



Re-Accredited by NAAC with 'A' Grade

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Tel : +91 - 261 - 222/141 to 222/146, Toll Free : 1800 2333 011, Fax : +91 - 261 - 222/312

E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

**Application form for teacher for stage wise promotion under CAS of UGC
as per 4th Amendment**

PART A : GENERAL INFORMATION

- 1) Name (in Block Letters) :
- 2) Father's Name/Mother's Name :
- 3) Cast : Category :
- 4) Department :
- 5) Current Designation & Grade Pay :
- 6) Date of Last Promotion :
- 7) Address for correspondence (with Pin code)
- 8) Permanent Address (with Pin code)

- 9) Mobile No.: Resi. No.
- 10) Whether acquired any degree or fresh academic qualifications during the year :
- 11) Academic staff college Orientation / Refresher Course attended during the year :

Name of the Course Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS

Name of Candidate : _____

Applied for the Post of _____ **Stage (** _____ **to** _____ **)**

Department : _____ **Academic Year** _____

Note : Candidate need to submit **Category-I** for each academic year separately for whole assessment period.

CATEGORY-I
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Nature of Activity	Assistant Professor		Associate Professor		Professor		API Score	API Score (for office use)	Encl. No.
	Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
a. Direct Teaching	70	Actual hours spent per academic year $\div 7.5$	60	Actual hours spent per academic year $\div 7.5$	60	Actual hours spent per academic year $\div 7.5$			
b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$	10	Actual hours spent per academic year $\div 10$			
c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year $\div 10$	15	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$			
Total (a+b+c)									

Note :

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals/Project Supervision/Field Work. .
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

PART B : ACADEMIC PERFORMANCE INDICATORS

Name of Candidate : _____ Applied for the Post of _____ Stage (to) Department : _____ Academic Year _____
Note : Candidate need to submit Category-II for each <u>academic year</u> separately for whole assessment period.

**CATEGORY-II
PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND
EXTENSION ACTIVITIES**

Cate- gory II	Nature of Activity	Maximum API Score	Actual score	API Score	API Score (for office use)	Encl. No.
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷10			
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10			
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per Academic year ÷ 10			
Total (a+b+c)						

PART B : ACADEMIC PERFORMANCE INDICATORS

Name of Candidate : _____ Applied for the Post of _____ Stage (_____ to _____) Department : _____ Academic Year _____ Note : Candidate need to submit Category-III for each assessment year separately for whole assessment period. It may not be as per academic year.
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**CATEGORY-III
RESEARCH AND ACADEMIC CONTRIBUTIONS**

A Details of Research Papers Published

A.1 Refereed Journals as notified by the UGC

Sr. No.	Title of the Article	Author	Co-Authors	Name of the Journal Vol. No. & pp with UGC Sr No.#	International / National	Impact factor as it published	API Score	API Score (for office use)	Encl. No.

#Candidate has to mention serial number of Journal as per UGC notification

A.2 Other Reputed Journals as notified by the UGC

Sr. No.	Title of the Article	Author	Co-Authors	Name of the Journal Vol. No. & pp with UGC Sr No.#	International / National	Impact factor as it published	API Score	API Score (for office use)	Encl. No.

#Candidate has to mention serial number of Journal as per UGC notification

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	API Score	API Score (for office use)	Encl. No.
(A)	Research Papers published in	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication			
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication			
Total							

B Details of Publications other than journal articles (books, chapters in books)

B.1 Details of Text / Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Score (for office use)	Encl. No.

B.2 Details of Subject Books, published National level publishers, with ISBN/ISSN number or State Central Govt. Publications a approved by the University an posted on its website. The list will be intimated to UGC.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Score (for office use)	Encl. No.

B.3 Details of Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	API Score	API Score (for office use)	Encl. No.

B.4 Details of Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No.	Title of the Book	Name of the Editor	Chapter contributed	Author / Co-Author(s)	Name of the Publisher	ISBN / ISSN	API Score	API Score (for office use)	Encl. No.

Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	API Score	API Score (for office use)	Encl. No.
(B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author			
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published National level publishers, with ISBN/ISSN number or State Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author			
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author			
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter			
Total							

C Details of Research Projects

C.1 Sponsored Projects

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / on- going	Project Type Research/ Consult	Policy Document	API Score	API Score (for office use)	Encl. No.
				From	To						

C.2 Consultancy Projects

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / on- going	Project Type Research/ Consult	Policy Document	API Score	API Score (for office use)	Encl. No.
				From	To						

C.3 Research Projects Outcome / Outputs

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / on- going	Project Type Research/ Consult	Policy Document	API Score	API Score (for office use)	Encl. No.
				From	To						

(C) RESEARCH PROJECTS							
Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	API Score	API Score (for office use)	Encl. No.
(C)(i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project			
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project			
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project			
(C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively			
(C)(iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30, Central Govt. – 20, State Govt.-10 Local bodies – 5			
				Total			

D Research Guidance

D.1 Details of M.Phil Awarded

Sr. No.	Name of the Scholar	Title of the Thesis	Submitted	Awarded	University	Month and Year	API Score	API Score (for office use)	Encl. No.

D.2 Details of Ph.D. awarded / Thesis submitted

Sr. No.	Name of the Scholar	Title of the Thesis	Name of the University	Month and Year	API Score	API Score (for office use)	Encl. No.

(D)	RESEARCH GUIDANCE						
Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	API Score	API Score (for office use)	Encl. No.
(D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate			
(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate			

E Details of Fellowships, Awards and Invited lectures delivered in conferences / seminars

E.1 Details of Fellowships/ Awards

Sr. No.	Name of the Fellowship / Awards	Organizer	International / National / State / University level	Awarded	Date	API Score	API Score (for office use)	Encl. No.

E.2 Details of Invited lectures / papers

Sr. No.	Title of the Article	Author	Co-Author(s)	Name of the Programme	Organiser	Date	International / National / State / University level	API Score	API Score (for office use)	Encl. No.

E Fellowships, Awards and Invited lectures delivered in conferences / seminars							
Category III	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	API Score	API Score (for office use)	Encl. No.
(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship			
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship			
		State/University level Award from academic bodies	State/University level Award from academic bodies / associations	5 Per Award			
(E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented			
		National level	National level	5 per lecture / 3 per paper presented			
		State/University level	State/University level	3 per lecture / 2 per paper presented			
		The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period					

F Development of e-learning delivery process/material

Sr. No.	Name of the Fellowship / Awards	Organizer	International / National / State / University level	Date	API Score	API Score (for office use)	Encl. No.

(F)	Development of e-learning delivery process/material	10 per module	API Score	API Score (for office use)	Encl. No.

Total API Score (A+B+C+D+E+F)

API Score

API Score (for Office Use)

I certify that the information provided is correct and best of my knowledge.

Place & Date:

Signature of Candidate

Note : Each proof submitted shall be in proper sequence with enclosure number. If candidate submits a proof for Research Paper for Category III.A.1. Referred Journal then enclosure number should be A1.1 for 1st paper, for 2nd paper, A1.2, for 1st paper of category III.A.2. enclosure number A2.1 for 2nd paper A2.2 and so on for each category. Such enclosure number should be mentioned on proof enclosed with same numbers. Date of research papers should be highlighted.

PART - D : SUMMARY OF API SCORE

Name of Candidate: _____ Stage (to)

Academic Year	Category - I				Category - II			
	A	B	C	Total API Score	A	B	C	Total API Score
2009-2010								
2010-2011								
2011-2012								
2012-2013								
2013-2014								
2014-2015								
2015-2016								
2016-2017								
Total								

Summary of Total API Score obtained for Category III (A+B+C+D+E+F)							
Assessment Period from _____ to _____							
Year	API Score						Total API Score
Entire Assessment Period	A	B	C	D	E	F	
from _____ to _____							
from _____ to _____							
from _____ to _____							
from _____ to _____							
from _____ to _____							
from _____ to _____							
from _____ to _____							
from _____ to _____							

Category	Criteria	Total-API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities		
II	Professional Development, Co-Curricular And Extension Activities		
III	Research And Academic Contributions		
	Total (Category II & III)		

PART E : MAJOR PUBLICATIONS FOR ASSESSMENT BY THE EXPERTS

Name of Candidate : _____
Applied for the Post of _____ Stage (_____ to _____)
Department : _____

Sr. No.	Title of the Paper/ Book	Publisher	Edition	Date of Publication	Name of Co-Authors
1					
2					
3					
4					
5					

Date of placement in Assistant Professor Stage-II / Lecturer (Senior Scale): _____

Note :

1. 5 best major publications for assessment in case of Professor.
3 best major publications for assessment in case of Associate Professor.
2. For the post of Professor, an applicant shall submit the publications from which he/she was placed in the Assistant Professor stage-II (AGP Rs.7,000/-) or Lecturer (Senior Scale).
3. An Associate Professor who wishes to be considered for Professor is requested to submit only such research papers/publications which he/she had not submitted earlier for promotion of Reader/ Associate Professor for assessment by subject experts.
4. Candidate needs to submit proof of availing Assistant Professor Stage-II/Lecturer (Senior Scale).
5. **Candidate needs to submit copy of publications in four sets.**

Signature of Candidate



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PART F : SYNOPSIS OF APPLICATION

Name : _____ Applied for the Post of _____ Stage (to) Department :

Sr. No	Age with D.O.B.	Present post & Date	Qualifications	Specializations	Project if Any	Teaching Experience	No. of years	Research Experience	Publications	Remarks if any
			➤ B.Sc., B.Com., B.A.,			Lecturer			Books ____ Articles ____ published,	
			➤ M.Sc., M.Com., M.A.,			Reader			Research ____ Papers, Journal ____	
			➤ M.Phil.			➤ ____ Ph.D. students have completed & ____ students are working under my guidance				
			➤ Ph.D.			➤ ____ M.Phil students have completed & ____ students are working under my guidance.				
			➤ Other :			➤ Attended _____ Conference _____ level / ____ Seminar _____ level / ____ Refresher Course ____ Orientation Course.				
						➤ Any : _____				

Note: Qualification Example

B.Sc. 65%, 1st Class, South Gujarat University, Surat.

M.Sc.70% 1st (Dist) Class, _____ University,

M.Phil Month-Year-_____ University, _____

Ph.D. Month-Year _____ University, _____