

APPLICATION FORMAT
BHUPENDRA NARAYAN MANDAL UNIVERSITY,
LALOONAGAR MADHEPURA- 852113 (BIHAR)

PROMOTIONS DEMANDED FOR THE POST OF ASSISTANT PROFESSOR Academic Level- 11/ASSISTANT PROFESSOR Academic Level- 12/ ASSOCIATE PROFESSOR Academic Level- 13A/ PROFESSOR Academic Level- 14/ SENIOR PROFESSOR Academic Level- 15 under CAREER ADVANCEMENT SCHEME(CAS) AS ACCEPTED BY THE GOVERNMENT OF BIHAR IN THE LIGHT OF THE GAZETTE DATED 18.07.2018 WITH EFFECT FROM 18.07.2018 VIDE H.R.D. LETTER NO. 15/M-1-83/2019(अंश 1)-197 DATED 17.01.2023 AND APPROVED BY GOVERNOR SECRETARIAT, RAJ BHAVAN PATNA VIDE LETTER NO. BSU (STATUTE)-08/2005-283/GS(I), dated 15.02.2023

PROMOTION DEMANDED FOR THE POST OF.....

Please tick the appropriate column:-

(I) Assistant Professor - Academic Level-10 to 11

(II) Assistant Professor - Academic Level- 11 to 12

(III) Associate Professor - Academic Level- 12 to 13A

(IV) Professor - Academic Level 13A to 14

(V) Senior Professor - Academic Level 14 to 15

PASTE PASSPORT
SIZE
PHOTOGRAPH

01. Name (In block letter):

02. Father's Name:

03. Date of Birth:

04. (a) Subject:

(b) College/ Department:

05. Address:

06. Contacts- (a) Mobile Number:

(b) Email ID

07. Academic Qualifications :

Qualifying Examination	Name of Board/ University	Subject	Month & Year of acquiring qualification	Percentage of Marks/ Division/Class	Page No.
Matriculation					
Intermediate					
Graduation					
Post Graduate					
M.Phil./Ph.D.					
Any Other					

08. Mode of Appointment:

(a). Date of Affiliation of institution by Govt. of Bihar: (Page-.....)

(b) Date of Post Sanctioned by Govt. of Bihar: (Page-.....)

(c) Date of Appointment

Recommendation/ Appointing body/authority	Letter No. & date	Date of appointment/ recommendation	Page No.
(i) By the Governing body			
(ii) University Selection Committee			
(iii) Bihar Public Service Commission			
(iv) Bihar State University Service Commission			
(v) University Appointment Notification			

09. Date of Joining: (Page-.....)

10. Substantive Appointment:

Date of Substantive Appointment by the University	Letter No. & date	Page No.

11. Confirmation of Service:

Date of Confirmation of Service by the University	Letter No. & date	Page No.

12. Present Designation:.....

Present Scale of Pay (Specify): PVC No.....

13. Date of Promotion:

Promotion to the Post of	Letter No. & Date	Date of Promotion	Page No.
Assistant Professor - Academic Level-10 to 11			
Assistant Professor - Academic Level- 11 to 12			
Selection Grade Lecturer (as per old CAS)			
Reader			
Associate Professor - Academic Level- 12 to 13A			
Professor - Academic Level 13A to 14			

14. Assessment Criteria as per:-

TABLE:1

Sl. No.	Activity	Grading Criteria	Score/ Grading (enclose report/ certificate)	Remarks	Page
1.	Teaching: (Number of classes taught/ total classes assigned):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	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			
	a. Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator, Warden etc	DO			
	b. Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation	DO			
	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	DO			
	d. Organizing seminars/conferences/workshops, other college/university activities	DO			
	e. Evidence of actively involved in guiding Ph.D students	DO			
	f. Conducting minor or major research project sponsored by national or international agencies	DO			
	g. At least one single or joint publication in peer reviewed/UGC list of Journals	DO			
Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl. No.2, 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 leaves/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.					

15. Academic/ Research Activity: Calculation of 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.)

TABLE-2

1. Research Papers In Peer Reviewed or UGC Listed Journals (The research Score for papers would be augmented as per Table 3)

Sl. No.	Title	Year of Publication	Journal	Peer Reviewed or UGC listed (Sr. No./Year)	ISSN/ ISBN No.	No. Of Authors	Position Yourself	Impact Factor	DOI/ url	Score	Page
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

2. Publications (other than Research Papers)

(a) - Books Authored which are Published by:

Sl. No.	Title of Book/ Chapter (in Edited book)/ Year of Publication	International Publisher/ National publisher/ Chapter in Edited Book/ Editor of Book by International Publisher/ editor of Book by National Publisher	Publisher & ISSN/ISBN No.	No. Of Authors	Position Yourself	Score	Remarks	Page
1								
2								
3								
4								
5								

