

# The Oxford College of Pharmacy

Application form for promotion under Career Advancement Scheme (CAS) for teachers in all Departments of The Oxford College of Pharmacy (As per UGC Regulations 2018)

Application for promotion from Level \_\_\_\_\_ to Level \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Paste Self-attested Recent Passport Size Photograph

Date of Appointment: \_\_\_\_\_

Date of Confirmation: \_\_\_\_\_

Period of Assessment for promotion: From \_\_\_\_\_ to \_\_\_\_\_

Date of appearing before the last selection committee (if appeared) \_\_\_\_\_

Total Academic / Research Scores as per Appendix II, Table 2(UGC Regulations 2018)

***NOTE: The research scores claimed by the applicant must be based on objectively verifiable criteria, and supported with documentary evidence. Research scores that cannot be verified will not be considered. PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY, AND FOLLOW THEM.***

## PART – A

### GENERAL INFORMATION AND ACADEMIC BACKGROUND

- |    |                                  |   |               |
|----|----------------------------------|---|---------------|
| 1. | Name (in Block Letters)          | : | Divya S Kumar |
| 2. | Category                         | : |               |
| 3. | Father's Name (in Block Letters) | : |               |
| 4. | Mother's Name (in Block Letters) | : |               |
| 5. | Date of Birth and Age            | : |               |
| 6. | Gender                           | : |               |
| 7. | Nationality                      | : |               |
| 8. | Category (SC/ST/OBC/General)     | : |               |

9. Current Designation :
10. Current Pay Scale :
11. Date of Confirmation of Present Post :
12. Position, Stage and Grade Pay applied for :
13. Date of Last Promotion :
14. Date of Eligibility for Promotion :
15. Address for correspondence (with Pin Code) :
16. Permanent Address (with Pin Code) :
17. Mobile Telephone Number :
18. Landline Telephone Number (with code) :
19. E-Mail ID :
20. :

**21. ACADEMIC QUALIFICATIONS(Graduation onwards):**

<b>Qualifications</b>	<b>College / University</b>	<b>Year of Passing</b>	<b>Marks Obtained /Out of Or CGPA Grade</b>	<b>Class with %</b>
Diploma				
Graduate Degree (UG)				
Post Graduate Degree (PG)				
Ph.D./D.Phil.				
Other Degrees (if any)				

**22. RECORD OF ACADEMIC SERVICE PRIOR TO JOINING THE OXFORD COLLEGE OF PHARMACY (Please Attach Relevant Certificates of Service Experience)**

Institution	Designation	Nature of appointment (Regular/ Fixed term/ Temporary/ Ad-hoc/ Part-time)	Nature of Duties	Pay-Scale / Pay band and AGP	Duration		Experience		Required minimum qualification for the post	Highest degree obtained at the time of appointment	Remarks	Encl. No.
					From	To	Year	Months				

**23. POST-DOCTORAL RESEARCH EXPERIENCE AS RESEARCH SCIENTIST, RESEARCH ASSOCIATE Etc. (in yrs):**

**24. RECORD OF SERVICE IN THE OXFORD COLLEGE OF PHARMACY FROM DATE OF JOINING AS REGULAR TEACHER:**

Level	Designation	Pay Scale and AGP	Duration		Experience		Remarks	Encl. No.
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month		
Please clearly specify the period of Leave Without Pay (LWP)								

**25. TEACHING EXPERIENCE:**

**P.G. Classes (in Years):** \_\_\_\_\_ Period: From \_\_\_\_\_ To \_\_\_\_\_

**U.G. Classes (in Years) :** \_\_\_\_\_ Period: From \_\_\_\_\_ To \_\_\_\_\_

**D Pharm classes (in Years) :** \_\_\_\_\_ Period: From \_\_\_\_\_ To \_\_\_\_\_

**26. RESEARCH EXPERIENCE: (excluding Ph.D Duration)**

**i. Total Number of Years :** \_\_\_\_\_  
**: Period: From** \_\_\_\_\_ **To** \_\_\_\_\_

**a) Years Spent in M.Pharm :** \_\_\_\_\_

Period of M.Phil.		Name of Institute/ University	Research Topic (Dissertation)	Date of Notification of result conferring the degree	Encl. No.
From	To				
(1)	(2)	(3)	(4)		

**b) Years Spent in Ph.D. :** \_\_\_\_\_

Period of Ph.D		Name of Institute/ University	Research Topic (Dissertation)	Date of Notification of result conferring the degree	Encl. No.
From	To				
(1)	(2)	(3)	(4)		

**ii. Years of Guiding Ph.D. / M. Pharm.:** **Ph.D.** \_\_\_\_\_ **:M. Pharm.** \_\_\_\_\_

**iii. Total No. of Papers Published:** i. International Journals \_\_\_\_\_  
 ii. National Journals \_\_\_\_\_  
 iii. State Level Journals \_\_\_\_\_

(Not Abstract but Full paper only) **Total** \_\_\_\_\_

**iv. Total No. of Conferences/Seminars/Workshops Attended and papers presented:**

i. International: Attended \_\_\_\_\_: Attended and Papers Presented \_\_\_\_\_  
 ii. National: Attended \_\_\_\_\_: Attended and Papers Presented \_\_\_\_\_  
 iii. State Level: Attended \_\_\_\_\_: Attended and Papers Presented \_\_\_\_\_

**Total:** \_\_\_\_\_ **Attended:** \_\_\_\_\_ **Attended and Papers Presented:** \_\_\_\_\_

**27. AWARDS /PRIZES/HONOURS/RECOGNITIONS :**

1. \_\_\_\_\_

2. \_\_\_\_\_

**28. FIELDS OF SPECIALIZATION IN THE SUBJECT/DISCIPLINE:**

➤

➤

➤

**29. ORIENTATION/REFRESHER COURSE ATTENDED (ONLY UGC RECOGNIZED):(Attach certificates)**

Sl. No	Particulars	Place	Duration		Sponsoring Agency	Encl. No.
			From	To		
01						
02						
03						

**30. ANY OTHER TRAINING PROGRAM/SUMMER SCHOOL / WORKSHOPS/ QIP/ FIP/FDP ETC ATTENDED: (Attach certificates)**

Sl. No	Particulars	Place	Duration		Sponsoring Agency	Encl. No.
			From	To		
01						
02						
03						

**31. YOUR VISION FOR THE DEPARTMENT:**

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**32. YOUR CONTRIBUTION TO THE DEPARTMENT :**

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**33. FUTURE ACADEMIC DEVELOPMENT PLAN FOR SELF AS WELL AS DEPARTMENT:**

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**34. ANY OTHER RELEVANT INFORMATION:**

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## PART-B

**BRIEF NOTE:** Based on the teacher's self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total scores required.

(As per UGC Regulations 2018, APPENDIX II, TABLE 1: Assessment Criteria and Methodology for University/College Teachers.)

### A. TEACHING, INVOLVEMENT IN THE OXFORD COLLEGE OF PHARMACY STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES\*:

1. <b>TEACHING:</b> (Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)									
Sl. No	Academic Year	Semester	TEACHING			Claimed by the Candidate	Verified by the Committee	Remarks	*Encl No.
			Total Classes Assigned	Number of Classes Taught	Teaching= (Number of Classes Taught / Total Classes Assigned) X 100%				
1	Year 1	Odd Sem.							
		Even Sem.							
	Year 2	Odd Sem.							
		Even Sem.							
	Year 3	Odd Sem.							
		Even Sem.							
	Year 4	Odd Sem.							
		Even Sem.							
	Year 5	Odd Sem.							
		Even Sem.							
	Year 6	Odd Sem.							
		Even Sem.							
2. INVOLVEMENT IN THE OXFORD COLLEGE OF PHARMACY STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES:									
Sl. No	Academic Year	Semester	Activity			Claimed by the Candidate	Verified by the Committee	Remarks	*Encl No.
1	Year 1	Odd Sem.	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.						

