Awards/Fellowships					
VI	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings					
<b>Total Research Score</b>						

\*Research score is not required for CAS promotion of an Assistant Professor from Level 10 to 11 & from Level 11 to 12.

## PART E: OTHER RELEVANT INFORMATION

**Please give details of any other credential, significant contributions, etc. not mentioned earlier.**

Sl. No.	Year	Details of Credentials/Contributions
1		
2		
3		

**LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, papers, relevant documents & testimonials, wherever necessary)**

Sl.No.	Particulars	Page No.

### DECLARATION

I certify that the information provided/documents enclosed along with the duly filled CAS Proforma are authentic.

**Date:**.....

**Signature of the Applicant**

**Designation**.....

**N.B:** The CAS Proforma duly filled along with all enclosures, submitted for promotion under CAS will be duly verified by the University as necessary and placed before the screening-cum-Evaluation Committee or Selection Committee for assessment/Verifications.