UNIVERSITY OF JAMMU

CIRCULAR

Applications are invited from concerned teachers/Deputy Librarians/ Assistant Librarians working in different Departments/Offsite Campuses/Directorates of the University, who are due/eligible for promotion **in the next cadre/stage** under Career Advancement Scheme in accordance with University Grants Commission Regulations on Minimum Qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for maintenance of standards in Higher Education, 2010 and the amendments made therein upto **11.07.2016 i.e.** the date of publication of **UGC (4th amendment), Regulations, 2016**.

The applications alongwith the five sets of PBAS Proforma **(available on the University website www.jammuuniversity.in)** as prescribed by the University Grants Commission vide its new Regulations, 2010 and duly forwarded by the concerned Head of the Department/Rector/Director should reach the Teaching Wing, New Administrative Block, latest by **January 30, 2018 (Tuesday).**

The applications alongwith complete documentation regarding evidences for ISSN/ISBN Nos, peer–reviewed, Indexing/Abstracting etc. shall be placed before the Committee constituted for the purpose of verification of the API Scores and the cases complete in all respects, shall thereafter be considered for selection process/interviews.

The incumbents rejected earlier by the Selection Committee can only apply after the requisite period as laid down in the UGC Regulations, 2010 and the amendments made therein from time to time.

REGISTRAR

No: Adm/TW/17/ 4605-75
Dated:- 22.12.2017

Copy to: -

1. Spl. Secretary to the Vice-Chancellor, University of Jammu, Jammu for kind information of the worthy Vice-Chancellor, please.
2. P. S. to the Dean Academic Affairs
3. P.A to the Dean Research Studies.
4. Sr. P.A. to the Registrar/the Controller of Examinations.
5. Director, DDE/ DIQA /DLL/Computer Centre/Physical Education/HRDC/ Centre for Studies in Museology /CSRS/ Centre for History of Culture of Jammu & Ladakh Region/CHTM/ICCCR&HRM/ Centre for New Literatures, Culture & Communication/SVAPADA/Disaster Management/Centre for IT enabled Services & Management.
6. All Rectors /Directors of the various Campuses of the University
7. Dean Students Welfare/Provosts (Boys'/Girls' Hostels)
8. All Heads of the Teaching Departments of the University
9. I/C Librarian, Dhanvantri Library
10. Joint Registrar (Finance)
11. President, JUTA.
12. I/c Website for uploading the same in the University website.
13. Guard file

PART-A

University of Jammu, Jammu

CAREER ADVANCEMENT SCHEME (CAS)

Performance Based Appraisal System Proforma as per UGC REGULATIONS, 2010 (4TH AMENDMENT, 2016) - Parts 'A' & 'B'

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letter):
2. Father's Name/Mother's Name:
3. Department:
4. Current Designation& Grade Pay:
5. Date of Last Promotion:
6. Which position and grade pay are you an applicant under CAS?
7. Date of eligibility for promotion:
8. Date and Place of Birth:
9. Sex:
10. Marital status:
11. Nationality:
12. Indicate whether belongs to SC/ST/OBC category:
13. Address for correspondence (with Pin code)
14. (a)Permanent Address (with Pin code)
14.(b) Contact No:
14.(c) Email:

15.Academic Qualifications (Matric till Post-Graduation)

Examinations	Name of the Board/ University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Subject
High School/ Matric					
Intermediate					
B.A./B.Sc./B.Com./ B.Mus.					
M.A./M.Sc./M.Com./ M.Mus.					
Other examination, if any					

16.Research Degree(s)

Degrees	Title of Thesis	Date of award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./ D.Litt.			

17.Research Publications

18.Appointments held prior to joining this institution

Designation	Name of the Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

19. Posts held after appointment at this institution

Designation	Department	Duration of Appointment		Basic and Grade Pay
		From	To	

20.Period of teaching experience (in years): P.G. Classes ☐

U.G. Classes ☐

21.Research Experience excluding years spent in M.Phil./ Ph.D.

(in years and months) ☐

22. Leaves taken during the period spent in obtaining the M.Phil./ Ph.D Degree (Attach documentary support)

Programme	Kind of leave	Period of leave		Period of days (years/months/days	Order No. and Date
		From	To		

23.Field(s) of Specialization under the Subject/Discipline

Major		
Minor		

24. Human Resource Development Centre Orientation / Refresher Courses attended

Name of the Course/ Summer School	**Place/Institution**	**Duration**	**Sponsoring Agency**

25. Future Plans

Brief outline of your future plans for teaching and research
(Not more than 500 words each)

1.Teaching
2.Research

26. Any other Information the applicant wishes to provide.

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

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

I certify that the publications and all other material submitted by me for evaluation of API Scores is original and not plagiarized, besides the information provided in this proforma is true and correct to the best of my knowledge and the document attached herewith are true copies of the originals. In case anything is found false, fictitious or contrary to the record at any stage, I shall be solely responsible for the consequences arising therefrom.

