CAREER ADVANCEMENT SCHEME (CAS)

**APPLICATION FORM**

**FOR**

**PROMOTION and/or REGULARIZATION**

**[FOR INTERNAL CANDIDATES ONLY]**



**BIRLA INSTITUTE OF TECHNOLOGY**

(A Deemed to be University u/s 3 of UGC Act, 1956)

**MESRA, RANCHI - 835 215, JHARKHAND, INDIA**

Note:

Two hard copies of the filled-in application are to be submitted to the DoFA Office on or before **3 pm on April 30th, 2024.**

**Proforma**

1. Application for:

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| --- | --- | --- | --- | --- |
| Category | Details | Current Designation | Date of Joining present post | Post Applied for with AL |
| A | Teaching staff in Associate Lecturer/Teaching Assistant/Research Scholar cum Tutor holding Ph.D. degrees |  |  |  |
| B | Regularization/internal promotion (change from contract to regular/ AL10 to AL11/ or AL11 to AL12). |  |  |  |
| C | AL-12 of Assistant Professor to Associate Professor, i.e., AL-13A, or from Associate Professor to Professor level, i.e., AL-14) |  |  |  |

1. Name: (Given and Family Name)
2. BIT Employee Code:
3. Date of Joining at BIT:
4. Date and place of birth and Gender:
5. Department & Campus:
6. Current designation and affiliation:
7. Academic background {Higher Secondary (class XII) onward}:

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| --- | --- | --- | --- | --- | --- |
| **Degree** | **Year of Graduation and duration**  **(from – to)** | **Discipline** | **Name of Institution/University/**  **Board** | **Record (%Marks/Grade/**  **Class)** | **Remarks** |
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1. Title of Ph. D Thesis.:
2. Year of Award and Name of Ph.D. Supervisor with Affiliation:
3. Professional (Employment)Experience (post Ph.D.):

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| --- | --- | --- | --- | --- | --- | --- |
| **Organization** | **Designation** | **Duration** | | **Role/Job** | **Salary** | **Remarks** |
| **From** | **To** |
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1. International/National Level Award/Recognition (Prize/Rank in All India Examination) (up to top 10):
2. Field of Specialization and Area of Interest (Overall and Specific):
3. List of maximum top 15 peer-reviewed publications (including patent, handbook, manual, software, etc). Full Publication list can be enclosed separately.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Publication Details: authors, title, journal name, year, vol, page: with clickable DOI | Role\* | SCI/Scopus | IF |
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\*Role: First Author(FA), Corresponding Author(CA), One of the Co-authors (CoA), IF (Impact Factor by Clarivate)

1. List of Patents (Only Published or Granted)

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| --- | --- | --- | --- |
| S. No. | Inventors and Title | Number and Date | Published/Granted |
|  |  |  |  |
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1. Citation analysis (career-wide) using Web of Science or SCOPUS (total publication, total citation, h index, etc.)

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| --- | --- | --- | --- | --- |
| Total Publication | WoS Citation | Scopus Citation | h-index | Link to Citation Analysis |
|  |  |  |  |  |

1. Courses Taught (if any) with Level (UG/PG), Year & Student strength (in class) and student feedback received since MO22:
2. UG/PG Mentorship since MO22

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| --- | --- | --- | --- | --- |
| **Student Name** | **Year** | **UG/PG** | **Guidance (Guide/Co-Guide)** | **Titled of Project** |
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1. PhD supervision record (Submitted or Awarded):

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| --- | --- | --- | --- | --- |
| **Student Name** | **Year** | **Level Ph.D/PG** | **Guidance (Guide/Co-Guide)** | **Titled of Thesis** |
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1. Sponsored Research project (externally funded):

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| --- | --- | --- | --- | --- | --- | --- |
| **Title of Project** | **PI/Co-PI** | **Sponsoring Agency** | **Year (From-to)** | **Fund Value** | **Status** | **Remarks** |
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1. Consultancy

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| **Title of Project** | **PI/Co-PI** | **Sponsoring Agency** | **Year (From-to)** | **Fund Value** | **Status** | **Remarks** |
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1. Conferences attended and presented as keynote speaker/ invited talk/ oral presentation.

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| --- | --- | --- | --- | --- |
| Conference Title and Location | Paper title/ Talk Title | Role: Keynote/ invited talk/ oral presentation | Duration of Conference | Organizers |
|  |  |  |  |  |

1. Post Doctoral or professional visits or collaborations in India or abroad during BIT service: (upto to 10 such activities)
2. New Laboratory or teaching courses created in BIT Mesra
3. Your Career Plan (within 200 words)
4. Any other point worth mentioning:

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Signature of Applicant Signature of HoD – Forwarding Authority

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| **Guidelines for Screening & Shortlisting Applications** | | | | | | |
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| **Sl.No.** | **Criteria** | **Non -UGC Post to AL 10 & /or regularization (for BIT Staff only)** | **AL 10 to AL 11** | **AL 11 to AL 12** | **AL 12 to AL 13 A (Associate Professor)** | **AL 13 A to AL 14 (Professor)** |
| 1 | Interview mode | Through Selection Board (UGC Norms) | Through Selection Committee | Through Selection Committee | Through Selection Board (UGC Norms) | Through Selection Board (UGC Norms) |
| 2 | Seminar Presentation on Research & Teaching | √ | √ | √ | √ | √ |
| 3 | Ph.D. | Essential | Essential | Essential | Essential | Essential |
| 4 | Post-PhD minimum research/Teaching experience (service at previous levels) | As per BIT Policy | As per BIT Policy | As per BIT Policy | 8 years with 3 years at Assistant Professor level | 10 years with at least 3 years as an Associate Professor |
| 5 | Minimum Research Publications in Peer-reviewed & indexed journals or proceedings while serving in BIT | 2 | 4 | 8 | >10 (SCI/SCI-E or Scopus) | >15 (SCI/SCI-E or Scopus)  with atleast 5 as Corresponding Author |
| 6 | Citation (WoS or Scopus) (Desirable) | - | > 100 | > 200 | > 500 | > 1000 |
| 7 | Patents Published or Granted while serving BIT (Desirable) | NA | NA | 1 | 2 | 3 |
| 8 | Supervision of PhD thesis (Sole or Joint)-Minimum Criteria | - | Registered at least 1 Research scholar for PhD | Submitted or Completed one PhD thesis guidance | Completed 2 PhD thesis guidance | ≥ 3  Out of which, 2 should be as Main Guide |
| 9 | Sponsored Research projects completed (total value > Rs. 10 L) as PI  (Desirable) | - | Applied | Obtained atleast 1 | Completed atleast 2 | Completed 3: Out of which, 1 should have total value > Rs. 25 L as PI |

10. Additional credit will be accorded on the following: (Enclose Evidence/Docs)

* New course introduced at UG and PG Level
* New Laboratory Facility Creation for R & D
* Text Book/Book Chapter Published
* Administrative Roles/Departmental Activity/Institute Level Activity @ BIT
* FDPs/Workshop/Conference, etc, Funded and Supported by External Agencies as Convenor or Equivalent.
* Industry Liasoning/Technology Transfer @BIT

**Short Curriculum Vitae**

(BIT Employee Only)

Empl Code: Date of Joining: Date of Last Promotion with Level:

Post & Level applied for with Department:

Enclosed HyperLink to Vidwan Data:

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| **Resume at a Glance** | | | | | | |
| **Total No. of SCI/SCOPUS**  **Publications** | **Publications in SCI/Scopus during the Assessment Period** | **No. of Projects Awarded/**  **Ongoing** | **No. of Projects Submitted/ Rejected during the Assessment Period** | **Total Consultancy Amounts** | **International Collaboration** | **National Collaboration** |
|  |  | **Awarded:**  **Ongoing:** |  |  | **Yes / No** | **Yes / No** |
| **Any Awards**  **Yes/No**  **National/International** |  | | **No. of PhD Scholars enrolled\*/**  **Submitted\*/ Awarded\*/** | **Guide:** | **No. of Current PhD Scholars** |  |
| **Co-Guide:** |
| **Administrative Roles at BIT** |  | | | | **h-Index and Citation (WoS and Scopus)** |  |
| **Departmental Activity** |  | | | |  |  |
| Declaration:  I ………………………………………declare that the information given above is true.  I will be held responsible for any wrong information.  (Date and Signature of Candidate) | | | | | | |
|  | | | | | | |
| **Comments and Recommendation from Dept. Committee** |  | | | | | |
| **Signatures of Dept. Committee Members** |  | | | | | |
| **HODs Signature** |  | | | | | |