



बन्दा कृषि एवं प्रौद्योगिक विश्वविद्यालय , बन्दा-210001, उ०प्र०  
**Banda University of Agriculture & Technology, Banda-210001**

**CAREER ADVANCEMENT SCHEME  
(CAS)**

**Application Form for Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

**PART-A: General Information & Academic Background**

S.N.	Particulars		Details
1.	Name (In BLOCK Letters)		
2.	Father's/Mother's/Husband's Name		
3.	Date & Place of Birth		
4.	Sex		
5.	Marital Status		
6.	Nationality & Domicile		
7.	Category (SC/ST/OBC/PWD/General)		
8.	Address for correspondence (with Pin code)		
9.	Mobile number		
10.	Telephone no.		
11.	Email ID		
12.	Permanent Address (with Pin code), in case different from correspondence address		
13.	Department		
14.	Current Designation and Academic Level		
15.	Ph.D. Degree in the subject concerned/ relevant/allied discipline (Yes/No). Please specify, the date of Degree awarded ( <i>Date is Considered as displayed on degree or Approved by EC of University, Proof to be attached</i> )		
16.	Date of Last appointment/Promotion ( as applicable, specify Order number)		
17.	Date of eligibility		
18.	Period of Assessment		
19.	Period on leave during the years of assessment ( <i>specify details of different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation, as applicable</i> )		
20.	Date of Joining in the post of Assistant Professor in Academic Level 11/Senior Scale		
21.	Date of completion of 5 yrs In the post of Assistant Professor in Academic Level 11/Senior Scale		
22a.	Any two of the following: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up- Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning Evaluation/ Technology Programmes/ Faculty Development Programmes/ <b>Winter School/ Summer School/ CAFT/ Training etc.</b> of at least two weeks (ten days) duration (or completed two courses of at least one		



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	week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration) during the period of assessment. <b>(Yes or no)</b> . If yes, specify details of Orientation course. (Proof shall be attached) <b>Or</b>		
22b.	completed one MOOCs course in the relevant subject (with e-certification) during the period of assessment. <b>(Yes or no)</b> . If yes, specify details of Orientation course. (Proof shall be attached) <b>Or</b>		
22c.	Contribution towards 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 conducting of a MOOCs course during the period of assessment. <b>(Yes or no)</b> . If yes, specify details of Orientation course. (Proof shall be attached)		
23.	Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period. <b>(Yes or no)</b> . If yes, specify details of publication. (Proof shall be attached)		

24.	<b>Academic Qualifications:- (High School till Post Graduation)</b>						
	<b>Examination</b>	<b>Name of Board / University</b>	<b>Year of Passing</b>	<b>Division/ Class Grade</b>	<b>Subject/s</b>	<b>Rank and Remark if any</b>	
	Matriculation /High School						
	Intermediate (10+2)						
	Graduation						
	Post Graduation						
	Other , if any						
25.	<b>Research Degree (s):</b>						
	<b>Degree</b>	<b>Title</b>	<b>Date of Award</b>	<b>University</b>			
	M. Phil						
	Ph.D. / D. Phil						
	D.Sc. / D. Lit						
	Other (Please Specify)						
26.	<b>Particulars of NET/JRF/SLET/GATE etc.</b>						
	<b>S.N.</b>	<b>Name of the Test</b>	<b>Name of the Test conducting body</b>	<b>Month and Year</b>	<b>Roll No.</b>	<b>Subject</b>	<b>Score, where applicable</b>



