

**COMMISSIONERATE OF COLLEGIATE EDUCATION
TELANGANA STATE::HYDERABAD**

APPLICATION FORM

FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME

FOR ASSOCIATE PROFESSORS AND EQUALENT CADRES

From Academic Level 13A/AGP 9000 to Academic Level 14 /AGP 10000

(TO BE SUBMITTED IN DUPLICATE)

1	Name (in Block Letters)	
2	Father's Name	
3	Place of work	
4	Subject	
5	Date of appointment as Lecturer (Page No. of S.R. & Volume)	
6	Category (tick the category)	OC /SC / ST / BC (A,B,C,D,E)
7	Date of UGC Scale (Page No. of S.R. & Volume)	
8	Current Designation with Academic Level/AGP (date of commencement of this Level/AGP)	
9	Academic Level /Grade Pay applied for under CAS	
10	EOL Particulars if any (Page No. of S.R. & Volume)	
11	Relaxation/Exemption Claimed /Applicable (Mention Rule position also)	
12	Calculation of Qualifying Service	
13	Date of Eligibility for promotion	
14	Date of Retirement	
15	Address for correspondence (with Pin code)	
16	Permanent Address (with Pin code)	

17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.			

Ph.D.			
-------	--	--	--

18. Details of Refresher Courses / Summer Institute /Workshop / Training Programmes.: (Enclose copies of the courses attended)).

(a) Refresher Courses (For the Assessment Period).

Name of the Course	UGC HRDC / University	Dates from... to...	Duration	S.R. Page No. & Volume

(b) Workshop / Training / Technology Programme / Faculty Development Programme of at least One Week Duration (For the Assessment Period).

Name of the Course	UGC HRDC / University	Dates from... to...	Duration	S.R. Page No. & Volume

(c) MOOCs Completed with e-certification

S. No.	Details of MOOC	Subject	Certification providing Agency	Date of Certificate	Level UG/PG/ Other	E-Certification No.

19. Performance Appraisal Report :

Enclose API Scores (As Annexure I/ Annexure II/Annexure III/ Annexure IV as applicable):

20. Any other information which is not covered in the above proforma or any matter relevant to your CAS Promotion :

Date:

Signature of the Applicant

Certified that all the Particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the Service Register of the individual and noted the Page number against each column above and found correct.

He/She is eligible for _____(CAS as applied in the application) from date: _____ as per Service Qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this institution for record. Remarks if any:

Station:

**Signature of the Principal
of the College /Joint Director,
CCETS
With Office Seal**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS
FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**

Para 2.9 (B, D, E) of Part-II of the Annexure to the G.o.Ms.No.15 Higher Education (UE) Department, dated 29-06-2019

S.No	Stage of Promotion	Eligibility	Promotion Criteria
1.	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	<p>1)An Associate Professor who has completed three years of service in Academic Level 13A.</p> <p>2)A Ph.D. degree in the subject relevant /allied/ relevant discipline.</p> <p>3) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.</p> <p>4) A minimum of 110 Research Score as per Appendix II, Table 2</p>	<p>A teacher shall be promoted if,</p> <p>(i) He/she teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 Research Score as per Appendix II, Table 2.</p> <p>(ii) The promotion to the post of Professor is recommended by the selection committee constituted for the purpose.</p>

2.	<p style="text-align: center;">College Librarians (Academic Level 13A) to College Librarians (Academic Level 14)</p>	<p>1) He/she has completed three years of service in that grade.</p> <p>2) He/she has done any one of the following in the last three years:</p> <p>(i) Training/Seminar/Workshop/ Course on automation and digitalization,</p> <p>(ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration,</p> <p>(iii) 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),</p> <p>(iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and</p> <p>(v) Library up-gradation course.</p> <p>3) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping</p>	<p>An individual shall be promoted if,</p> <p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and</p> <p>(ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.</p>
----	---	---	---

<p>3.</p>	<p>College Director Physical Education and Sports (Academic Level 13A) to College Director Physical Education and Sports (Academic Level 14)</p>	<p>1) He/she has completed three years of service.</p> <p>2) He/she has done any one of the following during last three years:</p> <p>(i) Completed one course / programme from among the categories of Refresher Courses Research Methodology Workshop,</p> <p>(ii) 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),</p> <p>(iii) Taken/developed one MOOCs course in relevant subject (with e-certification).</p> <p>3) Evidence of organizing competitions and coaching camps of at least two weeks' duration.</p> <p>4) Evidence of having produced good performance of teams/ athletes for competitions like state/ national/inter-university/ combined university, etc.</p> <p>A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.</p>	<p>An individual may be promoted if,</p> <p>(i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;</p> <p>(ii) The promotion is recommended by a selection committee constituted for the purpose.</p>
------------------	---	---	--

(Academic Year_____)

ANNEXURE - I**ACADEMIC PERFORMANCE INDICATORS (API)**FOR ASSOCIATE PROFESSORS FOR PROMOTIONS UNDER CAS
OF UGC REVISED PAY SCALES 2016**APPENDIX II TABLE 1**[For details, see the G.O.Ms. No.15, Higher Education (UE-II)
Department, dated 29.06.2019]**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS****S.No. 1: TEACHING** (includes Lectures, Practicals, Tutorials and
other teaching related Activities)

S. No.	Subject/ Paper Taught	No. of Classes Assigned	No. of Classes Taught	Grading Criteria in % (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	
				Self-Evaluation	Evaluation by Principal/Joint Director, CCETS
Total					
Grading Obtained (Good/Satisfactory/Not Satisfactory)					

Grading Criteria:

- (a) **Good:** 80% & Above,
(b) **Satisfactory:** Below 80% but 70% & Above and
(c) **Not satisfactory:** Less than 70%

S.No. 2: ACTIVITIES**(Involvement in the College Students related Activities/Research Activities)**

S. No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the one academic year only)	Name of the Activity	Self Assessment (Yes / No)	Evaluation by Principal/ Joint Director, CCETS (Yes / No)
A	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Coordinator/Warden. etc.			
B	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
C	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses /RC/OC/ ARPIT, dissemination and general articles and any other contribution)			
D	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.			
E	Organising Seminars/ Conferences / Workshops/ other College Activities.			
F	Evidence of actively involved in guiding Ph.D. students.			

