**Dayalbagh Educational Institute**

**(Deemed To Be University)**

**Dayalbagh, Agra**

**Assessment Criteria and Methodology Proforma for Promotion under CAS**

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

1. Name (in Block Letters):
2. Father’s Name/Mother’s Name:
3. Department:
4. Current Designation & Level in Pay Matrix:
5. Date of last Promotion:
6. Which position and Level are you an applicant under CAS?
7. Date of eligibility for promotion:
8. Date and Place of Birth:
9. Sex:
10. Marital status:
11. Nationality:
12. Indicate whether belongs to SC/ST/OBC category:
13. Address for correspondence (with Pin code)
14. Permanent Address (with Pin code)

Telephone No:

Mobile Ph. No.:

Email:

1. Academic Qualifications (Matric till post-graduation):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Examination | Name of Board/  University | Year of Passing | Percentage of marks obtained | Division/ Class/  Grade | Subjects |
| High School/Matric |  |  |  |  |  |
| Intermediate |  |  |  |  |  |
| B.A./B.Sc./B.Com./B.Tech. |  |  |  |  |  |
| M.A./M.Sc./M.Com. |  |  |  |  |  |
| Others, if any |  |  |  |  |  |

1. Research Degree(s)

|  |  |  |  |
| --- | --- | --- | --- |
| Degrees | Title | Date of Award | University |
| M.Phil./M.Tech. |  |  |  |
| Ph.D./D.Phil. |  |  |  |
| D.Sc./D.Litt. |  |  |  |

1. Appointment held prior to joining this Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Designation | Name of Employer | Date of Joining | | Salary with Grade | Reason of leaving |
| Joining | Leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Posts held after appointment at this Institute:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designation | Department | Date of Actual Joining | |  |
| From | To | Grade/Level |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Period of teaching experience: P.G. (in years): \_\_\_\_ U.G. (in years): \_\_\_\_
2. Research Experience excluding years spent in M.Phil./ Ph.D. (In years): \_\_\_\_
3. Fields of Specialization under the Subject/Discipline
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART B: ASSESSMENT OF PERFORMANCE**

(Please see instructions of Assessment Criteria & Methodology before filling this section)

**Information for the Year 20\_\_ - 20\_\_**

**Category I:** **Teaching, Learning and Evaluation Related Activates**

**1A: Teaching: (Classes taught include sessions, tutorials, lab., and other teaching related activities)**

(Regularity and punctuality in classes, remedial teaching, clarifying doubts, counseling, mentoring, additional teaching etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. N. | Course/Paper  (Attach Evidences) | No. of classes Assigned | No. of Classes Taught | Perentage of Classes Taught | Grade (Please refer Table 1: Appendix II) |
| Semester 1: (July-Dec) Year | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Semester 2: (Jan-May) Year | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Grade\* | | | |  |

**\* Grading Criteria:**

80% & above – Good

Below 80% but 70% & above – Satisfactory

Less than 70% - Not satisfactory

**1B: Examination, Evaluation Activities, Administrative Support and Participation in Students’ Co-curricular & Extra-curricular Activities**

|  |  |  |
| --- | --- | --- |
| S. N. | Activities #  (Please mention the activities involved out of the activities listed below) - (Attach Evidences) | Grade (Please refer table 1 of Appendix II) |
| Semester 1: (July-Dec) Year | | |
|  |  |  |
|  |  |
|  |  |
| Semester 2: (Jan-May) Year | | |
|  |  |  |
|  |  |
|  |  |
|  | Grade\* |  |

