



**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY,
MUZAFFARPUR (BIHAR) - 842001**

{Website:-www.brabu.net}

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Application form for promotion of different categories of teachers under Career Advancement Scheme (CAS) Statutes with immediate effect i.e. 18-07-2018 vide Governor's Secretariat, Bihar Letter No.-BSU(Statute)-08/2005-283/GS(I) dated-15-02-2023.

- [A] Assistant Professor–Academic Level 10 to Academic Level 11
- [B] Assistant Professor–Academic Level 11 to Academic Level 12
- [C] Associate Professor–Academic Level 12 to Academic Level 13A
- [D] Professor–Academic Level 13A to Academic Level 14

[Please √ (tick mark) whichever is applicable]

Subject:

Faculty:

College:

University

Department

Affix self-
attested
passport size
colour photo

PART :A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

S.No.	Details
1.	Name (in Block Letters) :
2.	Father's Name:
3.	Date of Birth
4.	Gender
5.	Marital Status
6.	Nationality



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7.	The category you belong to :SC/ST/OBC/Gen	
8.	Present Designation	
9.	Present Academic Level as per 7th CPC	
10.	Date of Appointment /Joining	Date: Supporting document:
11.	Date of Confirmation:	Date: Supporting document:
12.	Date of M.Phil. Degree Awarded	Date: Supporting document:
13.	Date of Ph.D. Degree Awarded	Date: Supporting document:
14.	Due Date of Promotion for which you claim	Date:
15.	Total Teaching Experience(in years)	
16.	Earlier Promotion (If Any)	letter No. & Date : Supporting document :
17.	Address for Correspondence with PIN Code	
18.	Permanent Address with PIN Code	



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19.	Previous/Earlier Service details (if any)	supporting document
20.	Mobile No.	
21.	Email Id	

21. Academic Qualifications (Enclose Certificates)

Name of Examination	Name of Board/University	Division /Class	% of Marks Obtained	Year of Passing	S. No. of supporting document
Matriculation					
Intermediate					
Bachelor					
Master					
M.Phil.					
Ph.D.					
Post Doctoral Fellowship					

22. Study/Sabbatical/Maternity/Paternity/Child care /Medical/Extra Ordinary leave taken during the Assessment Period (Enclose supporting documents):-

Kind of leave	Period of leave		Period of days(years/ months/days)	Order No.& date	S. No. of supporting document
	From	To			

23. Any Other Relevant Information:

24. Research details (if any) :



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1. Eligibility for Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Completion of 4/5/6 years of services: from to
Date of Award of Ph.D. :

A. Details of One Completed Orientation course of 21 days duration on teaching methodology:

S.No.	Title	Place	Duration	
			From	To

Enclosed Certificates of Participation.

B. Details of One Completed Refresher/Research Methodology Course/Workshop/Syllabus Up-gradation Workshop/Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes 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 during the assessment period

S.No.	Title	Place	Duration	
			From	To

Enclosed Certificates of Participation.

C. Details of published One research publication in the peer-reviewed journals or UGC-listed journals during assessment period (Enclosed Reprint)

S.No.	Title of paper	Name of the author(s)	Name of the journal	Year of publication with Volume, Number & page(s)	Evidence of peer-reviewed/ UGC listed journal

D : Satisfactory Performance Appraisal Report of at least preceding 3/4/5 years : YES/No.(To be enclosed)



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2. Eligibility for Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Completion of 4 years of Services in Academic level 11 from..... to.....

Date of Award of Ph.D.:

A. Details of any Two of Completed course/programme from amongst the categories of: Refresher Courses/Research Methodology/Workshops/SyllabusUp-gradation Workshop/Teaching-Learning Evaluation/Technology Programmes/Faculty Development Programme of atleast two weeks (ten days) duration (or completed two courses of atleast one week (five days) duration in lieu of every single course/programme 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.

S.No.	Title	Place	Duration	
			From	To

Enclosed Certificates of Participation.

B. Details of published Three research papers in the peer-reviewed journals or UGC-listed journals during assessment period (Enclosed Reprints)

S.No.	Title of paper	Name of the author(s)	Name of the journal	Year of publication with Volume, Number &page(s)	Evidence of peer-reviewed/ UGC listed journal
1.					
2.					
3.					