Signature of the faculty with
Designation, Place & Date

Signature of HOD/School
Chairperson/Principal

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

PART-B

API SCORES DETAILS AS PER UGC REGULATIONS, 2010 (4TH AMENDMENT, 2016) AND MODALITIES ADOPTED BY THE UNIVERSITY OF JAMMU ANNEXED HEREWITH)

Category I

Teaching, Learning and Evaluation Related Activities

For Academic years

(2014-2015; 2015-2016; 2016-2017)

A. Direct Teaching	**2014-2015**		**2015-2016**		**2016-2017**		**Page No.**
	Hours Spent	Score	Hours Spent	Score	Hours Spent	Score	
Lectures							
Tutorials							
Practicals							
Project Supervision							
Field Work							
Research Guidance							
Counseling							
Self –Supporting and Coaching Programmes (DLL)							
Sub-Total (1-A) **(Max. Score:70 for Asst. Prof. & 60 for Assoc. Prof. and Prof.)**							

B. Examination duties as per the allotment a) Question paper setting (One Credit=1 Hour)*No. of sets	**2014-2015**		**2015-2016**		**2016-2017**		**Page No**
	Hours Spent	Score	Hours Spent	Score	Hours Spent	Score	
b) Invigilation/ Inspection/ Observer (One Assignment=3.5 Hours) c) Evaluation of answer scripts (30 Mins per Answer Script of 4 Credit Course)							
Sub-Total (1-B) **(Max. Score:20 for Asst. Prof. & Assoc. Prof. and 10 for Prof.)**							
C. Innovative Teaching							
a) Distribution/ providing access to study material per course among the students							
b) Conduct of interactive sessions, group discussion & Other Student related activity (One Activity=10 hours)							
c) Floating of New Course (One 4 Credits Course=10 hours) d) Revision of Course (One 4 Credits Course=10 hours) (One Credit Course=2.5 hours)							
Sub-Total (1-C) **(Max. Score:10 for Asst. Prof.,15 for Assoc. Prof. and 20 for Prof.)**							
Grand Total **for Category 1** (Total of 1-A,1-B and 1-C)							

*Years are indicative, can be added/modified as per the requirement of PBAS

** For any clarification, refer the Notifications issued by UGC/University of Jammu from time to time

CATEGORY II

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Nature of Activity	**2014-2015**		**2015-2016**		**2016-2017**		**Page No.**
A Student related co-curricular, extension and field based activities							
(i) Discipline related co-curricular activities	Hours Spent	Score	Hours Spent	Score	Hours Spent	Score	
a) Discipline related activities (6 hours per activity per day)							
b)Scholar/ Student Seminars/ Remedial Classes (UG/PG Seminar=30 mins/Seminar, M.Phil./Ph.D. Seminar=2 hours/scholar)							
(ii) Other co-curricular activities							
(iii) Extension and dissemination activities (Public /Popular lectures/Talks/Seminars etc.) Other than in one's own Department/Centre/Campus(4 hours per activity)							
Sub-Total (II-A) **(Max. Score:15 per 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							
(Dean/Head/Director=4 hrs/day, Teacher incharge of any activity= 1 hr/day,DIQA Nodal Officer/Academic Counsellor=40 hrs/year, Warden, Chief Proctor, Proctor, Provost, Chief Coordinator, Coordinator, or any other similar duties that requires regular office hours for its discharge=1 hr/day))							

	Hours Spent	Score	Hours Spent	Score	Hours Spent	Score	Page No.
ii)Participation in Committees (Board of Studies, Academic and Administrative Committees)							
Member, Board of Under-Graduate/Post-Graduate studies= 12 hrs/year							
Member, Departmental Committee, Research Committee=20 hrs/year Screening Committee for Recruitment=40 hrs/year							
Member of other Committees Library, Examination etc. =10hrs/year Member Admission Committee =60 hrs/year							
Sub-Total (II-B) **(Max. Score:15 per year)**							
C Professional Development activities							
(i)Participation in Seminars, Conferences, Workshops, Training Courses, Industrial visits (6 hours/day)							
(ii)Talks, Lectures in Refresher / Faculty Development Courses (4 hrs per talk/lecture)							
(iii)Dissemination and general articles published in newspapers, magazines (2 hrs per article/activity)							
iv) Editorial work for Journals/Review work for Books/Chapters in Books/Journal papers and Conference Proceedings							

