****APPLICATION PROFORMA FOR PROMOTION

Under

CAREER ADVANCEMENT SCHEME

BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI

**Year 20**

|  |  |  |
| --- | --- | --- |
|  | Application for Promotion from Academic Level : ------- to Academic Level: -- | |
| 1 | Name in BLOCK Letters: |  |
| 2 | Designation: |  |
| 3 | Department: |  |
| 4 | Campus: |  |
| 5. | Present Academic Level & Basic Pay |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Submitted to the Department /Off-Campus on | DD | MM | YYYY |  |
|  |  |  | *Signature of the Head of the Department/Director of the Campus* |

|  |
| --- |
| **Signatures by DCAS/ OCCAS Committee Chair** |
| Application for Promotion from AL 10 to AL 11 or AL 11 to AL 12 shall accompany **ASAR (Table-1*).***  Application for promotion to other Academic Levels shall accompany both **ASAR (Table-1) and Research Score (Table 2).** |

Certified that the Application has been received in the Department /Off- Campus on the above mentioned date.

DETAILS OF THE APPLICANT

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name in BLOCK Letters | | | | |  | | | | | |
|  | Employee Code | | | | |  | | | | | |
|  | Date of Birth | | | | |  | | | | | |
|  | Father’s / Husband’s Name | | | | |  | | | | | |
|  | Department | | | | |  | | | | | |
|  | Campus | | | | |  | | | | | |
|  | Nationality/Sex/Martial Status | | | | |  | | | | | |
|  | Category- General /SC/ST/OBC/PH | | | | |  | | | | | |
|  | Address for Communication (with PIN code) | | | | |  | | | | | |
|  | Permanent address (with PIN code): | | | | |  | | | | | |
|  | Contact Number & email address | | | | |  | | | | | |
|  | Current Designation &  Academic Level | | | | |  | | | | | |
|  | Designation & Academic  Level Applied for | | | | |  | | | | | |
|  | Date of Joining B.I.T  (DD/MM/YYYY) | | | | |  | | | | | |
| Pay Band/Basic Pay/ AGP ( in case under VI Pay scale) | | | | |  | | | | | |
| Academic Level & Basic Pay  ( in case joined under VII Pay scale) | | | | |  | | | | | |
|  | Date of Last Promotion  (DD/MM/YYYY) | | | | |  | | | | | |
| Pay Band/ Basic Pay/AGP  ( if under VI Pay) | | | | |  | | | | | |
| Basic Pay ( if under VII Pay) | | | | |  | | | | | |
|  | Assessment Period | DD | MM | YYYY | To | DD | MM | YYYY | Total | Years | Months |
|  |  |  |  |  |  |  |  |
|  | Date of eligibility for promotion (as claimed) (DD/MM/YYYY) | | | | |  | | | | | |

18. Academic Qualifications:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. N. | Examination  Passed | Board/ University/ Institution | Discipline wherever applicable | Year of Joining  DD/MM/YYYY | Year of Passing  out | % of marks obtained | Division & Distinction | Page No. |
| 1. | Matric |  |  |  |  |  |  |  |
| 2. | Intermediate (10+2) |  |  |  |  |  |  |  |
| 3. | UG (BE/B.Tech/ B.Sc/B.Pharm/BBA/BCA) |  |  |  |  |  |  |  |
| 4. | PG (ME/ M.Tech/ M.Pharm/ MBA/M.Sc/ MCA) |  |  |  |  |  |  |  |
| 5. | M.Phil |  |  |  |  |  |  |  |
| 6. | Ph.D/D.Phil |  |  |  |  |  |  |  |
| 7. | D.Sc/D.Litt. |  |  |  |  |  |  |  |
| 8. | Other Exams (if any) |  |  |  |  |  |  |  |

