



# Amritsar Group of Colleges, Amritsar

(Autonomous College | NAAC 'A' Grade)

(Approved by All India Council of Technical Education, New Delhi)

(Approved by Pharmacy Council of India, New Delhi)

## Application Form for Promotion under Career Advancement Scheme (CAS)

- From Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)
- From Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Notification Reference No. \_\_\_\_\_ Date: \_\_\_\_\_

Total Academic /Research Scores as per Appendix II, Table 2 (UGC Regulations 2018)

Paste Self-  
attested Recent  
Passport Size  
Photograph

**NOTE: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with documentary evidence. Claims that cannot be verified will not be considered PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY, AND FOLLOW THEM.**

## **APPLICATION FORM FOR CAS (2025): PART – A**

### **GENERAL INFORMATION AND ACADEMIC BACKGROUND**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name (in Block Letters)	
2.	Father's Name (in Block Letters)	
3.	Mother's Name (in Block Letters)	
4.	Date of Birth and Age	
5.	Gender	
6.	Nationality	
7.	Category (SC/ST/OBC/General)	
8.	Current Designation and Grade Pay/ Academic Level	
9.	Designation, and Grade Pay applied for	
10.	Permanent Address with Pin Code	
11.	Contact Number (Mobile)	
12.	E-Mail ID	

### **13. ACADEMIC QUALIFICATIONS:**

Qualifications	Subjects/ Specialization	University/ Board	Year of Passing	Marks Obtained /Out of Or CGPA Grade	Class with %	Encl. No (A1, A2, ...)
Masters Degree (PG)						
Integrated IMA/ IMSc/ IMS (UG-PG)						
M. Phil.						
Ph.D.						
D.Sc./D.Litt.						
Other Degrees (if any)						

**14. RECORD OF ACADEMIC SERVICE PRIOR TO JOINING THE AMRITSAR GROUP OF COLLEGES, AMRITSAR (Please Attach Relevant Certificates of Service Experience)**

[illegible]

15. POST-DOCTORAL RESEARCH EXPERIENCE AS RESEARCH SCIENTIST, RESEARCH ASSOCIATE etc. (in yrs) (if any): \_\_\_\_\_

16. RECORD OF SERVICE IN AMRITSAR GROUP OF COLLEGES, AMRITSAR:

Level	Designation	Pay Scale & AGP	Duration		Experience		Nature of Duties (Teaching/Administration)	Encl. No. (C1, C2, ...)
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month		
Assistant Professor (Level 12)								
Associate Professor (Level 13A)								
Please clearly specify the period of Leave Without Pay (LWP):								

17. PERIOD OF TEACHING EXPERIENCE:

U.G. Classes (in Years & Months): \_\_\_\_\_ Period: From \_\_\_\_\_ To \_\_\_\_\_

P.G. Classes (in Years & Months): \_\_\_\_\_ Period: From \_\_\_\_\_ To \_\_\_\_\_

Ph.D Course Work Teaching: \_\_\_\_\_ Period: From \_\_\_\_\_ To \_\_\_\_\_

Integrated: iMSc (in years): \_\_\_\_\_ Period: From \_\_\_\_\_ To \_\_\_\_\_

**18. RESEARCH EXPERIENCE: (excluding years spent in M.Phil/ Ph.D)**

i. **Total Number of Years** : \_\_\_\_\_

: Period: From \_\_\_\_\_ To \_\_\_\_\_

a) **Years Spent in M. Phil.** : \_\_\_\_\_

Period of M.Phil.		Name of Institute/ University	Research Topic (Dissertation)	Date of Notification of result conferring the degree	Encl. No. (D1)
From	To				
(1)		(2)	(3)	(4)	

b) **Years Spent in Ph.D.** : \_\_\_\_\_

Period of Ph.D		Name of Institute/ University	Research Topic (Dissertation)	Date of Notification of result conferring the degree	Encl. No. (E1)
From	To				
(1)		(2)	(3)	(4)	

ii. Years of Guiding Ph.D. / M. Phil.: Ph.D. \_\_\_\_\_ : M. Phil. \_\_\_\_\_

**Details of Research Guidance during the assessment period:**

Sr. No.	Name of Scholar	Date of Registration	Duration of guidance	Date of Award of Degree to scholar	Any other relevant information	Verified by HOD

iii. **Total No. of Papers Published:** i. International Journals \_\_\_\_\_

ii. National Journals \_\_\_\_\_

iii. State Level Journals \_\_\_\_\_

(Not Abstract but Full paper only) **Total** \_\_\_\_\_

**Details of Research Papers in Journal during the assessment period:**

Sr. No.	Title of the paper	Journal	Impact Factor	Peer Reviewed/ UGC Listed	Date of Publication	Authorship (First/ Second/ Third/ corresponding etc.)

iv. **Total No. of Conferences/Seminars/Workshops Attended and papers presented:**

- i. International: Attended \_\_\_\_\_ : Attended and Papers Presented \_\_\_\_\_
- ii. National: Attended \_\_\_\_\_ : Attended and Papers Presented \_\_\_\_\_
- iii. State Level: Attended \_\_\_\_\_ : Attended and Papers Presented \_\_\_\_\_

**Total:** \_\_\_\_\_ . **Attended:** \_\_\_\_\_ : **Attended and Papers Presented:** \_\_\_\_\_

**Details of Papers in Conferences/Seminars/Workshops during the assessment period:**

[illegible]

**19. AWARDS /PRIZES/HONOURS/RECOGNITIONS (if any):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**20. FIELDS OF SPECIALIZATION IN THE SUBJECT/DISCIPLINE:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**21. ORIENTATION/ REFRESHER COURSE ATTENDED: (Only UGC Recognized) (Attach certificates)**

Sr. No	Name of Program attended	Duration		Organizing Institute/ Sponsoring Agency/ Place	Encl. No. (F1, F2, ....)
		From	To		
1.					
2.					
3.					
4.					

22. Any other INDUCTION/ RESEARCH METHODOLOGY COURSE/ SUMMER SCHOOL/ WINTER SCHOOL/ WORKSHOPS/ TRAINING PROGRAM, FACULTY DEVELOPMENT PROGRAMS/ ATTENDED: (Attach certificates)

Sr. No	Name of Program attended	Duration		Organizing Institute/ Sponsoring Agency/ Place	Encl. No. (G1, G2, ...)
		From	To		
1.					
2.					
3.					
4.					

23. YOUR VISION FOR THE DEPARTMENT:

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**24. YOUR CONTRIBUTION TO THE DEPARTMENT AND COLLEGE:**

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**25. FUTURE ACADEMIC DEVELOPMENT PLAN FOR SELF AS WELL AS DEPARTMENT:**

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**26. ANY OTHER RELEVANT INFORMATION:**

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## APPLICATION FORM FOR CAS (2025): PART-B

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

Sr. No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Scrutiny/ Screening Committee
1.	(i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.			
2.	(ii) A Ph.D Degree in the subject concerned/ allied/ relevant discipline.			
3.	(iii) Any one of the following during the last three years: Completed one 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-contents 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.			

**Eligibility Criteria Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

Sr. No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Scrutiny/ Screening Committee
1.	(i) An Associate Professor who has completed three years of service in Academic Level 13 A.			
2.	(ii) A Ph.D Degree in the subject concerned/allied/relevant discipline.			
3.	(iii) A minimum of 10 research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.			
4.	(iv) A minimum of 110 Research Score as per Appendix II, Table 2.			

## APPLICATION FORM FOR CAS (2025): PART – C

### (Appendix II, Table 1: Assessment Criteria and Methodology for College Teachers)

#### A. TEACHING, INVOLVEMENT IN THE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES\*:

**1. TEACHING: (Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)**

Academic Year	Semester	TEACHING ACTIVITY			Grading Criteria	Grade Claimed by the Candidate as per Appendix II, Table 1	Awarded Grading by concerned HOD	Verified by the Committee	*Encl No. (H1, H2, ...)
		Total Classes Assigned	Number of Classes Taught	Teaching = (Number of Classes Taught / Total Classes Assigned) x 100%					
Year 1	Odd Sem.				(80% & above) - Good				
	Even Sem.								
Year 2	Odd Sem.								
	Even Sem.								
Year 3	Odd Sem.				(Below 80% but 70% & above) - Satisfactory				
	Even Sem.								
Year 4	Odd Sem.								
	Even Sem.								
Year 5	Odd Sem.				(Less than 70%) - Not satisfactory				
	Even Sem.								
Year 6	Odd Sem.								
	Even Sem.								

2. **INVOLVEMENT IN THE STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES:**

Academic Year	Semester	Activity	Grading Criteria	Grade Claimed by the Candidate as per Appendix II, Table 1	Awarded Grading by concerned HOD/ Dean/ Incharge	Verified by the Committee	*Encl No. (J1, J2, ...)
Year 1	Odd Sem.	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.	Good – (Involved in at least 3 activities)				
		b. Examination and evaluation duties assigned by the Department / College/ University or attending the examination paper evaluation.	Satisfactory – (1-2 activities)				
		c. Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	Not-Satisfactory – (Not involved/ undertaken any of the activities)				
		d. Organizing seminars/ conferences/ workshops, other Department/ College/ /University activities.	<b>Note:</b> Number of activities can be within or across the broad categories of 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.					
	Even Sem.	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.					
		b. Examination and evaluation duties assigned by the Department/ College/ University or attending the examination paper evaluation.					

		c. Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.					
		d. Organizing seminars/ conferences/ workshops, other Department/ School / University 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.					
Year 2	Odd Sem.	<i>As above Odd Sem. In Year 1</i>					
	Even Sem.	<i>As above Even Sem. In Year 1</i>					
Year 3	Odd Sem.	<i>As above Odd Sem. In Year 1</i>					
	Even Sem.	<i>As above Even Sem. In Year 1</i>					
Year 4	Odd Sem.	<i>As above Odd Sem. In Year 1</i>					
	Even Sem.	<i>As above Even Sem. In Year 1</i>					
Year 5	Odd Sem.	<i>As above Odd Sem. In Year 1</i>					
	Even Sem.	<i>As above Even Sem. In Year 1</i>					
Year 6	Odd Sem.	<i>As above Odd Sem. In Year 1</i>					
	Even Sem.	<i>As above Even Sem. In Year 1</i>					

\* Should be claimed by the applicant with supporting documents.

## B. ACADEMIC / RESEARCH SCORE

- Faculty of Sciences/ Engineering / Agriculture/ Medical / Veterinary Sciences: **08 per paper**
- Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce/ Management & other related disciplines: **10 per paper**

[illegible]

<b>Total Score</b>											

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

**Note:**

**The Research score for research papers would be augmented as follows:**

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

- Paper in refereed journals without impact factor - **5 Points**
- Paper with impact factor less than 1 - **10 Points**
- Paper with impact factor between 1 and 2 - **15 Points**
- Paper with impact factor between 2 and 5 - **20 Points**
- Paper with impact factor between 5 and 10 - **25 Points**
- Paper with impact factor >10 - **30 Points**
- Two authors: 70% of total value of publication for each author.
- 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, each would get 50% of the total value.



<b>Editor of Book by International Publisher (10 points)</b>									
<b>Editor of Book by National Publisher (08 points)</b>									
<b>TRANSLATION WORKS IN INDIAN AND FOREIGN LANGUAGES BY QUALIFIED FACULTIES</b>									
<b>CHAPTER OR RESEARCH PAPER (03 points)</b>									
<b>BOOK (08 points)</b>									
<b>Total Score</b>									

**Note:** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. **CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA.**

Sr. No.	Activity*	Claimed Score as per Appendix II, Table 2	Score awarded by HOD/ Dean concerned as per Appendix II, Table 2	Verified by the Committee	Encl. No. (M1, M2, ...)
<b>(a) DEVELOPMENT OF INNOVATIVE PEDAGOGY (05 points)</b>					
<b>(b) DESIGN OF NEW CURRICULA AND COURSES (02 per Curricula/Course)</b>					
<b>(c) MOOCs</b>					
<b>Development of complete MOOCs in 4 Quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) (20 points)</b>					
<b>MOOCs (developed in 4 Quadrant) per module/lecture (05 points)</b>					
<b>Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (02 points)</b>					

<b>Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit) (08 points)</b>					
<b>(d) E-CONTENT</b>					
<b>Development of e-Content in 4 quadrants for a complete course/e-book (12 points)</b>					
<b>e-Content (developed in 4 quadrants) per module (05 points)</b>					
<b>Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) (02 points)</b>					
<b>Editor of e-content for complete course/ paper /e-book (10 points)</b>					
<b>Total Score</b>					

\* Each activity should be claimed by the applicant with supporting documents.

4. **(a) RESEARCH GUIDANCE - Ph.D. awarded / Thesis submitted\***

- Ph.D. :(10 points per degree awarded & 05 per thesis submitted)

Sl. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis submitted	University	Month and Year	Claimed Score as per Appendix II, Table 2	Score awarded by HOD/ Dean concerned as per Appendix II, Table 2	Verified by the Committee	Encl. No. (N1, N2, ...)
<b>Total Score</b>									

\* Submit Ph.D. Notification/Certificate of Submission

**M.Phil./P.G. awarded \***

- M. Phil. / P.G dissertation: (02 points per degree awarded)

Sl. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Claimed Score as per Appendix II, Table 2	Score awarded by HOD/ Dean concerned as per Appendix II, Table 2	Verified by the Committee	Encl. No. (P1, P2, ...)
<b>Total Score</b>									

\* Submit M.Phil./P.G. Notification /Certificate of awarded





**(d) CONSULTANCY** (03 points)

Sl. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score as per Appendix II, Table 2	Score awarded by HOD/ Dean concerned as per Appendix II, Table 2	Verified by the Committee	Encl. No. (U1, U2, ...)
				From	To				
Total Score									

**5. (a) PATENTS** (International: 10 points, National: 07 points)

Sl. No.	Patent Number	Details of Patent	International/ National	Year	Claimed Score as per Appendix II, Table 2	Score awarded by Dean concerned as per Appendix II, Table 2	Verified by the Committee	Encl. No. (V1, V2, ...)
Total Score								

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

(International: 10 points, National: 07 points, State: 04 points)

Sl. No.	Details of Policy Document	International/ National / State	Year	Claimed Score as per Appendix II, Table 2	Verified by the Committee	Encl. No. (W1, W2, ...)
Total Score						

**(c) Awards/Fellowship**

(International: 07 points, National 05 points)

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Date Awarded	Claimed Score as per Appendix II, Table 2	Verified by the Committee	Encl. No. (X1, X2, ...)
Total Score							

**6. \*INVITED LECTURES / RESOURCE PERSON/ PAPER PRESENTATION IN SEMINARS/ CONFERENCES/FULL PAPER IN CONFERENCE PROCEEDINGS (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once):**

- International (Abroad): (07 Points)
- International (within Country): (05 Points)
- National: (03 Points)
- State / University Level: (02 Points)

Sr. No.	Title	Name of the Event	Invited/ Oral/ Poster	Organizer/ Institute	Duration	International (Abroad)/Inter national (within country) / National / State / University level	Claimed Score	Verified by the Committee	Encl. No. (Y1, Y2, ...)
<b>Total Score</b>									

**NOTE:**

- Paper presented in form of research publication, if part of edited book or conference proceeding, then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total value (score) for Supervisor as well as 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 score shall be from the minimum of three categories out of six categories.

**APPLICANT CLAIMED SCORE:**

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
from _____ to _____							
Total Claimed Score							

**Declaration**

I, \_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

Place: \_\_\_\_\_ Signature of the applicant \_\_\_\_\_

Date: \_\_\_\_\_ Designation \_\_\_\_\_

**Forwarded by:**

Head of the Department (Signature & Date) \_\_\_\_\_

Department of \_\_\_\_\_

Stamp of Head of Department

**VERIFIED BY THE COMMITTEE:**

Summary of Total Claimed Score (1+2+3+4+5+6) Assessment Period from _____ to _____							<b><u>Signature of Committee Members</u></b>
<b>Year</b>	<b>Claimed Score</b>						<b>Total Score</b>
<b>Entire Assessment Period</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	
from _____ to _____							
<b>Total Claimed Score</b>							