University of Mumbai

NAAC Accredited with A++

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
Assistant Professor (Academic Level-10) to Assistant Professor (Senior Scale/ (Academic Level-11) **&**
Assistant Professor (Senior Scale/(Academic Level-11) to Assistant Professor (Selection Grade
/(Academic Level-12)   in University Departments/Institutions For
Faculty of Sciences & Technology/ Humanities /Commerce / Interdisciplinary

Part A : General Information and Academic Background

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname														
	First name														
	Middle name														

2.

Name of University Department/ Centre / Institution :-														

3.

Current postal address (in BLOCK letters)														
Email ID														
Mobile No.														
Tel. No.														

4.

Current Designation & Grade Pay / Level :-														

5.

Date of last Promotion :-																

6.

Next Position and grade pay are you an applicant under CAS?																

7.

Date of eligibility for promotion under CAS :-																

8.

Research Degree(s)			
Degree	Specialization	University	Date of award
PG			
M. Phil.			
Ph.D			
NET/SET			
D. Sc. / D. Litt			
Other qualifications			

9.

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

10. 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)	1. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M. Phil. or six years of service in case of those without a Ph.D./M. Phil. and satisfies the following conditions:
		2. Attended one Orientation course of 21 days duration on teaching methodology;
		3. Any one of the following: Completed 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 I n four-quadrants / MOOC's course during the assessment period; and
		4. Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.
		Criteria:
		A teacher shall be promoted if;
		   i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/ five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
		   ii) The promotion is recommended by the screening-cum-evaluation committee.	

	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-) Or (Senior Scale/ Academic Level 11) to Assistant Professor(Selection Grade/AcademicLevel 12)	1. Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
		2. A Ph.D. Degree in the subject relevant/allied /relevant discipline.
		3. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / program from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/Technology Programs / 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 in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
		4. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.
		Criteria:
		A teacher shall be promoted if;
		   i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period (as prescribed in Appendix II, Table 1), and;
		   ii) The promotion is recommended by the screening-cum-evaluation committee.	

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.

No	Title of the paper with page Nos.	Journal name with ISBN/ISSN No	Peer-Reviewed or UGC listed Journals	Impact Factor, if any (to be determined as per Thomson Reuters list)	Number of total authors	First/Principal/Corresponding author	Self -appraisal Academic/ Research Score	Verified ACADEMIC / RESEARCH SCORE by Committee
							Total of (1)	

Part B: Assessment Criteria as per Appendix – II Table - 1

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 $\left(\dfrac{\text{Number of classes taught}}{\text{total classes assigned}} \times 100\%\right)$	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							
	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.	"**Good**" - Involved in at least 3 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.	"**Satisfactory**"- 1-2 activities.						
	d) Organizing seminars/ conferences/ workshops, other college/university activities.	"**Not-satisfactory**" - Not involved / undertaken any of the 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							
	Overall Grading							

Note: Candidate should get '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. students Awarded   :

Name & Signature of the teacher

Forwarded through:

Head/Director/Principal   Chairman,
                                      Academic/Research Score Committee

Score Approved by Academic/Research Score Verification Committee

Sr.	Name of Member	Designation	Sign
1		Chairman	
2		Member	
3		Member	
4		Member	
5		Member	
6		Member	
7		Member	
8		Member	
9		Member	
10		Member	