(b) Translation works in Indian and Foreign Language by qualified faculties:

Sl. No.	Title	Chapter of Research paper/Book	Publisher & ISSN/ISBN No.	No. Of Authors	Position Yourself	Score	Remarks	Page

3. Creation of ICT mediated Teaching, Learning pedagogy and content and development of new and innovative courses and curricula:

Sl. No.	Research Activity	Score Assigned	DOI/ url	Score	Remarks	Page
(a)	Development of Innovative pedagogy					
(b)	Design of new curricula and courses					
(c)	MOOCs					
	Development of complete MOOCs in 4 quadrants(420 credit course)(In case of MOOCs of lesser credits 05 marks/credit)					
	MOOCs(developed in 4 quadrant) per module/lecture					
	Content writer/subject matter expert for each module of MOOCs(at least one quadrant)					
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credit 02 marks/credit)					
(d)	E-Content					
	Development of E-Content in 4 quadrants for or complete course/e-book					
	E-Content (developed in 4 quadrants) per module					
	Contribution to development of E-Content module in complete course/paper/e-book(at least one quadrant)					
	Editor of e-content for complete course/paper/e-book					

4. Research guidance/ Research Projects completed/ Research Projects ongoing/ Consultancy:

Activity		Score Assigned	Score	Remarks	Page
(a) Research guidance	Ph.D.(degree awarded)				
	Ph.D.(thesis submitted)				
	M.Phil/P.G.dissertation				
(b) Research Projects Completed	More than 10 lakhs				
	Less than 10 lakhs				
(c) Research Projects ongoing	More than 10 lakhs				
	Less than 10 lakhs				
(d) Consultancy					

5.

Activity		Score Assigned	Score	Remarks	Page
5(a) Patents	International				
	National				
(b) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. Or Central government or State Government	International				
	National				
	State				
(c) Award/Fellowship	International				
	National				

6.

Activity		Score Assigned	Score	Remarks	Page
Invited lectures/Resource Person/Paper presentation in Seminars/Conference/full paper conference Proceedings(Paper presented in seminars/Conferences and also published as full paper in conference Proceedings will be counted only once)	International(Abroad)				
	International(within country)				
	National				
	State/University				

16. Total accountable service for career Advancement Scheme completed as on the date of the issue of the letter by university as per rules (Page-.....)

17. Relaxation(s)/Exemption(s) claimed/applicable (mention Rule position also): (Page-.....)

18. Self Appraisal Report: (Page.....)

19. Appraisal report/CCR from Head/Principal (attach in four copies in separate sealed envelopes) (Page-.....)

I,(Name/ Designation/ College/ Department), hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:.....

Full Signature of the applicant/ teacher

Place:.....

I..... (name) (designation) certify that the information and enclosures submitted by the applicant..... has been verified with the originals and the scored assigned and certificates provided is as per the table 1,2 and 3 as mentioned in the statute.

Date:.....

Signature of Head/ Principal

Place:.....

with Seal

GENERAL INSTRUCTIONS FOR FILLING THE APPLICATION FORM:-

1. APPLICATION FORM MUST BE TYPED and as per Prescribed Format.
 2. APPLICATION FORM Should be in 03 copies for Lecturer Snr. Scale/ Selection Grade Lecturer/ Associate Professor and in 04 copies for Professor & Snr. Professor along with all enclosures.
 3. Attach separate sheet wherever required.
 4. Write NOT APPLICABLE against the column/information whichever is not applicable
 5. The documents enclosed should be self- attested.
 6. Application & enclosures should be with paging in arranged way compiled in binding/booklet/spiral Binding.
 7. The forwarding Authority, Head of the Department/ Principal of the college should strictly follow the guidelines as per tables 1, 2 &3 mentioned in the statute.
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**TO BE SUBMITTED ALONG WITH THE APPLICATION FOR PROMOTION TO THE
POST OF ASSISTANT PROFESSOR (Senior Scale/ Academic Level 11)**

ELIGIBILITY

- Assistant Professor [Academic/Entry Level (Grade Pay Level 10) in the scale (10-15) to Assistant Professor (Senior Scale/ Academic Level 11)

Sl. No.	Eligibility Criteria	Details	Page
1.	Completed four years of service with Ph.D. degree or five years of service and having M.Phil., M.Tech., M.V.Sc., M.D. or six years of service for those without Ph.D./M.Phil./P.G. Degree in Professional Courses		
2.	Orientation Course of 21 days duration on Teaching Methodolgy		
3.	Completed a Refresher/Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching Learning- Evalutation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or Taken one MOOCs Course (with e-certification) or development of e-contents in four quadrants MOOC's Course during the assessment period		
4.	Publication one research publication in the peer reviewed journal or UGC-listed journal during assessment period		

I,(Name/ Designation/ College/ Department), hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:.....

