**GOVERNMENT OF MIZORAM**

**HIGHER & TECHNICAL EDUCATION DEPARTMENT**

**PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) FROM ASSOCIATE PROFESSOR TO PROFESSOR**

*(As per UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)*

**OVERALL ASSESSMENT PERIOD**

**Name of College/ Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name (in Block Letters) | : | ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2. | Father’s Name/Mother’s Name | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. | Date and Place of Birth | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. | Sex | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. | Marital Status | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. | Nationality | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7. | Department | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8. | Date of entry into service | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9. | Years of teaching experience | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 10. | Date of last Promotion | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 11. | Current Designation and Academic Level | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 12. | Date of eligibility for promotion | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 13. | Category (SC/ST/OBC/PWD/EWS/General) | :  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14. | Address for correspondences (with Pin Code) | : |  |

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Permanent Address (with Pin Code) if different from Sl. No. 14:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Academic Qualifications:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examinations** | **Name of the Board/ University** | **Year of****Passing** | **% of marks obtained** | **Division/****Class/Grade** | **Subject** |
| Graduation |  |  |  |  |  |
| Post-Graduation |  |  |  |  |  |

 |

17. Research Degree(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Degrees** | **Title of Dissertation/Thesis** | **Date of Award** | **Name of the University** |
| **M.Phil.** |  |  |  |
| **Ph.D./D.Phil.** |  |  |  |
| **D.Sc./D.Litt.** |  |  |  |

18. Posts held since entry into service till date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Department/College/Institution** | **From** | **To** | **Grade Pay/Academic Level** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

19. Period of teaching experience:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of college/ institution | Designation with pay scale/Pay Band with Grade pay | Permanent/ Contract etc. | Level (UG/PG) | From | To | Total Experience (as on………………) |
| Year | Month | Day |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

20. Research Experience excluding years spent in M.Phil./Ph.D.=\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years

21. Fields of Specialisation under the Subject/Discipline:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. Period of absence on Leave etc.

 (Paid Leaves – refer Appendix II, Table 1 of UGC Regulations, 2018)

|  |  |  |
| --- | --- | --- |
| On leave (specify type of leave) | Period | Remarks |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Others (deputation etc..) | Period | Remarks |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART B: ACADEMIC AND RESEARCH SCORE SINCE ENTRY INTO SERVICE**

***(As per UGC regulations, 2018, Appendix II, Table 2)***

1. Published Research Papers in Refereed/Peer-Reviewed or UGC listed Journals

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Paper,Journal NameYear, Vol. No., Page No. | ISSN No. | Impact Factor, if any\* | SCOPUS Indexed | Authorship\*\* | Reference no. of UGC – CARE List | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

**Note:**

\*Impact factor to be determined as per Thomson Reuters list.

\*\*The Authorship is to be filled as follows:

* One of two Authors
* For more than two Authors:
	+ First/Principal/Corresponding Author.
	+ Joint Author.
1. Publications (other than Research papers)

a.(i) Books authored as one of two authors/First/Principal/Corresponding

 Author/Joint Author

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Book, Conference Proceedings, year of publication and other publication details | Author-ship\* | Publisher (National/International) | Name of Publisher (with city/country) | ISBN | Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |

\*The Authorship is to be filled as follows:

* Single Author.
* One of two Authors.
* For more than two Authors:
	+ First/Principal/Corresponding Author.
	+ Joint Author.

a.(ii) Chapter in Edited Books

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of edited Book, Conference Proceedings, year of publication and other publication details | Title of the chapter | Authorship\* | ISBN | Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |

\*The Authorship is to be filled as follows:

* Single Author.
* One of two Authors.
* For more than two Authors:
	+ First/Principal/Corresponding Author.
	+ Joint Author.

a.(iii) Books Edited as Single Editor/one of two Editors/First/Principal/

Corresponding Editor/Joint Editor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Book, year of publication and other publication details | Editorship\* | Publisher (National/International) | Name of Publisher (with city/country)  | ISBN | score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |

\*The Editorship is to be filled as follows:

* Single Editor
* One of two Editors
* For more than two Editors:
	+ First/Principal/Corresponding Editors:
	+ Joint Editors.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Publication Type | Title of the Journal/Book/Chapter, with year of publication and other publication details | ISSN/ISBN No. | Translator ship\* | Score |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |

\*Translatorship is to be filled as follows:

* Single Translator
* Co-translator
1. Creation of ICT-mediated Teaching-Learning-pedagogy and content and development of new and innovative courses and curricula
2. Development of Innovative Pedagogy

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Module | Subject | Stream | Organization for which it was Developed | Year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |

1. Design of new Curricula and courses

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Curricula/Course | Subject | Organization for which it was Developed | Year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

(c) Development of MOOCs

c.(i). Development of complete MOOCs in 4 quadrants for a course with credits.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of MOOC (with no. of quadrant) | Credits | Course | Subject | Organization for which it was Developed with year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |

c.(ii). MOOCs (developed in 4 quadrants) per module/Lecture

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of MOOC (with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was Developed with year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |

c.(iii). Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of MOOC(with no. of quadrant) | Details of Module | Course | Subject | Organization for which it was Developed with year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |

c.(iv). Course Coordinator for MOOCs (4-credit course)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of MOOC (with no. of quadrant) | Credits | Course | Subject | Organization for which it was Developed with year | Level (UG/PG/Other) | Weblink if any | Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |

(d) Development of E-content.

d.(i). Development of e-Content in 4 quadrants for a complete course/e-book

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of E-Content (with no. of quadrant) | Course/ E-book | Subject | Organization for which it was Developed with year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

d.(ii). E-content (developed in 4 quadrants) per module.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of E-Content (with no. of quadrant) | Module | Subject | Organization for which it was Developed with year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

d.(iii). Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of E-Content (with no. of quadrant) | Course/Paper/E-book | Subject | Organization for which it was Developed with year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

d.(iv). Editor of e-content for complete course/paper/e-book

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of E-Content (with no. of quadrant) | Course/Paper/ E-book | Subject | Organization for which it was Developed with year | Level (UG/PG/Other) | Weblink, if any | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

1. (a) Research Guidance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of Guidance | Number enrolled | Thesis/Dissertation Submitted with year | Degree Awarded | Score |
| Ph. D |  |  |  |  |
| PG. Dissertation |  |  |  |  |
| **Total** |  |

(b) Research Projects Completed

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Title | Status of PI\* | Duration (in months) | Period (From-To) Date to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/Funding Agency | Outcome of the project | Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |

\*Kindly indicate, whether you are Sole PI/PI/Co-I in the project

1. Research Project on-going

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Title | Status of PI\* | Duration (in months) | Period (From-To) Date to be given | Total Grant/Funding received (Rs.) | Name of Sponsoring/Funding Agency | Outcome of the project | Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |

\*Kindly indicate, whether you are sole PI/PI/Co-I in the project

1. Consultancy

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Title | Duration (in months) | Period (From-To) Date to be given | Amount mobilised (Rs.) | Name of Agency | Whether quoted through Parent University/College | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

1. (a) Patents

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Title\* | Area/Subject | Date of Award | Level (International/National) | Patent No. | Sponsoring Agency | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

\*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/Organisation like UNO/UNESCO/World Bank/International Fund, etc. or Central Government or State Government)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Title\* | Area/Subject | Date of publication/Submission | Level (International/National/State) | Reference No. | Sponsoring Agency | Score |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |

\*Only Policy document published/submitted to bodies/organisation detailed above shall be considered.

(c) Awards/Fellowship

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Name of Award/Honour\* | Area/Subject | Name of Awarding Body | Level (International/National) | Date | Score |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |

\*Entries for awards made in this section should be from post-graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included

1. Invited lectures/Resource Person/paper presentation in Seminars/Conference/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. | Title of Lecture/Paper | Invited Lecture/Resource Person/Paper presented | Nature of Programme\* | Details | Level\*\* | Date of presentation | Sponsoring Agency | Score |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |

\*Seminar/FDP/Conference

\*\*Level: International (Abroad)/International (within country)/National/ State/University/College/ Institution.

