J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

Since 1963

APPLICATION (CAS-2010)

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

Name (in Block Letters) ....

Father's Name ....

Date and Place of Birth .... Sex ....

Marital Status .... Nationality ....

Department ....

Current Designation and Pay Band with Academic Grade Pay ....

Date of Last Appointment / Promotion ....

Position and Academic Pay for which you are an applicant under CAS ....

Date of Eligibility for Promotion under CAS ....

Category (SC/ST/OBC/PWD/General) ....

Address for correspondence (with Pin code) ....

.... Telephone No. ....

Email ....

Permanent Address (with Pin code) ....

....

ACADEMIC QUALIFICATION:

Examination	Name of Exam	University/School	Year of passing	Percentage of Marks Obtained	Division/ Class/Grade	Main Subjects

Research Degree (s)

Degrees	Name of University	Title of Dissertation/Thesis	Date of Submission	Date of Award

Appointments:

Sl. No.	Designation	Name of the Employer	Date of Joining	Date of Leaving	Pay Band with Grade Pay	Reasons for Leaving

Posts held since joining this Institution:

Sl. No.	Designation	Department	Duration From	Duration To	Pay Scales/Pay Band with Grade Pay

Period of Teaching Experience:

Name of the Institution	Position held with Pay Scale/pay Band with Grade Pay	Only Ad-Hoc/ Temporary/ Permanent	Duration		Total Experience (as on------------------------)		
			From	To	Years	Months	Days

Total period of teaching experience:

P.G. Classes (in years): ....

U.G. Classes (in years): ....

Courses taught at various level (Name the course giving details):

a) Undergraduate: ....

b) Postgraduate: ....

Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.

Field of Specialization under the subject/Discipline:

Academic Staff College Orientation/Refresher Course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS (API)

CATEGORY : I
Teaching, Learning and Evaluation Related Activities

i)   Lectures, Seminars, Tutorials, Practical, Contact Hours undertaken

Sl. No.	Course / Paper	Level	Mode of Teaching*	Hours Allotted per week	% of Class taken as Documented
1					
2					
3					
4					
				Average	
			*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)		
CALCULATION OF SCORES = (Hours of classes taken ÷ assigned hours) ×100 • 100% performance: 50 points • Upto 80% performance: Proportionate points • Below 80% performance: No points					
					API Score
				Total API Score	
			Teaching load in excess of UGC norms (Augmented by a Max. Score of 10)		
				Total	

ii)   Reading / Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course / Paper	Consulted	Prescribed	Additional Resource provided
1				
2				
3				
4				
API Score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students				
CALCULATION OF SCORES • 2 points per paper taught regularly with used resources • 3 points per paper taught where additional resources were provided to students • 1 point per final project guided at Bachelor's/ Master's level				
100% compliance : 20 points				
				API Score
			Total API Score	

ii) Use of participatory and innovative teaching-learning, updating of subject content, course improvement etc.

Sl. No.	Short Description	API Score
1		
2		
3		
4		
CALCULATION OF SCORES		**Max Scores**
• Updating of course, design of curriculum: 5 points per single course		10
• Interactive courses : 5 points per course • Participatory learning modules : 5 points per module • Case studies : 5 points for each case study		10
• Use of ICT in T/L process with computer-aided methods like power-point/multimedia/ simulation/software etc. in addition to chalk & board: 5 points per course taught		10
• Developing and imparting remedial / bridge courses: 5 points per set of material / course for each activity		10
• Developing and imparting soft skills / communications skills / personality development course / modules: 5 points for each activity		10
• Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas: 5 points for each activity		10
• Organizing and conduction of training courses in computer assisted teaching/ web-based learning and e-library skills to students: 10 points each		10
• Organizing and conduction of popularization programmes in computer assisted web-based learning and e-library skills to students: 5 points each		10
Maximum Aggregate Limit : 20 Points		
	Total API Score	

iv) Examination Duties Assigned and Performed

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
1				
2				
3				
4				

CALCULATION OF SCORES
- Invigilation: 2 points per duty taken
- Evaluation of answer scripts: 5 points per subject per exam
- Question paper setting: 3 points per subject / exam
- Lab / viva exam conducted as examiner: 5 points per Lab / viva exam conducted