19. Records of Service Before Joining Birla Institute of Technology (in chronological order).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Institution/  Organization | Designation | Nature of appointment (Regular/  Contract/ Temporary/  Adhoc | Nature of Duties | Basic Pay (under VII Pay), OR Pay Band, Basic Pay & AGP as per VI Pay | Date of Joining  DD/MM/YY | Date for Leaving  DD/MM/YY | Reasons for Leaving | Page No. |
|  |  |  |  |  |  |  |  |  |
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20. Record of Service in Birla Institute of Technology, Mesra (in chronological order).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. N | Stage/ Academic Level | Designation | Pay Band and AGP if under VI Pay  / Basic Pay if under VII Pay | Duration | | Experience | | Page No |
| From  (DD/MM/YYYY) | To  (DD/MM/YYYY) | Year | Month |  |
|  | Stage I**\***/  Academic Level **10** |  |  |  |  |  |  |  |
|  | Stage II/ Academic Level **11** |  |  |  |  |  |  |  |
|  | Stage III/ Academic Level **12** |  |  |  |  |  |  |  |
|  | Stage IV/ Academic Level 1**3A** |  |  |  |  |  |  |  |
|  | Stage V / Academic Level **14** |  |  |  |  |  |  |  |
| Clearly specify the period of Leave Without Pay (LWP) | | | | | | | |  |
| **\*** Stage I under VI Pay Scale with AGP Rs. 6000/ to be treated as Academic Level 10 under VII Pay  Stage II under VI Pay Scale with AGP Rs. 7000/ to be treated as Academic Level 11 under VII Pay  Stage III under VI Pay Scale with AGP Rs. 8000/ to be treated as Academic Level 12 under VII Pay  Stage IV under VI Pay Scale with AGP Rs. 9000/ to be treated as Academic Level 13A under VII Pay  Stage V under VI Pay Scale with AGP Rs. 10000/ to be treated as Academic Level 14 under VII Pay | | | | | | | | |

21. Any other details to be reported (EOL, PDF, study leave etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| S. N | Detail | Year | Remark |
|  |  |  |  |
|  |  |  |  |

22. Academic Distinction, Recognition & Awards \*

|  |  |  |  |
| --- | --- | --- | --- |
| S. N | Detail | Year of the award | Remark |
|  |  |  |  |
|  |  |  |  |
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**\***Fellowship of Science Academy/ Membership of Science Academy/Science Olympiad Medalist/ INSA Young Scientist / INSPIRE Fellowship/ Visiting Fellowship/Reviewer of Reputed Journals/ Editor or Editorial Board Member of reputed journal/Any other prestigious National/International Award/Fellowship of worlds renowned institutions/recognition.

23. Data Pertaining to Fulfillment of Eligibility

a) Details of Orientation Courses of 21 days duration Attended During Assessment Period.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. N. | Name & Nature of the  Course | Name of Organizer | Place | From  DD/MM/YY | To  DD/MM/YY | Duration  ( Yr & months) | Page No. |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |

b) Details of Refresher Courses/Research Methodology/Workshop/Syllabus Up-gradation Workshop/Faculty Development Program of at least 5 days etc., attended during assessment period.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.N | Name & Nature of the  Course | Name of Organizer | Place | From  DD/MM/YY | To  DD/MM/YY | Duration | Page No. |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |

c) Details of Mandatory Publications required to fulfill Eligibility during the specified period\*. (Candidate shall mention only those publications which are required to fulfill eligibility at the concerned Level, other publications to be listed in Table 2**).**

(i) Research Publications in Journals indexed in SCI/SCIE/SSCI/AHCI (Recent to older)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N. | Title of publication | Name of authors with order as appeared in the paper | Journal name with Vol. , Page number, &Year | ISSN/ ISBN No. | Page No. |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

(ii). Research Publications in Unpaid Scopus indexed Journals (Recent to older)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.  No. | Title of publication | Name of authors with order as appeared in the paper | Journal name with Vol. , Page number, &Year | ISSN/ ISBN No. | Page No. |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

**\***Specified period is four years for those applying for promotion from AL 10 to AL 11.

Specified period is the period of assessment for those applying for promotion from AL 11 to AL 12.