C : Satisfactory Performance Appraisal Report of at least preceding 4 years : YES/No. (To be enclosed)



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3. Eligibility for Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Completion of 3 years of services in Academic level 12 from.....to.....

Date of Award of Ph.D. .:

A. Details of any one of the completed course/programme from amongst the categories of: Refresher Courses/Research Methodology Workshops/Syllabus Up-gradation Workshop/Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme 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 one MOOCs course (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 development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

S.No.	Title	Place	Duration	
			From	To

Enclosed Certificates of Participation.

B. Details of published minimum seven publications in the peer-reviewed or UGC-listed journals out of which three research papers published during the assessment period (Enclosed Reprints)

S.No.	Title of paper	Name of the author(s)	Name of the journal	Year of publication with Volume, Number & page(s)	Evidence of peer-reviewed/ UGC listed journal
1.					
2.					
3.					
4.					
5.					
6.					
7.					



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C. Guided atleast One Ph.D. candidate (Enclosed evidence)

S. No.	Name of the Ph.D.scholar	Title of the thesis	Year of registration of the scholar	Year of Ph.D. awarded

D: Satisfactory Performance Appraisal Report of atleast preceding 2 years :YES/No. (To be enclosed)

E : Minimum of 70 Academic/Research Score as per Appendix II, Table 2 (CAS UGC Regulations–2018)



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**4. Eligibility for Associate Professor (Academic Level 13A) to Professor
(Academic Level 14)**

Completion of three years of Services in Academic Level 13A from..... to
Date of Award of Ph.D.....

A. Details of published minimum ten research publications in the peer- reviewed or UGC-
listed journals out of which three Research papers published during the assessment
period(Enclosed Reprints)

S.No.	Title of paper	Name of the author(s)	Name of the journal	Year of publication with Volume, Number&page(s)	Evidence of peer-reviewed/ UGC listed journal
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

B. Successfully guided doctoral candidate(s) (Enclosed evidence)

S.No.	Name of the Ph.D. scholar	Title of the thesis	Year of registration of the scholar	Year of Ph.D. awarded

C : Satisfactory Performance Appraisal Report of atleast preceding 2 years : YES/No. (To be enclosed)

D: Minimum of 110 Academic/Research Score as per Appendix II, Table 2 (CAS UGC Regulations–2018)



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Part : B

**Assessment Criteria and Methodology as per AppendixII:
Table I ofCAS UGC Regulations– 2018 (Compulsory for
allLevels)**

CalculationofGradingCriteriaforS.No.1

Teaching:

S. No.	Academic Year	UG/PG/Semester	Course Code/ Name	No. of classes taught (a)	Total classes assigned (b)

Grading Criteria=No. of classes taught (a)/total classes assigned(b) x100(%)=.....

Calculation of Grading Criteria for S.No.2

InvolvementintheUniversity/Collegestudentsrelatedactivities/researchactivities:

(a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator, Warden, etc.

S.No.	Academic Year	Responsibility	Evidence/Supporting documents

(b) Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation

S.No.	Academic Year	Nature of the work	Evidence/Supporting documents



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(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

S.No.	Academic Year	Nature of the work	Evidence/Supporting documents

(d) Organizing seminars/conferences/workshops, other college/university activities

S.No.	Academic Year	Nature of the work	Evidence/Supporting documents

(e) Evidence of actively involved in guiding Ph.D. students

S.No.	Student Name	Ph.D. Thesis title	Submitted /Awarded	Year

Note:

- ✓ The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
- ✓ Insert rows as per requirements.

(f) Conducting minor or major research projects sponsored by national or international agencies

S.No.	Title of the R&D Project	Funding Agency	Sanction Number and Date	Amount Sanctioned	Ongoing/ Completed	PI/ Co-PI

Note:

- ✓ The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
- ✓ Insert rows as per requirements.



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(g) At least one single or joint publication in peer-reviewed or UGC list of Journals

S. No.	Title of the Research Paper	Author (s)	Name of the Journal	ISSN Number	Year, Volume Number and Page Number	Peer-Reviewed / UGC list Serial No. of the Journal	Impact Factor as per Thomson Reuters list (Yes/No)	Are you First/Corresponding/Co-author

Note:

- ✓ The photocopies of proofs for each be attached and be serially arranged with proper numbering of the attached pages.
- ✓ Insert rows as per requirements.

Grading Criteria:

Good - Involved in at least 3 activities
Satisfactory - 1-2 activities
Not-satisfactory - Not involved/undertaken any of the activities

Overall Grading :-

Satisfactory : Good in teaching and satisfactory in activities mentioned in Serial no. (a) to (g)

OR

Satisfactory in teaching and good or satisfactory in activities mentioned from Serial no. (a) to (g)

Unsatisfactory : If neither good nor satisfactory in overall grading.



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Methodology for calculating Academic/Research Score as per Appendix II: Table 2 of UGC Regulations – 2018 [Compulsory for Associate Professor (Academic Level 13A) and Professor (Academic Level 14)]

Assessment must be based on evidence produced by the teachers such as: copy of publications, projects sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,

1. Research Paper Published in Peer Reviewed or UGC Listed Journals:

S.No.	Titles of the Research Paper	Author(s)	Name of the Journal (Year, volume number and Pages)	ISSN Number	Peer-Reviewed/UGC list Serial number for journals	Impact Factor as per Thomson Reuters list (Yes/No)	Are you First/Corresponding / Co-author	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total (1)										



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2. Publications(otherthanResearchPapers)

(a) Booksauthoredwhicharepublishedby:

(i) **InternationalPublishers(Max.Score:12perbookforsingleauthor)**

S. No.	Titleofthe Book	Name ofthe Publisher	ISBN No.	Year of Publication	No.of Co-authors	Whether themaina uthor	Scorecl aimed	Score awardedby screening committee	S.No. of supportingdo cument
Total2(a)(i)									

(ii) **NationalPublishers(Max.Score:10perbookforsingleauthor)**

S. No.	Titleofthe Book	Name ofthe Publisher	ISBN No.	Year of Publication	No.of Co-authors	Whether themaina uthor	Scorecl aimed	Score awardedby screening committee	S.No. of supportingdo cument
Total2(a)(ii)									



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(iii) Chapters in Edited Book (Max. Score: 05 per chapter for single author)

S. No.	Title of the Chapter with Page No.	Month & Year of Publication	Type of Book & Publisher	National/International	ISBN No.	No. of Co-authors	Whether you are the main author	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(a)(iii)										

(iv) Editor of Book by International Publisher (Max. Score: 10 per book for single author)

S. No.	Title of the Book	Name of the Publisher	ISBN No.	Month & Year of Publication	No. of Co-Editors	Whether you are the main Editor	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 2(a)(iv)									



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(v) EditorofBookbyNationalPublisher(Max.Score:08perbookforsingleauthor)

S. No.	TitleoftheBook	Name ofthe Publisher	ISBN No.	Month & Year of Publication	No.of Co-Editors	Whether you are themain Editor	Score claimed	Score awardedby screening committee	S.No. of supporting document
Total2(a)(v)									

(b) TranslationworksinIndianandForeignLanguagesbyqualifiedfaculties

(i) ChapterorResearchPaper(Max.Score:03perwork)

S. No.	Titleofthe Translated Chapteror ResearchPaper	Name ofthe Publisher	ISBN /ISSN No.	Year of Publication	No.of Co-translators	Whether you are themain Translator	Score claimed	Score awardedby screening committee	S.No. of supporting document
Total2(b)(i)									



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(ii) Book(Max.Score:08perwork)

S. No.	Name of the Translated Book	Name of the Publisher	ISBN No.	Month & Year of Publication	No. of Co-translators	Whether you are the main Translator	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total2(b)(ii)									

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative pedagogy -----(Max.Score:05perPedagogy)

S. No.	Title of Innovative Pedagogy	Entrusted by (Name of the Agency)	Whether accomplished	Month & Year of completion	Implemented / adopted by (Name of the Organization)	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total3(a)								



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(b) Design of new curricula and courses ----- (Max.Score:02 per curricula/course)

S. No.	Level of New Curricula and Courses	Entrusted by (Name of the Agency)	Whether accomplished	Month & Year of completion	Implemented / adopted by (Name of the Organization)	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 3(b)								

(c) MOOCs

- Development of complete MOOCs in 4 quadrants (4 credit course) - {MaxScore:20} (In case of MOOCs of lesser credits 05 marks/credit)
- MOOCs (developed in 4 quadrant) per module/lecture - {MaxScore:05}
- Content writer/subject matter expert for each module of MOOCs (at least one quadrant) - {MaxScore:02}
- Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit) - {MaxScore:08}