Full Signature of the applicant/ teacher

Place:.....

I (name) (designation) certify that the information and enclosures submitted by the applicant has been verified with the originals and the applicant has been found eligible to apply for promotion to the post of Assistant Professor (Senior Scale/ Academic Level 11)

Date:.....

Signature of Head/ Principal

Place:.....

with Seal

**TO BE SUBMITTED ALONG WITH THE APPLICATION FOR PROMOTION TO THE
POST OF ASSISTANT PROFESSOR (Selection Grade/ Academic Level 12)**

ELIGIBILITY

- Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)

Sl. No.	Eligibility Criteria	Details	Page
1.	Assistant Professors who have completed five years of service in Academic level 11/ Senior Scale		
2.	A Ph.D. Degree in the concerned subject/allied/relevant disciplines		
3.	Has done any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed Course/ Programme from among the categories of Refresher Courses/ Research Methodology course workshops/ Syllabus Up-gradation, Workshop/ Teaching- Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two week (ten days) duration (or completed two courses of at-least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or 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.		
4.	Publication three research papers in the peer-reviewed journals or UGC- listed during assessment period.		

I,(Name/ Designation/ College/ Department), hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:.....

Full Signature of the applicant/ teacher

Place:.....

I **(name)** **(designation)** certify that the information and enclosures submitted by the applicant has been verified with the originals and applicant has been found eligible to apply for promotion to the post of Assistant Professor (Selection Grade/ Academic Level 12)

Date:.....

Signature of Head/ Principal

Place:.....

with Seal

**TO BE SUBMITTED ALONG WITH THE APPLICATION FOR PROMOTION TO THE
POST OF ASSOCIATE PROFESSOR (Academic Level 13A)**

ELIGIBILITY

- Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)

Sl. No.	Eligibility Criteria	Details	Page
1.	Assistant Professors who have completed three years of service in Academic level 12/ Selection grade		
2.	A Ph.D. Degree in the concerned subject/allied/relevant disciplines		
3.	Any one of the following during last three: Completed Course/ Programme from among the categories of Refresher Courses/ Research Methodology course workshops/ Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at-least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course (with e-certification); or 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 conduct of a MOOCs course during the period of assessment.		
4.	A minimum of seven publications in the peer-reviewed or UGC- listed journals out of which three research papers should have been published during the assessment period.		
5.	Evidence of having guided at least one Ph.D. candidate		

I,(Name/ Designation/ College/ Department), hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:.....

Full Signature of the applicant/ teacher

Place:.....

I (name) (designation) certify that the information and enclosures submitted by the applicant has been verified with the originals and applicant has been found eligible to apply for promotion to the post of Associate Professor (Academic Level 13A)

Date:.....

Signature of Head/ Principal

Place:.....

with Seal

**TO BE SUBMITTED ALONG WITH THE APPLICATION FOR PROMOTION TO THE
POST OF PROFESSOR (Academic Level 14)**

ELIGIBILITY

- Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Sl. No.	Eligibility Criteria	Details	Page
1.	An Associate Professor who have completed three years of service in Academic level 13A		
2.	Ph.D. Degree in the concerned subject/allied/relevant discipline		
3.	A minimum of ten research publications in the peer- reviewed/ UGC – listed Journal out of which three research papers should have been published during the assessment period.		
4.	Evidence of having successfully guided doctoral candidate		
5.	A minimum of 110 Research Score as per Table 2		

I, (Name/ Designation/ College/ Department), hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:.....

Full Signature of the applicant/ teacher

Place:.....

I (name) (designation) certify that the information and enclosures submitted by the applicant has been verified with the originals and applicant has been found eligible to apply for promotion to the post of Professor (Academic Level 14)

Date:.....

Signature of Head/ Principal

Place:.....

with Seal

**TO BE SUBMITTED ALONG WITH THE APPLICATION FOR PROMOTION TO THE
POST OF SENIOR PROFESSOR (Academic Level 15)**

ELIGIBILITY

- Professor (Academic Level 14) to Senior Professor (Academic Level 15)

Sl. No.	Eligibility Criteria	Details	Page
1.	Ten years' experience as Professor		
2.	A minimum of Ten Publication in the peer reviewed/ UGC- listed Journal		
3.	A minimum of Two candidates have been awarded Ph.D. degree under his/her supervision during the assessment period		

I,(Name/ Designation/ College/ Department), hereby declare that the information provided above is true to the best of my knowledge and belief.

Date:.....

Full Signature of the applicant/ teacher

Place:.....

I (name) (designation) certify that the information and enclosures submitted by the applicant has been verified with the originals and applicant has been found eligible to apply for promotion to the post of Senior Professor (Academic Level 15)

Date:.....

Signature of Head/ Principal

Place:.....

with Seal