Specified period is the period since serving as Assistant Professor and above if applying for promotion from AL 12 to AL 13A or AL 13A to AL 14 or AL 14 to AL 15.

(d). Supervision of R&D Projects during service period at the level of Assistant Professor and above.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title of Project | Funding Agency | Duration | | Grant mobilized  (Rs. lakhs) | Principal Investigator  (PI) | Co- PI Investigator(s) | Status:  Completed/ Ongoing | Page No. |
| from | to |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |

(e). Supervision of Industrial Consultancy Projects during service period at the level of Assistant Professor and above.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title of Project/ Description | Funding Agency | Duration | | Grant mobilized  (Rs. lakhs) | Principal Investigator  (PI) | Co- PI Investigator(s) | Status:  Completed/ Ongoing | Page No. |
| from | to |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |

(f) PhD Guidance

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S.N. | Title of PhD Thesis | Name of the scholar with Roll No | Name of Guide | Name of Co-guide (s) | Submitted/ Awarded | Date of submission | Page No. |
|
|  |  |  |  |  |  |  |  |
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**Attach the following documents**:

1. Letter of appointment in B.I.T.
2. Office order of last promotion.
3. Records of previous experience claimed.
4. Post held and Pay Scale
5. Call letter for the interview
6. Appointment Order Repeat if experience is claimed in more
7. Relieving Order than one organization.
8. Experience Certificate
9. Certificates of courses attended.

(only of those which are claimed for fulfilling eligibility).

1. First pages of the publications.

(only of those which are claimed for fulfilling eligibility).

1. Details of all educational qualifications (in chronological order)

**Note: All the documents shall be marked with page number and the page number shall be mentioned in the Application Form.**

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| --- | --- | --- | --- | --- |
| **24. Check List and Recommendations**  Promotion from **AL 10** to **AL 11**  Assistant Professor to Assistant Professor (Senior Scale)  (From Basic Pay Rs 57,700/ to Basic Pay 68,900/ ) | | | | |
| S.N. | Type of Activity | Declaration by the candidate. Achievement  (YES/NO) | Remark by DCAS/  OCCAS  Committee  ( YES/NO) | Remark by Institute CAS Committee  ( YES/NO) |
|  | Whether attended one Orientation Course of 21 days duration on teaching methodology? |  |  |  |
|  | Whether published three research papers in SCI/SCIE/SSCI/AHCI journals or five research papers in non-paid Scopus listed journals during assessment period? |  |  |  |
|  | Whether completed any one of the following: Refresher course/ Research Methodology Course/ Workshop/ Syllabus up-gradation Workshop/ Faculty Development Program of at least one week (5 days) duration? Ortaken one MOOC course (with e-certification)? |  |  |  |
|  | Are you a PhD degree holder as per UGC 2009/UGC 2016 PhD guidelines? |  |  |  |

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| --- | --- |
| Recommendation of DCAS/OCCAS Committee | Recommendation of the Institute CAS Committee. |
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| **25. Check List & Recommendation**  Promotion from **AL 11** to **AL 12**  Assistant Professor (Senior Scale) to Assistant Professor (Selection Grade)  (Basic Pay Rs 68,900/ to Basic Pay Rs 79,800/) | | | | |
| S.N. | Type of Activity | Declaration by the candidate. Achievement  (YES/NO) | Remark by DCAS/  OCCAS  Committee ( YES/NO) | Remark by Institute CAS Committee  ( YES/NO) |
|  | Have you served as Senior Assistant Professors for five years in the **AL 11?** |  |  |  |
|  | Are you a PhD degree holder as per UGC 2009/UGC 2016 PhD guidelines? |  |  |  |
|  | Have you brought at least one sponsored R&D project of value Rs. 10 lakhs or more as PI or Co-PI? |  |  |  |
|  | Have you published four research papers in SCI/SCIE/SSCI/AHCI journals or eight research papers in non-paid Scopus listed journals during assessment period? |  |  |  |
|  | Whether completed any two of the following in the last five years of AL-11?  Completed course/program from among the categories of Refresher Courses/ Research Methodology/ Workshops/ Syllabus Up Gradation Workshop/ Technology Program/Faculty Development Program of at least two weeks (ten days) duration (or completed two courses of at least one week (5 days) duration in lieu of every single course/program of at least two weeks (ten days) duration), or completed MOOC course in the relevant subject (with e-certification). |  |  |  |