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S. No.	Title(s) of Lecture	Entrusted by (Name of the Agency)	No. of Quadrant Developed	Whether Content writer/Course Coordinator	Whether recognized by SWAYAM	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total3(c)								

(d) E-Content

- Development of e-Content in 4 quadrants for a complete course/e-book –(Max Score:12)
- E-Content (developed in 4 quadrants) per module –(Max Score:05)
- Contribution to development of e-content module in complete course/02) paper/e-book (at least one quadrant) - (Max Score: 10)
- Editor of e-content for complete course/paper/e-book –(Max Score:10)



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S. No.	Title(s) of Lecture	Entrusted by (Name of the Agency)	No. of Quadrant/ Module Developed	Whether Content writer/Editor of E-content	Whether recognized by SWAYAM	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total3(d)								

4. (a) RESEARCH GUIDANCE

(i) M.Phil/P.G.Dissertation (Max.Score:02perdegreeawarded)

S. No.	Number of Student Enrolled	No.ofDissertationSubmitted	No.ofDegreeawarded	Score claimed	Scoreawarded by screening committee	S.No. of supporting document
SubTotal4(a)(i)						



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(ii) Ph.D.(Max.Score:10perdegreeawarded)(Max.Score:05perthesissubmitted)

S.No.	Number of StudentEnrolled	No.ofThesis Submitted	No.ofDegree awarded	Scoreclaimed	Scoreawarded by screening committee	S.No. of supportingdocument
SubTotal4(a)(ii)						

(b) ResearchProjectsCompleted

(Max.Score:10formorethan10Lakhs)(Max.Score:05forlessthan10 Lakhs)

S.No	Titleofthe Research Project	Funding Agency	Year of sanction of theproj ect	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. (Lakhs)	Whether PI/Co -PI	Score claimed	Score Awarded byscreening committee	S.No. of supportingdocument
Total4(b)									



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(c) Research Projects Ongoing

(Max.Score:05formorethan10Lakhs)(Max.Score:02forlessthan10Lakhs)

S.No	Titleofthe Research Project	Funding Agency	Year of sanction of theproject	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. (Lakhs)	Whether PI/Co -PI	Score claimed	Score Awarded byscreening committee	S.No. of supportingdocument
Total4(c)									

(d) Consultancy

(Max.Score:03perconsultancyproject)

S.No	Titleofthe Consultancy Project	Funding Agency	Year of sanction of theproject	Year of completion of the project	Grant(s)/ Amount mobilized (Rs. (Lakhs)	Whether PI/Co -PI	Score claimed	Score Awarded byscreening committee	S.No. of supportingdocument
Total4(d)									



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(5)(a) PATENTS

(Max. Score: 10 for International) (Max. Score: 07 for National)

S.No	Title of the Patent	Granting Authority	Year of Approval	Whether International/National	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 5(a)							

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

(Max. Score: 10 for International)

Max. Score: 07 for

National) (Max. Score: 04 for State)

S.No	Title of the Policy Document	Submitted to	Year of Submission	Whether International/National/State	Score claimed	Score awarded by screening committee	S.No. of supporting document
Total 5(b)							



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Total6								

7. Calculation of combined research score from the categories of S.No.5(b) & S.No.6

Note: Capping Score for Promotion to Associate Professor (30% of 70 = 21); and Professor (30% of 110 = 33%)

S. No.	Score claimed in S.No.5 b	Score claimed in S.No.6	Combined Score of 5(b) & 6	Score claimed after capping	Score Awarded by Screening Committee



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TotalAcademic/ResearchScoreClaimedforAssessmentPeriod=

Listof Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Icertifythattheaboveinformationprovided bymeiscorrect.

Place&Date

SignatureofCandidate

**Signatureofthe Concerned Head of the Department/
Principal of the Colleges**



The Research score for research papers would be as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

- | | |
|---|------------|
| i) Paper in refereed journals without impact factor | -5 Points |
| ii) Paper with impact factor less than 1 | -10 Points |
| iii) Paper with impact factor between 1 and 2 | -15 Points |
| iv) Paper with impact factor between 2 and 5 | -20 Points |
| v) Paper with impact factor between 5 and 10 | -25 Points |
| vi) Paper with impact factor > 10 | -30 Points |
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research scores shall be from the minimum of three categories out of six categories