Maximum Aggregate Limit : 25 Points

			Total API Score	

Summary of API Scores in Category-I

Sl. No.	Criteria	Maximum Scores	API Score (for Assessment Period)
1	Lectures, Seminars, Tutorials, Practical, Contact Hours undertaken	50 + 10	
2	Reading / Instructional material consulted and additional knowledge resources provided to students	20	
3	Use of participatory and innovative Teaching-Learning, Updating of Subject content, Course Improvement etc.	20	
4	Examination Duties Assigned and Performed	25	
	TOTAL		
	MAXIMUM API SCORES	**125 per year**	
	MINIMUM API SCORES	**75 per year**	

CATEGORY : II
Co-Curricular, Extension, Professional Development Related Activities

Sl. No.	Type of Activity	Average Hrs/ week	API Score
(i)	**Student Related Co-curricular Extension and Field Based Activities**		
1			
2			
3			
4			

CALCULATION OF SCORES	Max Scores
• Institutional co-curricular activities for students such as field studies/educational tours, industry-implant training, placement etc.: 5 points for each activity	10
• Positions held / leadership role played in organization linked with extension work and National Service Scheme (NSS), NCC, Employment Bureau or any other similar activity at college level: 3 points per activity	10
• Students and staff related socio-cultural and sports programmes, campus publications: 5 points each	10
• Community work such as values of national integration, environment democracy, socialism, human rights, peace, scientific temper; flood or, drought relief, small family norms etc.: 5 points	10
Maximum Aggregate Limit : 20 Points	
Total API Score	

(ii)	Contribution to Corporate Life and Management of the Institution	Year / Semester wise responsibilities	API Score

CALCULATION OF SCORES	Max Scores
• Contribution to corporate life in colleges through popular lectures, subject related events, articles in college magazine: 2 point each	10
• Institutional Governance responsibilities like Member of Syndicate/ Academic Council/Senate, Registrar, Controller of Examinations, Dean, Director IRAA/CIRM, Chief Warden , IQAC Coordinator, Principal: 15 points each	15
• Departmental level administrative responsibilities, Head of Dept, Director of School: 10 points each • Chief superintendent of exams, Chairman Passing Board/Valuation Camp, Placement Coordinator: 5 points each • Dept. Council Secretary, Member BOS, Member of Faculty: 3 points Member passing board: 2 points	10
• Responsibility for / participation in committees for students welfare, counseling and discipline: 3 points each • Batch coordinator: 2 points each	10
• Organization of Conference / Refresher / Training as Chairman / Organizational Secretary / Treasurer: 10 points (International): 5 points (National / Regional) • Member of the organizing committee of Conference/Refresher/ Training: 1 point each	10
Maximum Aggregate Limit : 15 Points	
Total API Score	

(iii)	Professional Development Activities	Year / Semester wise responsibilities	API Score

CALCULATION OF SCORES	Max Scores
• Membership in profession related committees at national level: 5 points each • Membership in profession related committees at state level: 3 points each	10
• Participation in subject associations, conferences, seminars without paper presentation: 2 points for each activity	10
• Participation in short-term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance: 5 points for each activity	10
• Membership/participation in State/Central Bodies/Other University Bodies Committees on Education, Research and National Development: 5 points each	10
• Publication of articles in newspapers, magazines or other publications (not covered in Category-III); radio talks; television programmes: 1 point each	10
Maximum Aggregate Limit : 15 Points	
Total API Score	

Note: *For the above Activities wherever activities jointly conducted principal organizer gets 70% points, co-organizers share the remaining 30% points from total points allocable if activity performed by a single person.*