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| Recommendation of DCAS/OCCAS Committee | Recommendation of the Institute CAS Committee. |
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| **26. Check List & Recommendation**  Promotion from **AL 12** to **AL 13A**  Assistant Professor (Selection Grade) to Associate Professor.  (Basic Pay Rs 79,800/ to Basic Pay Rs 1,31,400/) | | | | |
| S.N. | Type of Activity | Declaration by the Candidate. Achievement  (YES/NO) | Remark by DCAS/  OCCAS  Committee  ( YES/NO) | Remark by Institute CAS Committee  ( YES/NO) |
|  | Have you served as Selection Grade Assistant Professor for three years in AL 12? |  |  |  |
|  | Are you a PhD degree holder as per UGC 2009/UGC 2016 PhD guidelines? |  |  |  |
|  | Have you guided at least one PhD independently? |  |  |  |
|  | Have you obtained at least one sponsored R&D project of value Rs. 15 lakhs or more as PI? |  |  |  |
|  | Do you have a minimum of ten publications in SCI/SCIE/SSCI/ AHCI journals out of which at least four research publications shall be published during the assessment period? OrTwenty research papers in non-paid Scopus listed journals out of which at least eight research papers shall be during the assessment period? |  |  |  |
|  | Do you have **80** Research Score as per Table 2? |  |  |  |
|  | Have you completed any one of the following during last three years?  Completed one course / program from among the categories of Refresher Courses/ Methodology Workshops/Syllabus Up Gradation Workshop/ Faculty Development Program of at least two weeks (ten days) duration (or completed two courses of at least one week (5 days) duration in lieu of every single course/program of at least two weeks (ten days) duration) or completed one MOOC course (with e-certification). |  |  |  |

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| **27. Check List & Recommendation**  Promotion from **AL 13A to AL 14**  Associate Professor to Professor  (Basic Pay of Rs 1,31,400/ to Basic Pay of Rs 1,44,200) | | | | |
| S.N. | Type of Activity | Declaration by the Candidate. Achievement  (YES/NO) | Remark by DCAS/  OCCAS  Committee  ( YES/NO) | Remark by Institute CAS Committee  ( YES/NO) |
|  | Completed three years as Associate Professor. |  |  |  |
|  | Served 10 years as Assistant Professor and above. |  |  |  |
|  | A minimum of 14 publications in SCI/SCIE/SSCI/AHCI indexed journals out of which at least five research papers shall be published during the assessment period or 28 research publications in non-paid Scopus listed journals out of which at least 10research publications shall be published during the assessment period. |  |  |  |
|  | Obtained at least one sponsored R&D project of value Rs. 20 lakhs or more as PI. |  |  |  |
|  | Guided at least two PhD independently. |  |  |  |
|  | Research Score of **125** as per Table 2. |  |  |  |

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| **28. Check List & Recommendation**  Promotion from **AL 14 to AL 15**  Professor to Senior Professor  (Basic Pay of Rs 1,44,200/ to Basic Pay of Rs 1,82,200/) | | | | |
| S.N. | Type of Activity | Declaration by the Candidate. Achievement  (YES/NO) | Remark by DCAS/  OCCAS  Committee  ( YES/NO) | Remark by Institute CAS Committee  ( YES/NO) |
|  | Served a minimum of ten years as a Professor. |  |  |  |
|  | Guided at least 4 PhD independently after becoming professor. |  |  |  |
|  | A minimum of 20 publications in SCI/SCIE/SSCI/AHCI indexed journals during the assessment period out of which at least ten research papers shall be published either as solitary author or coauthored only with their own UG/PG/PhD students. |  |  |  |
|  | Obtained at least two sponsored R&D projects of total worth Rs. 30 lakhs independently after becoming Professor. |  |  |  |

