



Himachal Pradesh National Law University, Shimla
Application form, for the Career Advancement Scheme (CAS)

To,
The REGISTRAR
Himachal Pradesh National Law University
Shimla

Sir,

I hereby apply for Career Advancement Scheme (CAS) from the cadre of Assistant Professor of Law, Stage 01 (AGP 6000) to stage 02 (AGP 7000), in the Himachal Pradesh National Law University, Shimla.

I am furnishing the below mentioned information required for the purpose.

(A) Personal Information

Name in Full :
(in capital letters beginning with surname)

1. Address:
2. Date of Birth:
3. Present Position:
 - i. Date of appointment in the present position in the University:
4. Present Scale of Pay:
5. Basic:
6. Present Salary:
7. _____ Telephone No: (Res) _____ , Cell
No.+-----
8. Period of Assessment for the purpose of promotion:
9. Date of Eligibility for promotion:

10. Academic Qualifications obtained after date of joining as faculty in HPNLU, Shimla:

Degree	University / Institute	Mode of Degree Regular/Part Time/ distance education	Date of Admission	Date of Passing	Discipline/ Specialization	Percentage of marks/CGPA

11. Record of academic experiences prior to joining HPNLU, Shimla:

12. Record of service in HPNLU, Shimla

Stage	Designation	Pay Band and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Stage I						

DECLARATION:

I,, S/ohereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled/terminated by the university without assigning any reason thereof.

Date:

(Signature of Applicant)

PART B: ACADEMIC PERFORMANCE INDICATORS
(FOR CAREER ADVANCEMENT SCHEME (CAS)
PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR)

Table 1
Assessment Criteria and Methodology for University/College Teachers

(Note: Please attach Annexure/s wherever required)

S. No.	Activity	Details	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)		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-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the 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 college/university activities.		Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities

	<p>(e) Evidence of actively involved in guiding Ph.D students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.</p>		
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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.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project 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. ACADEMIC/RESEARCH ACTIVITY (Note: Please attach Annexure/s wherever required)
(Research Papers in Peer-Reviewed or UGC listed Journals) (10 per paper)

S.N	Title with page No(s).	Journal	ISSN/ISBN No.	Whether Peer Reviewed or UGC listed (UGC List S.no.)	No. of Co-authors	API Score	Encl. No.

2. Publication of Books/Chapter/Editor (API claimed for Books/Chapters Published during Assessment Period Only)

[illegible]

3 (a) Development of Innovative Pedagogy (05 per curricula/course) NA

Academic Year	Name of New curricula and courses designed	API Score	Enclosure No.

3(b) Design of New curricula and courses (02 per curricula/course)

[illegible]

3 (d) E-Content

Development of e-Content in 4 quadrants for a complete course/e-book (12 per e-book/course)

Academic Year	Title of e-content/course/books	API Score	Enclosure No.
2014-2015			

3. Research Guidance (During Assessment Period Only)

Degree	Name of Candidate	Status of Award	API	Enclosure

(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) (07 for International (abroad), 05 for International (within country), 03 for National, 02 for State/University)

S.N.	Title lectures/papers etc.	Name of Inviting organization	Date	Whether International (abroad), International (within country), National, State/University	API Score	Encl. No.
1.						
2.						
3.						

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) :

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)

(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 score shall be from the minimum of three categories out of six categories.