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27.	<b>Service Records</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2" style="width: 10%;">S.N.</th> <th rowspan="2" style="width: 15%;">Post/ Designation</th> <th rowspan="2" style="width: 15%;">Name of Employer</th> <th colspan="2" style="width: 20%;">Date of</th> <th rowspan="2" style="width: 15%;">Pay Scale/Pay Band &amp; AGP</th> <th rowspan="2" style="width: 10%;">Reason of Leaving</th> <th rowspan="2" style="width: 15%;">Major achievement</th> </tr> <tr> <th style="width: 10%;">Joining</th> <th style="width: 10%;">Leaving</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>						S.N.	Post/ Designation	Name of Employer	Date of		Pay Scale/Pay Band & AGP	Reason of Leaving	Major achievement	Joining	Leaving																																																		
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28.	Period of teaching experience (in years) <b>a. Undergraduate:</b> <b>b. Postgraduate:</b>																																																																		
29.	Courses taught at various levels during the academic year  <b>Under Graduate</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">S. N.</th> <th style="width: 25%;">Academic Session</th> <th style="width: 15%;">Semester</th> <th style="width: 25%;">Course Name</th> <th style="width: 15%;">Credit hrs</th> <th style="width: 30%;">Name (s) of teacher (s) if taught jointly</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <b>Post Graduate</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">S. N.</th> <th style="width: 25%;">Academic Session</th> <th style="width: 15%;">Semester</th> <th style="width: 25%;">Course Name</th> <th style="width: 15%;">Credit hrs</th> <th style="width: 30%;">Name (s) of teacher (s) if taught jointly</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <b>Ph.D.</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">S. N.</th> <th style="width: 25%;">Academic Session</th> <th style="width: 15%;">Semester</th> <th style="width: 25%;">Course Name</th> <th style="width: 15%;">Credit hrs</th> <th style="width: 30%;">Name (s) of teacher (s) if taught jointly</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>							S. N.	Academic Session	Semester	Course Name	Credit hrs	Name (s) of teacher (s) if taught jointly													S. N.	Academic Session	Semester	Course Name	Credit hrs	Name (s) of teacher (s) if taught jointly													S. N.	Academic Session	Semester	Course Name	Credit hrs	Name (s) of teacher (s) if taught jointly																		
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30.	<b>Guiding of students</b> <b>a. Guiding of students Master's Students</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">S. N.</th> <th style="width: 25%;">Name of Students</th> <th style="width: 15%;">Degree Programm e</th> <th style="width: 10%;">Year of passing</th> <th style="width: 20%;">Thesis Title</th> <th style="width: 35%;">As Major guide/ Co-guide</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>						S. N.	Name of Students	Degree Programm e	Year of passing	Thesis Title	As Major guide/ Co-guide																																																							
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	<b>b. Guiding of students Ph.D. Students</b>							
	<b>S. N.</b>	<b>Name of Students</b>	<b>Degree Program me</b>	<b>Year of passing</b>	<b>Thesis Title</b>	<b>As Major guide/ Co-guide</b>		
31.	<b>Field of Specialization under the subject/Discipline :</b>							
32.	<b>Details of Course/Programme/Workshop/MOOCs attended or completed</b>							
	<b>a. Details of Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes/ Winter School/ Summer School/ CAFT/ Training etc.</b>							
	<b>S. N.</b>	<b>Details of Programme</b>	<b>Place</b>	<b>Period</b>		<b>Sponsoring/Organising Agency</b>		
				<b>From</b>	<b>To</b>			
	<b>b. MOOCs completed with e-certification</b>							
	<b>S.N .</b>	<b>Details of MOOC</b>	<b>Subject</b>	<b>Certificate providing Agency</b>	<b>Date of certification</b>	<b>E-certification no.</b>		
	<b>c. Contribution towards development of e-content/MOOCs in 4-quadrants</b>							
	<b>S.N .</b>	<b>Details of e-contents/MOOCs in 4-quadrants</b>	<b>Quadrants developed</b>	<b>No. of Modules</b>	<b>Course</b>	<b>Sponsoring agency</b>	<b>Year</b>	<b>Level (UG/PG/other)</b>
	<b>d. Contribution towards conduct of MOOCs</b>							
	<b>S. N.</b>	<b>Details of MOOC</b>	<b>Subject</b>	<b>Sponsoring Agency</b>	<b>Year</b>	<b>Level (UG/PG/other)</b>	<b>E-certification no.</b>	

(Signature of Candidate)  
Name & Designation



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*I do certify that I have completed all the above requirements for the promotion under CAS.*

Signature with date

Recommended and forwarded for promotion under CAS from Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12) to Dr. ....  
w.e.f. ....