Summary of API Scores in Category-II

Sl. No.	Criteria	Maximum Scores	API Score (for Assessment Period)
1	Student Related Co-curricular Extension and Field Based Activities	20	
2	Contribution to Corporate Life and Management of the Institution	15	
3	Professional Development Activities	15	
		TOTAL	
	MAXIMUM API SCORES	50 per year	
	MINIMUM API SCORES	15 per year	

CATEGORY : III

Research, Publications and Academic Contributions

III(A) Published research in journals:

Sl. No.	Title with Page Nos.	Journal	Publication Details	ISSN/ISBN No.	Whether peer reviewed Impact Factor, if any	Authors	Whether you are the main author	API Score
1								
2								

CALCULATION OF SCORES
• Refereed Journals: 15 points per publication
• Research papers in non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers: 10 points per publication
For publications involving multiple authors (no specific weightage for the order of authors in the publications/ patents): • From 1 to 3 Authors: 100% credit for each author • 4 to 6 Authors: 60% credit for each author • Above 7 authors: 40% credit for each author. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows (i) Indexed journals: by 5 points (ii) Papers with impact factor between 1 and 2 by 10 points (iii) Papers with impact factor between 2 and 5 by 15 points Papers with impact factor above 5 by 25 points
Total API Score

III(B) (i) Articles /Chapters published

Sl. No.	Title with Page Nos.	Journal	Publication Details	ISSN/ISBN No.	Whether peer reviewed Impact Factor, if any	Authors	Whether you are the main author	API Score
1								
2								

CALCULATION OF SCORES
• Text or reference books published by international publishers with an established peer reviews system
• Subjects books by national level publishers/state and central govt. publications with ISBN/ISSN numbers
• Subject books by other local publishers with ISBN/ISSN numbers
• Chapters contributed to edited knowledge based volumes published by International Publisher: 10 points per chapter in an edited book
• Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories: 5 points per chapter
Total API Score

(ii) Full papers in Conference Proceedings:

Sl. No.	Title with Page Nos.	Details of Conference Publication	ISSN/ ISBN No	No. of Co-authors	Whether you are the Main Author	API Score
1						
2						
3						
4						

CALCULATION OF SCORES
• Conference proceedings as full papers, etc. (Abstracts not to be included): 10 points per publication
For publications involving multiple authors (no specific weightage for the order of authors in the publications/ patents):   • From 1 to 3 Authors: 100% credit for each author   • 4 to 6 Authors: 60% credit for each author   • Above 7 authors: 40% credit for each author.
Total API Score

(iii) Books Published as single author or as editor:

Sl. No.	Title of the Book	Type of Book & Authorship	Publisher & ISSN/ ISBN No	Whether Peer Refereed	No. of Co-authors	Whether you are the Main Author	API Score
1							
2							
3							
4							

CALCULATION OF SCORES
• Text or reference books published by international publishers with an established peer review system: 50 points per book in an edited book
• Subjects books by national level publishers/state and central govt. publications with ISBN/ISSN numbers: 25 points per book in an edited book
• Subject Books by Other local publishers with ISBN/ISSN numbers: 15 points per book in an edited book
Total API Score

III (C) Ongoing and Completed Research Projects and Consultancies:

(c) (i & ii) Ongoing Projects/Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
1					
2					

CALCULATION OF SCORES
• Sponsored Major Projects (with grants above 5 lakhs): 20 points per project
• Sponsored Major Projects (with grants of Rs.3 lakhs up to Rs.5 lakhs): 15 points per project
• Sponsored Minor Projects (with grants above Rs. 25,000 up to Rs. 3 lakh): 10 points per project
• Consultancy Projects (with minimum grants of Rs.10 lakhs): 10 points per project
• Consultancy Projects (with minimum grants of Rs.2 lakhs): 5 points per project
For Projects and Consultancy involving multiple persons, API calculations would be as given: • Principal Investigator or Guide gets 70% of the points   • Co-investigators or co-guides share the remaining 30% of the points.
Total API Score

