

S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI

Academic/Research Score Proforma as per UGC Regulations-2018 dated 18th July, 2018 &
Government Resolution No. Misc-2018 /C.R.56/18/UN-1 Dt. 8th March 2019 and Corrigendum Dt.

10th May 2019

For

CAS promotions for Assistant Professor/ Associate Professor in Colleges

For

Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education
/ Commerce / Management & other related disciplines
(Level 10 to 11, 11 to 12, 12 to 13A)

Part A : General Information and Academic Background

1. Name (in Block Letters) :-
2. Name of College:-
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. Address (With Pin Code) :-
- Telephone/Mobile No. :-
- Email :-
9. Research Degree(s)

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

10. Appointments held

Sr. No	Designation	Name of Employer	Date of		Reason of leaving, if any	Service on grantable or non-grantable basis
			Joining	leaving		

11. Orientation / Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programs'/ Faculty Development Programs of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course

Sr. No	Name of the Course	Place	Duration	Sponsoring Agency

12. Tick the appropriate stage your promotion (under CAS) and mentioned whether you fulfill the minimum eligibility requirements indicated therein:

Tick mark (✓) the academic level	Stages of promotion of Teachers through CAS	Eligibility	Eligible Yes/No
	Assistant Professor (Stage 1/ AGP Rs. 6000/- to Stage 2/AGP Rs. 7000/-) or (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)	i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M. Phil. / PG Degree in Professional Courses, such as LLM, M. Tech, M. V. Sc. and M.D., or six years of service in case of those without a Ph.D./M. Phil./ PG Degree in a Professional courses. ii) Attended one Orientation course of 21 days duration on teaching methodology; iii) Any one of the following: Completed Refresher/ Research Methodology Course OR Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Program and Faculty Development Program of at least one week (5 days) OR Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.	
	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-) Or (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)	i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale. ii) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programs from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days)duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.	
	Assistant Professor (Stage 3/ AGP Rs. 8000/) to Associate Professor (Stage 4/AGP Rs. 9000/-) or (Selection	i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade. ii) A Ph. D. Degree in the subject concerned/allied/ relevant discipline. iii) Any one of the following during the last three years: completed one course / program from amongst the categories of Refresher Courses/ Methodology	

	Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Program/ Faculty Development Program of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.	
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Part B: Assessment Criteria

ASSESSMENT CRITERIA: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Sr. No.	Nature of Activity	Grading Criterion	Assessment Years					
			20-20	20-20	20-20	20-20	20-20	20-20
1	Teaching $\left(\frac{\text{Number of classes taught}}{\text{total classes assigned}} \times 100\%\right)$	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory						
2	Involvement in the University/ College students related activities/research activities	Good - Involved in at least 3 activities.						
	a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc.							
	b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	Satisfactory - 1-2 activities.						
	c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	Not-satisfactory - Not involved / undertaken any of the activities						
d) Organizing seminars/ conferences/ workshops, other								

	college/university activities.							
	e) Evidence of actively involved in guiding Ph.D. students							
	f) Conducting minor or major research project sponsored by national or international agencies.							
	g) At least one single or joint publication in peer reviewed or UGC list of Journals.							
	h) Any other							
3	Overall Grading							

Note: Candidate should gets 'satisfactory' or 'good' grade in the assessment criterion of at least three/four/five of the last four/five/six years of the assessment period as the case may be.

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.

Date of Ph. D. Degree Awarded:

Number of Publications:

- 1) During Assessment Period:
- 2) Entire Period:

No. of Ph. D. student Awarded:

Signature of the teacher

Chairman, IQAC committee
College/university

Forwarded through:

Head/Director/Principal

Note : This form not to be sent to University Academic / Research Score Committee.