**# Involvement in Students Related Activities/ Research Activities:**

* 1. Administrative responsibilities such as Head/ Chairperson /Dean/ Director/ Coordinator, Warden etc.
  2. Examination and evaluation duties assigned by the University or attending the examination paper evaluation.
  3. Student related co-curricular, extension and field-based activities such as students’ clubs, career counseling, study visits, students’ seminars and other events, cultural, sports, NCC, NSS and community services.
  4. Organizing seminars/conferences/workshops, other universities activities.
  5. Evidence of actively involved in guiding Ph.D. students.
  6. Conducting minor or major research project sponsored by national or international agencies.
  7. At least one single or joint publication in peer reviewed or UGC list of Journals.
  8. Presentation of papers and chairing of sessions
  9. Guiding and carrying out research projects and publishing the research output in national and international journals

**\* Grading Criteria:**

Involved in at least 3 activities - Good

Involved in 1 to 2 activities - Satisfactory

Not involved/undertaken any of the activities - Not satisfactory

**Note:** Number of activities can be within or across the broad categories of activities.

**1C.** **Personal Development Related to Teaching and Research Activities:**

|  |  |
| --- | --- |
| S. N. | Activities attended\*  (Please mention the activities involved out of the activities listed below)  **(Attach Evidences)** |
| Semester 1: (July-Dec) Year | |
|  |  |
|  |  |
|  |  |
| Semester 2: (Jan-May) Year | |
|  |  |
|  |  |
|  |  |

\* Orientation/Refresher/Research Methodology course, development of e-contents and MOOCs, Workshop, Syllabus up-gradation workshop, Training Teaching-Learning Evaluation, Technology Programs and Faculty Development Programs.

**Category II: Research, Publications and Academic Contributions**

1. **Research Papers published in Peer Reviewed or UGC listed Journals:**

**(Attach Evidences)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title with Page Nos. | Journal & Date of Publication | ISSN/  ISBN No. | Whether Peer Reviewed Impact Factor,  if any | No. of co-authors | Whether you are the main author | Score  (Please refer  Table 2: Appendix II) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total Score | | | | | | |  |

1. **Publications (other than Research Papers):** **(Attach Evidences)**

2(a) **Books authored which are published by International/ National Publishers, Chapter in Edited Book, Editor of Book by International/ National Publisher**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Chapter Title with page nos. & year of Publication | Book Title, editor & publisher | ISSN/  ISBN No. | No. of  co-authors | Are you Main Author | National/ Inter-national | Score  (Please refer  Table 2: Appendix II) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total Score | | | | | | |  |

2(b) **Translation works in Indian and Foreign Languages by Qualified Faculties**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.  No. | Chapter or Research Paper or Book with Title, Page Nos. & Year of Publication | Chapter/  Research Paper/  Book Editor & publisher | ISSN/  ISBN No. | National / International | Score  (Please refer  Table 2: Appendix II) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Score | | | | |  |

3(a&b) **Creation of ICT Mediated Teaching Learning Pedagogy and content development of new and innovative courses and curricula:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Activity  (Attach Evidences) | Publication Details | No. of Course(s) | Score  (Refer Table 2: Appendix II) |
| (a) | Development of Innovative Pedagogy |  |  |  |
| (b) | Design of New Curricula and Courses |  |  |  |
| Total Score | | | |  |

3(c) **MOOCs:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.  No. | Activity  (Attach Evidences) | Publication details | No. of course(s) | Score  (Refer Table 2: App. II) |
| 1 | Development of complete MOOCs in 4 Quadrants (4 credit course)  (In case of MOOCs of lesser credits: 05 marks/ credit) |  |  |  |
| 2 | MOOCs (developed in 4 Quadrants) per module/ lecture |  |  |  |
| 3 | Content writer/subject matter expert for each module of MOOCs  (at least 1 quadrant) |  |  |  |
| 4 | Course Coordinator for MOOCs  (4 credit course) (In case of MOOCs of lesser credits: 02 marks/credit) |  |  |  |
| Total Score | | | |  |

3(d) **e-Content**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Activity  (Evidence e to be attached) | Publication details | No. of course(s) | Score  (Refer Table 2: App. II) |
| 1 | Development of e-Content in 4 Quadrants for a complete course/e-book |  |  |  |
| 2 | e-Content (developed in 4 Quadrants) per module |  |  |  |
| 3 | Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant) |  |  |  |
| 4 | Editor of e-content for complete course/ paper / e-book |  |  |  |
| Total Score | | | |  |

4(a) **Research Guidance: (Attach Evidences)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Dissertation | Number Enrolled | Thesis Submitted | Degree awarded with year of award | Score  (Please refer Table 2: Appendix II) |
| 1 | M. Phil/PG |  |  |  |  |
| 2 | Ph.D. or Equivalent |  |  |  |  |
| Total Score | | | | |  |

4(b) **Research Projects Completed: (Attach Evidences)**

More than 10 Lakh: 10 score Less than 10 Lakh: 5 score

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Title | Agency | Period | Grant/Amount (Rs.in Lakh) | Score  (Please refer Table 2 of Appendix II) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Score | | | | |  |

4(c) **Research Projects Ongoing: (Attach Evidences)**

More than 10 Lakh: 10 score Less than 10 Lakh: 5 score

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Title | Agency | Period | Grant/Amount (Rs.in Lakh) | Score  (Please refer Table 2 of Appendix II) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Score | | | | |  |

4(d) **Consultancy (Attach Evidences)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Title | Agency | Period | Grant/Amount (Rs.in Lakh) | Score  (Please refer Table 2 of Appendix II) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Score | | | | |  |

5(a) **Patents: (Attach Evidences)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title | Agency | Period | National/ International | Grant/Amount (Rs. in Lakh) | Score  (Refer Table 2: Appendix II) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total Score | | | | | |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title | Agency | Date of submission | State/ National/ International | Grant/ Amount (Rs. in Lakh) | Score  (Refer Table 2: Appendix II) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total Score | | | | | |  |

5(c) **Awards/ Fellowships: (Attach Evidences)**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Award/Fellowship | International/ National | Score  (Refer Table 2: Appendix II) |
|  |  |  |  |
|  |  |  |  |
| Total Score | | |  |

6. **Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conferences proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Activity  **(Attach Evidences)** | International (Abroad)/ International (within Country)/ National/ State/ University | Score  (Refer Table 2 of Appendix II) |
|  |  |  |  |
|  |  |  |  |
| Total Score | | |  |

**Grand Total – Category II** (Sum of 1 to 6) : **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY OF GRADING & SCORE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Criteria | Overall Grading\*  (Category I)  (1A and 1B) | Name of Activity attended  (As per Clause 6.4 of Regulations  for Category I – 1C) | Total Score (Category II) |
| I | **Teaching, Learning and Evaluation related Activities:** | | | |
| 1A | Teaching |  | --- | --- |
| 1B | Examination, Evaluation Activities & Administrative Support & Participation in Students’ Co-curricular & Extra-curricular Activities |  | --- | --- |
| 1C | Personal Development related to Teaching and Research Activities: | --- | 1.  2.  3. | --- |
| II | **Research, Publication and Academic Contribution.** | --- | --- |  |

\* **Overall Grading:**

**Good**: Good in Teaching (1A of Category I) and Satisfactory or Good in Activity in 1B of Category I, or

**Satisfactory**: Satisfactory in Teaching (1A of Category I) and Good or Satisfactory in Activity in 1B of Category I.

**Not Satisfactory**: If neither Good nor Satisfactory in Overall Grading.

**List of Enclosures:** (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

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

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled Assessment Criteria and Methodology proforma.

Signature of the Faculty Member

Designation, Place and Date

Certified that the information submitted by Prof./ Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is verified and I recommend his / her promotion to next level as he / she has completed all necessary requirements stipulated and being enforced as on today, by UGC.

Signatures of HoD with Stamp

Verified and recommended for promotion to next level.

Signatures of Dean with Stamp

N.B.: The Dean and Head will assure that the information submitted by the faculty member is correct on the basis of evidences submitted and by signing above; they are verifying information and recommending the faculty member for promotion.