	Hours Spent	Score	Hours Spent	Score	Hours Spent	Score	Page No.
a) Book/Journal Volume (40 hr per book/Journal Volume)							
b) Book Chapter/Journal Paper/Conference (15 hrs per book/chapter/Journal Paper/Conference)							
v) Any other contribution which the applicant claims under the category (Evaluation as per quality and volume)							
Sub-Total (II-C) **(Max. Score:15 per year)**							
Grand Total **for Category II** (Total of II-A,II-B and II-C)							

*Years are indicative, can be added/modified as per the requirement of PBAS

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CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

A. RESEARCH PAPERS

S.No.	Title of the Paper	Journal Name,Vol., Page Nos.	ISSN/ ISBN No	Sr. No. in UGC List of Approved Journals	Whether peer reviewed impact factor if any	No of co-authors	Whether you are the Main/Corresponding author	Year	API score	Page Nos.
1										
2										
3										
4										
5										
6										
7										
8										
9										
Sub Total **(III-A)**										

III-B. PUBLICATIONS OTHER THAN JOURNAL ARTICLES

(a) Full Length Articles Published in Proceedings of Conference /Seminars/ Workshops / Symposia

S.No.	Title of the Paper	Title of Conference /Seminar / Workshop / Symposia	ISSN/ ISBN No	Publisher	Whether Int./ Nat. / State/ Reg.	No of co-authors/ co-editors	Whether you are the Main author / editor	Year of Publication	API score	Page Nos.

(b) Authored Books/Edited Books/Proceedings of Conferences/Seminars/Workshops/Symposia

S.No.	Title of the Book	Title of Conference /Seminar / Workshop / Symposia , if any	ISSN/ ISBN No	Publisher	Whether Int./ Nat. / State/ Reg.	No of co-authors/ Co-Editors	Whether you are the Main author/Editor	Year of Publication	API score	Page Nos.

(c) Book Chapters

S.No.	Title of the Book	Title of Chapter	ISSN/ ISBN No	Publisher	Whether Int./ Nat. / State/ Reg.	No of co-authors	Whether you are the Main author	Year of Publication	API score	Page Nos.
Sub Total **(III-B)**										

III-C. Research Projects

(i) Sponsored Project

S.No.	Title of the Project	Sponsoring Agency	Amount of the Project	Duration of the Project	Major/Minor	Whether you are the Principal Investigator?	Status as on date	Year	API score	Page Nos.

(ii) Consultancy Projects

S.No.	Title of the Project	Consulting Agency	Amount mobilised of the Project	Duration of the Project	Whether you are the Principal Consultant?	Status as on date	Year	API score	Page Nos.

(iii)	**Project outcome/Output**									
S.No.	**Title of the Project**	**Consulting Agency**	**Amount mobilised of the Project**	**Whether Int./ Nat./ State/ Central/ Reg.**	**Patent/ Technology Transfer/ Product/ Process**	**Major Policy Document prepared**	**Whether you are the Principal Investigator?**	**Year**	**API score**	**Page Nos.**
Sub Total **(III-C)**										

III-D. RESEARCH GUIDANCE					
	Degree Awarded (Number of students)	**Thesis Submitted**	**Supervisor/Co-supervisor**	**API Score**	**Page No.**
(i) M. Phil or Equivalent					
(ii) Ph. D or Equivalent					
Sub Total (III-D)					

III-E. (a) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS/ SYMPOSIA/ WORKSHOP						
S No.	**Name of the Award/ Fellowship**	**Name of the Awarding Body**	**Whether Int./ Nat. / State/University Level Award**	**Year**	**API score**	**Page No.**
1						
2						
Sub Total (III-E (a))						

III-E. (b) Invited lectures / papers in Conferences/Seminars								
S No.	**Title of the Paper presented**	**Title of the invited Lecture**	**Whether Int./ Nat./State/ University Level**	**Organized by**	**Title of Conference /Seminar**	**Year**	**API score**	**Page No.**
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Sub Total III-E(b) **(Score under this Category restricted to 20% of the minimum fixed for Category III for assessment period)**								
Sub Total III-E **(Total of III-E(a) and III E(b)**								

III-F. DEVELOPMENT OF E- LEARNING DELIVERY PROCESS/MATERIAL					
Sr. No.	**Title of Module Developed**	**Developed For**	**Year**	**API Score**	**Page No.**
Sub Total III-F					

Grand Total of Category-III

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Summary of API Score

Category	Total API Score Claimed	API Score /Year	API Score/ Assessment Period	Minimum API Score Required
I				
II				
III				
II+III				