(c) (iii & iv) Completed Projects/Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
1					
2					

CALCULATION OF SCORES
• Completed major project report (accepted by funding agency):20 points per project
• Completed minor project report (accepted by funding agency):10 points per project
• Patent/technology transfer/ product process (international level): 40 points per output or patent
• Patent/technology transfer/ product process (national level): 25 points per output or patent
• Major Policy document of Govt. Bodies at Central and State level (international level): 40 points per output or patent
• Major Policy document of Govt. Bodies at Central and State level (national level): 25 points per output or patent
For Projects and Consultancy involving multiple persons, API calculations would be as given: • Principal Investigator or Guide gets 70% of the points • Co-investigators or co-guides share the remaining 30% of the points.
Total API Score

III (D) Research Guidance:

Title	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				
Ph.D or equivalent				

CALCULATION OF SCORES
M.Phil or equivalent degree awarded only: 3 points per candidate
Ph.D or equivalent degree awarded only:10 points per candidate
Ph.D thesis submitted: 7 points per candidate
For Thesis Guidance involving multiple persons, API calculations would be as given: • Principal Investigator or Guide gets 70% of the points, • Co-investigators or co-guides share the remaining 30% of the points.
Total API Score

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration):

Sl. No.	Programme	Duration	API Score

CALCULATION OF SCORES
• Not less than two weeks duration: 20 points each
• One week duration: 10 points each
Total API Score

(E) (ii) Papers presented in Conference, Seminars, Workshops, Symposia:

Sl. No.	Title of Paper Presented	Details of Conference / Seminar / Workshop / Symposia		Whether the Conference Proceedings are Published. ISBN / ISSN	Whether International/ National/State/ Regional/ College or University	Whether First / Corresponding Author	API Score
		Title of Conference / Seminar	Organized by				
1							
2							
3							
4							

CALCULATION OF SCORES

- International Conference: 10 points per presentation

- National: 7.5 points per presentation

- Regional / State level: 5 points per presentation

- Local-University / College level: 3 points per presentation

If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication and not under presentation

Total API Score	

E (iii) Invited Lectures and Chairmanships at National or International Conference / Seminar etc.

Sl. No.	Title of Lecture / Academic Session	Title of conference / seminar etc.	Organized by	Whether International/ National	API Score
1					
2					
3					
4					
CALCULATION OF SCORES					
• International: 10 points each					
• National Level: 5 points each					
				Total API Score	

Summary of API Scores in Category-III

Sl. No.	Criteria	Cap as % of API (for 100%)	API Score (for Assessment Period)
A	Published research in journals	55%	
B (i)	Articles / Chapters published		
B (ii)	Full papers in Conference Proceedings		
B (iii)	Books Published as single author or as editor		
C	Ongoing and Completed Research Projects and Consultancies	20%	
	Completed Projects / Consultancies		
D	Research Guidance	10%	
E (i)	Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration):	15%	
E (ii)	Papers presented in Conference, Seminars, Workshops, Symposia		
E (iii)	Invited Lectures and Chairmanships at National or International Conference / Seminar etc		
	TOTAL		
	NO UPPER CAPPING		

GRAND SUMMARY OF API SCORES

Sl. No.	Criteria	Annual Average API Score (Year wise)						Annual Average API Score (for Assessment Period)
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
1	Teaching, Learning and Evaluation related activities							
2	Co-curricular, Extension, Professional Development etc.							
3	Research and Academic Contribution							
	TOTAL API SCORES							

PART-C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sl. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures:

(Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

1.	
2.	
3.	
4.	
5.	

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2010 as amended from time to time.

Date ………………………….

Place …………………………

_____
Signature & Designation of the Applicant (with Date)