(To be filled by the Candidate)

**Total Research Score (RS)** (From Table 2)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N. | Activity | Subcategory | RS Before Capping | Capping | RS after  Capping |
|  | Research Publications & Citations | None |  | None |  |
|  | Publication of Book(s) | None |  | None |  |
|  | Research Projects | None |  | None |  |
|  | Research Guidance | None |  | None |  |
|  | Patents & Policy Document | (a) Patent |  | None |  |
| (b) Policy Document |  | 30%**†** |  |
|  | Invited Lecture/ Resource Persons etc., | None |  |
|  | | Total RS Claimed |  | Total RS  Obtained after capping |  |

**† Total of (5(b)+6) shall not be more than 30% of Total RS. For other activities there shall be no capping, hence, 100% to be taken.**

**DECLARATION BY THE CANDIDATE**

I hereby certify that the above RS statement as claimed is correct to the best of my knowledge. I also certify that the achievements, for which RS or API under VI pay had been already claimed for my previous promotions, if not permissible, are not again being claimed in Table 2. If found otherwise, appropriate action may be exercised.

Date:

Place:  **Signature of the Candidate**

(To be filled by the DCAS/OCCAS Committee)

**Total Research Score (RS)** (From Table 2)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N. | Activity | Subcategory | RS Before Capping | Capping | RS after Capping |
|  | Research Publications & Citations | NA |  | None |  |
|  | Publication of Book(s) | NA |  | None |  |
|  | Research Projects | NA |  | None |  |
|  | Research Guidance | NA |  | None |  |
|  | Patents & Policy Document | (a) Patent |  | None |  |
| (b) Policy Document |  | 30%**†** |  |
|  | Invited Lecture/ Resource Persons etc., | NA |  |
|  | | Total **RS** Claimed |  | Total **RS** Obtained after capping |  |

**† Total of (5(b)+6) shall not be more than 30% of Total RS. For other activities there shall be no capping, hence, 100% to be taken.**

*We hereby certify that the above RS statement has been verified. The DCAS/OCCAS committee is hereby forwarding the application for promotion of the candidate from*

*Academic Level -------- to Academic Level ------------.*

|  |  |  |  |
| --- | --- | --- | --- |
| S. N. | Name of the DCAS/OCCAS Committee Members | Designation | Signature With Date |
|  |  |  |  |
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Date: ; Place:

(To be filled by the Institute CAS Committee)

**RESEARCH SCORE (RS) & RECOMMENDATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. N. | Activity | Subcategory | RS Before Capping | Capping | RS after  Capping |
|  | Research Publications & Citations | None |  | None |  |
|  | Publication of Book(s) | None |  | None |  |
|  | Research Projects | None |  | None |  |
|  | Research Guidance | None |  | None |  |
|  | Patents & Policy Document | (a) Patent |  | None |  |
| (b) Policy Document |  | 30%**†** |  |
|  | Invited Lecture/ Resource Persons etc. | None |  |
|  | | Total RS Claimed |  | Total RS  after capping |  |

**†** Total of (5(b)+6) shall not be more than 30% of Total RS. For other activities there shall be no capping, hence, 100% to be taken. Total RS shall be contributed by at least three activities.

**Recommendation of the Institute CAS Committee**

*We hereby certify that the above RS statement as claimed by the candidate has been verified and amended, wherever required. The institute CAS committee is hereby Recommending/ Not Recommending the promotion of the candidate from Academic Level --- to Academic Level -------.*

|  |  |  |
| --- | --- | --- |
| S. N | Name of the institute CAS Committee Members | Signature With Date |
|  | Head, Concerned Department, Member |  |
|  | Dean (SW), Member |  |
|  | Dean(A&AC), Member |  |
|  | Dean(A&IR), Member |  |
|  | Dean (Academic Program), Member |  |
|  | Registrar, Member Secretary |  |
|  | Dean (FA&SR), Chairman |  |

Date: ; Place: