# CAREER ADVANCEMENT SCHEME (CAS)

## APPLICATION FORM
## FOR
## PROMOTION and/or REGULARIZATION

## [FOR INTERNAL CANDIDATES ONLY]
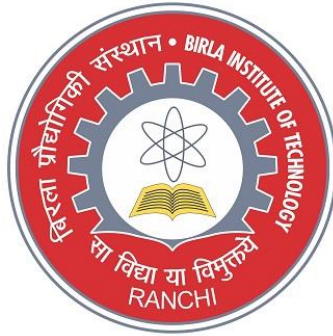


**BIRLA INSTITUTE OF TECHNOLOGY**
(A Deemed to be University u/s 3 of UGC Act, 1956)
**MESRA, RANCHI - 835 215, JHARKHAND, INDIA**

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:

| 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) | | | |

2. Name: (Given and Family Name)

3. BIT Employee Code:

4. Date of Joining at BIT:

5. Date and place of birth and Gender:

6. Department & Campus:

7. Current designation and affiliation:

8. Academic background {Higher Secondary (class XII) onward}:

| Degree | Year of Graduation and duration (from – to) | Discipline | Name of Institution/University/ Board | Record (%Marks/Grade/ Class) | Remarks |
|---|---|---|---|---|---|
| | | | | | |
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| | | | | | |
| | | | | | |

9. Title of Ph. D Thesis.:

10. Year of Award and Name of Ph.D. Supervisor with Affiliation:

11. Professional (Employment)Experience (post Ph.D.):

| Organization | Designation | Duration | | Role/Job | Salary | Remarks |
|---|---|---|---|---|---|---|
| | | From | To | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

12. International/National Level Award/Recognition (Prize/Rank in All India Examination) (up to top 10):

13. Field of Specialization and Area of Interest (Overall and Specific):

14. 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 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

*Role: First Author(FA), Corresponding Author(CA), One of the Co-authors (CoA), IF (Impact Factor by Clarivate)

15. List of Patents (Only Published or Granted)

| S. No. | Inventors and Title | Number and Date | Published/Granted |
|---|---|---|---|
| | | | |
| | | | |

16. Citation analysis (career-wide) using Web of Science or SCOPUS (total publication, total citation, h index, etc.)

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

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

18. UG/PG Mentorship since MO22

| Student Name | Year | UG/PG | Guidance (Guide/Co-Guide) | Titled of Project |
|---|---|---|---|---|
| | | | | |
| | | | | |

19. PhD supervision record (Submitted or Awarded):

| Student Name | Year | Level Ph.D/PG | Guidance (Guide/Co-Guide) | Titled of Thesis |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |

20. Sponsored Research project (externally funded):

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

21. Consultancy

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

22. Conferences attended and presented as keynote speaker/ invited talk/ oral presentation.

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

23. Post Doctoral or professional visits or collaborations in India or abroad during BIT service: (upto to 10 such activities)

24. New Laboratory or teaching courses created in BIT Mesra

25. Your Career Plan (within 200 words)

26. Any other point worth mentioning:

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Signature of Applicant                                        Signature of HoD – Forwarding Authority

**Guidelines for Screening & Shortlisting Applications**

| 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:

| 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:** <br> **Co-Guide:** | **No. of Current PhD Scholars** | |
| **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** | |