**SUMMARY OF ACADEMIC AND RESEARCH SCORE (ARS) SINCE ENTRY INTO SERVICE INCLUDING THE ASSESSMENT PERIOD**

(Please attach supporting documents wherever required).

|  |  |  |
| --- | --- | --- |
| PART B | Details of Academic & Research Activities | Score |
| **1.** | **Published Research Papers** |  |
| **2.** | **Publications (other than Research papers)** |
| 2.a.(i) | Books authored |  |
| 2.a.(ii) | Chapter in Edited Books |  |
| 2.a.(iii) | Books Edited |  |
| 2.b | Translation works in India and Foreign Languages |  |
| **Sub-total of Publications (other than Research papers)** |  |
| **3.** | **Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula** |  |
| 3.(a) | Development of Innovative Pedagogy |  |
| 3.(b) | Design of new Curricula and courses |  |
| 3.(c) | Development of MOOCs |
| 3.c.(i) | Development of complete MOOCs in 4 quadrant for a course with credits. |  |
| 3.c.(ii) | MOOCs (developed in 4 quadrant) per module/Lecture |  |
| 3.c.(iii) | Content writer/subject matter expert |  |
| 3.c.(iv) | Course Coordinator for MOOCs |  |
| 3.(d) | Development of E-content. |
| 3.d.(i) | Development of e-Content in 4 quadrants for a complete course/e-book |  |
| 3.d.(ii) | E-content (developed in 4 quadrants) per module. |  |
| 3.d.(iii) | Contribution to development of e-content |  |
| 3.d.(iv) | Editor of e-content for complete course/paper/e-book |  |
| **Sub-total of Creation of ICT-mediated Teaching Learning Pedagogy, etc.** |  |
| **4.** | **Research Related Activities** |  |
| 4.(a) | Research Guidance |  |
| 4.(b) | Research Project Completed |  |
| 4.(c) | Research Project Ongoing |  |
| 4.(d) | Consultancy |  |
| **Sub-Total of Research related activities** |  |
| **5.** | **Patent, Awards, etc.** |  |
| 5.(a) | Patents |  |
| 5.(b) | Policy Document |  |
| 5.(c) | Awards/Fellowship |  |
| **Sub-Total of Patents, Awards, etc.** |  |
| **6.** | **Invited lectures/paper presentation** |  |
| **TOTAL ACADEMIC/RESEARCH SCORE** |  |

**PART-C: OTHER RELEVANT INFORMATION**

(a) Membership/Fellowship of Learned bodies/Societies:

(b) Literary, cultural or other activities (e.g. achievement in sports etc.) in which the teacher is interested and distinctions obtained:

(c) Please give details of any other credential, significant contributions, awardsreceived, responsibilities, etc. not mentioned earlier.

(d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

1.

2.

3.

4.

**PART D: DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents enclosed with this application are correct and true to the best of my knowledge and belief.

 Date:

 Place:

Signature & Designation of the Applicant

………………

Certifiedthat ............................................................................. has been working as.................................................in this College/Institution since ………………………………

The particulars given in this proforma have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/documents provided and enclosed herewith by the applicant.

Signature of Principal with seal

**PART E : PERFORMANCE ASSESSMENT REPORT & GRADING DURING THE ASSESSMENT PERIOD**

(Grades claimed by the Applicant)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Academic Year/****Session** | **Grade in Part B.1** | **Grade in Part B.2** | **Overall Grade** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

(Grades awarded by the Expert)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Academic Year/****Session** | **Grade in Part B.1** | **Grade in Part B.2** | **Overall Grade** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

Signature of Expert Signature of Expert

 Signature of Director, HTE Signature of Principal

 Signature of HOD

**NOTE:** *For the purpose of assessing the grading of various activities at B1 & B2 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 authority concerned following all procedures laid down in the UGC Regulations, 2018 and as per the acts, statutes and ordinances of the parent institution.*