			b. Examination and evaluation duties assigned by the Department / 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. Organising seminars/ conferences/ workshops, other Department activities.				
			e. Evidence of actively involved in guiding Ph.D students.				
			f. Conducting minor or major research project sponsored by national or international agencies.				
			g. At least one single or joint publication in peer reviewed or UGC list of Journals.				
		Even Sem.	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.				
			b. Examination and evaluation duties assigned by the Department/ 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. Organising seminars/ conferences/ workshops, other Department activities.				
			e. Evidence of actively involved in guiding Ph.D students.				
			f. Conducting minor or major research project sponsored by national or international agencies.				
			g. At least one single or joint publication in peer reviewed or UGC list of Journals.				
Year 2	Odd Sem.		<i>As above Odd Sem. In Year 1</i>				
	Even Sem.		<i>As above Even Sem. In Year 1</i>				
Year 3	Odd Sem.		<i>As above Odd Sem. In Year 1</i>				
	Even Sem.		<i>As above Even Sem. In Year 1</i>				
Year 4	Odd Sem.		<i>As above Odd Sem. In Year 1</i>				
	Even Sem.		<i>As above Even Sem. In Year 1</i>				
Year 5	Odd Sem.		<i>As above Odd Sem. In Year 1</i>				
	Even Sem.		<i>As above Even Sem. In Year 1</i>				
Year 6	Odd Sem.		<i>As above Odd Sem. In Year 1</i>				



		Even Sem.	<i>As above Even Sem. In Year 1</i>				
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\* Should be claimed by the applicant with supporting documents..

## B. ACADEMIC / RESEARCH SCORE. (As per UGC Regulations 2018)

### 1. RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS:

Sl. No.	Title of the Research Paper	Name of the Journal	Vol., PP No. & Year	Impact Factor*	Number of authors	Type of Authorship (First author/corresponding author/principal/co-author)	Sr. No. in UGC listed Journals	Claimed Score	Verified by the Committee	Encl. No.

\*Impact factor to be determined as per Thomson Reuters list.

### 2. PUBLICATIONS (other than Research papers)

Sl. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	Claimed Score	Verified by the Committee	Encl. No.
<b>(a) BOOKS AUTHORED WHICH ARE PUBLISHED BY:</b>								
<b>International publishers</b>								
<b>National publishers</b>								
<b>Chapter in Edited Book</b>								
<b>Editor of Book by International Publisher</b>								
<b>Editor of Book by National Publisher</b>								
<b>(b) TRANSLATION WORKS IN INDIAN AND FOREIGN LANGUAGES BY QUALIFIED FACULTIES</b>								

CHAPTER OR RESEARCH PAPER								
BOOK								

**Note:** Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

### 3. CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA.

Sr. No.	Activity*	Claimed Score	Verified by the Committee	Encl. No.
<b>(a) DEVELOPMENT OF INNOVATIVE PEDAGOGY</b>				
<b>(b) DESIGN OF NEW CURRICULA AND COURSES</b>				
<b>(c) MOOCs</b>				
<b>Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)</b>				
<b>MOOCs (developed in 4 quadrant) per module/lecture</b>				
<b>Content writer/subject matter expert for each module of MOOCs (at least one quadrant)</b>				
<b>Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)</b>				
<b>(d) E-CONTENT</b>				
<b>Development of e-Content in 4 quadrants for a complete course/e-book</b>				



**(c) RESEARCH PROJECTS ONGOING:**

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			
Sl. No.	Title of the Project (Less than 10 lakhs)		Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

**(d) CONSULTANCY**

Sl. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Verified by the Committee	Encl. No.
				From	To			

**5. (a) PATENTS**

Sl. No.		Details of Patent	International/ National	Year	Claimed Score	Verified by the Committee	Encl. No.

**(b) Awards/Fellowship**

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Date Awarded	Claimed Score	Verified by the Committee	Encl. No.

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)**

Sr. No.	Title	Name of the Event	Invited/Oral/Poster	Organiser/Institute	Duration	International(Abroad)/International(within country) / National / State / University level	Claimed Score	Verified by the Committee	Encl. No.

**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.

**APPLICANT CLAIMED SCORE:**

Summary of Total Claimed Score (1+2+3+4+5+6)								
Assessment Period from				to				
Year		Claimed Score						Total Claimed Score
Entire Assessment Period		1	2	3	4	5	6	
from _____ to _____								
<b>Total Claimed Score</b>								

**VERIFIED BY THE COMMITTEE:**

Summary of Total Claimed Score (1+2+3+4+5+6)								
Assessment Period from				to				
Year		Claimed Score						Total Claimed Score
Entire Assessment Period		1	2	3	4	5	6	
from _____ to _____								
<b>Total Claimed Score</b>								

**Declaration**

I, \_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

Place:  
Date:

Signature of the applicant \_\_\_\_\_  
Designation

Forwarded by:

Head of the Department

Dean

Department of .....

School of .....