**Head of Department/In-charge**

**Dean**

*Note: Please send 6 copies of duly filled-in performa*

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Assessment period: From ..... to.....

## SECTION B.1:

### TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

**1. Teaching Activity (Details of Lectures, Tutorials, Practicals and other teaching related activities)**

### Grading Criteria:

- I. 80% & above - Good
- II. Below 80% but 70% & above-Satisfactory
- III. Less than 70% - Not satisfactory

S.N.	Academic Session/Semester	Name of Course/ paper	Level (UG/PG/Ph.D)	Teaching Mode	Lectures/Tutorials/ Practicals/ Other related activities		% of Assigned Classes Taught	Grading as per Annual Assessment Report (AAR) for the assessment period for this section
					Class Assigned	Class Taught		
Overall Grading								



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**SECTION B.2:**

**ADMINISTRATIVE SUPPORT, EXAMINATION AND EVALUATION DUTIES, STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES, RESEARCH AND ACADEMICS RELATED ACTIVITIES**

**2. Students related activities/research activities:**

**Grading Criteria:**

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

**(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, In-charge/Nodal Officer etc.**

S.No.	Nature of Activity	Designation	University/ College/ Department	Duration	
				From	To

**(b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation/ question-papers setting for university/college examinations.**

S.No.	Nature of Activity	Designation	Name of University/Institute	Duration	
				From	To

**(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 etc.**

S.No.	Name/ Nature of Activity	Designation	Duration	
			From	To

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

S.No.	Nature of Activity	Name of Activity	Designation	Venue	Duration	
					From	To

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

S.No.	Name of Student & ID	Name of Department & College	Designation	Status		
				Registered	Thesis Submitted	Degree Awarded



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(f) Conducting minor or major research developmental/in-house project sponsored by University/national or international agencies.

S.No.	Title of the Project	Budget	Funding Agency	Status (Completed/ongoing)	Duration	
					From	To

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

S.No.	Title of the paper	Journal Name	Year	Volume & Page no./DOI	ISSN No	*NAAS rating/Impact factor	**Authorship	Reference no. of NAAS /UGC CARE list

\* NAAS rating/Impact factor to be determined from the latest published NAAS/ Thomson Reuter's list

\*\* The authorship is to be filled as:

- i. One of Two authors
- ii. For more than two authors:
  - o First/Principal/ Corresponding Author
  - o Joint Author

**Overall Grading For B.2**

No. of activities covered*	
Overall Grading	

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

(Please attach supporting documents for the activities/experience claimed)

**SUMMARY OF GRADING FOR THE ACADEMIC YEAR**

S.No.	Activity	Section	Gradation (To be given/ verified by HoD/Dean)
1.	Teaching Activity	B.1	
2.	Student Related/Research Activity	B.2	

**Overall Grading for the Academic Year for the Section B,1 and B.2\* .....**

\*Note: Overall grading for the Academic Year is to be defined as follows:

- i. Good: Good in B1 and good or satisfactory in B2
- ii. Satisfactory: Satisfactory in B1 and good or satisfactory in B2.
- iii. If neither good or satisfactory in overall grading.

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**PART-C: OTHER RELEVANT INFORMATION**

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, 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)*

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**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 attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

**Signature**

**Name & Designation of the Applicant**

Certified that..... has been working as  
..... in this Department since .....

The particulars given in this application 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.

Head of the Department

Verified and Forwarded by

Dean

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**PART E- Certificate (To be filled by Establishment Office)**

- i. Verified that the information furnished by the Teacher with regard to service particulars, class, research achievements/publications etc are correct.
- ii. For the assessment period (from.....to ..... )
- iii. No minor /major penalty has been imposed on him/her during the said assessment period.
- iv. The work and conduct of Dr. ....as observed from  
the Annual Assessment Report for the assessment period has been found to be satisfactory.
- v. AAR grading for the assessment period are given below:

Assessment Period						
Grading by the Reporting officer						

**Remarks by Director concerned:**

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