G	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
H	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
Total No. of Activities / Contributions involved in (No. of Yes)				
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)				

Grading Criteria:

- (a) **Good:** Involved in at least 3 Activities
- (b) **Satisfactory:** 1-2 Activities
- (c) **Not-satisfactory:** Not involved/Undertaken any of the activities.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

1. A

2. B

3. C

4. D

5. E

6. F

7. G

8. H

Undertaking

⋮

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

**Signature of the Teacher
Designation**

Counter signed by:

**Signature of the
Principal of the College
/Joint Director, CCETS
With Office Seal**

**OVERALL GRADING FOR THE ASSOCIATE PROFESSORS IN THE
ASSESSMENT PERIOD**

S. No.	Academic Year	Category	Grading Obtained Category wise (Good / Satisfactory / Not satisfactory)	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		I - Teaching		
		II - Activities		
2		I - Teaching		
		II - Activities		
3		I - Teaching		
		II - Activities		
Whether the Teacher is Eligible or Not Eligible for CAS Promotion				

(Note: If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Three years of the assessment period as the case may be is eligible for CAS promotion

**Signature of the
Principal of the College
/Joint Director, CCETS
With Office Seal**

ANNEXURE - II**ACADEMIC/ RESEARCH ACTIVITIES FOR ASSOCIATE PROFESSORS FOR PROMOTIONS UNDER CAS OF UGC REVISED PAY SCALES, 2016****APPENDIX II, TABLE 2**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

(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.,)

S. No.	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/Medical/Veterinary Sciences	Faculty of Languages / Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline	Grading	
				Self-Assessment	Evaluation by Principal/Joint Director, CCETS
1	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper		
2	Publications (other than Research papers)				
	(a) Books authored which are published by;				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course		
	(c) MOOCs				

	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05	05		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02		
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course /e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/ paper/e- book (at least one quadrant)	02	02		
	Editor of e-content for complete course/ paper /e-book	10	10		
4	(a) Research Guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted		
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		
	(c) Research Projects Ongoing :				
	More than 10 lakhs	05	05		
	Less than 10 lakhs	02	02		
	(d) Consultancy	03	03		
5	(a) Patents				
	International	10	10		
	National	07	07		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/ International Monetary Fund, etc. or Central Government or State Government)				
	International	10	10		
	National	07	07		

	State	04	04		
	(c)Awards/Fellowship				
	International	07	07		
	National	05	05		
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)				
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		

The Research score for research papers would be augmented as follows

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- | | |
|---|------------|
| i) Paper in refereed journals without impact factor | -5 Points |
| ii) Paper with impact factor less than 1 | -10 Points |
| iii) Paper with impact factor between 1 and 2 | -15 Points |
| iv) Paper with impact factor between 2 and 5 | -20 Points |
| v) Paper with impact factor between 5 and 10 | -25 Points |
| vi) Paper with impact factor >10 | -30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

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.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

**Signature of the Teacher
with Designation**

Counter signed by:

**Signature of the
Principal of the College
/Joint Director, CCETS
With Office Seal**

Academic Year_____.

ANNEXURE -III**ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS UNDER CAS OF UGC REVISED PAY SCALES, 206****APPENDIX II, TABLE - 4**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

Assessment Criteria and Methodology for Librarians

S. No.	Activity	Details & %	Grading	
			Self-Assessment	Evaluation by Principal/Joint Director, CCETS
1	<p>Regularity of attending library (Specify in percentage) (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website <p>Good - 90% and above Satisfactory -Below90% but 80% and above Not satisfactory -Less than 80%</p>			
2	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of books.</p>			

	<p>Good - 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar Satisfactory -1 National level seminar/ workshop or 1 state level seminar/ workshop +1 institution level seminar/ workshop or 4 institution seminar/ workshop Unsatisfactory - Not falling in above two categories</p>			
<p>3</p>	<p>If library has a computerized database then Physical books and journals in computerized database (Specify in Percentage) Good - 100% of physical books and journals in computerized database. Satisfactory - At least 99% of physical books and journals in computerized database. Unsatisfactory - Not falling under good or satisfactory OR If library does not have a computerized database Catalogue database made up to date (Specify in Percentage) Good - 100% Catalogue database made up to date Satisfactory-90% catalogue database made up to date Unsatisfactory - Catalogue database not up to mark]</p>			

4	<p>Checking inventory and extent missing books Good - <i>Checked inventory and mission book less than 0.5%</i></p> <p>Satisfactory - <i>Checked inventory and missing books less than 1%</i></p> <p>Unsatisfactory - <i>Did not check inventory OR Checked inventory and mission books 1% or more</i></p>			
5(i)	<p>Digitalisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p> <p>Good : <i>Involved in any two activities</i></p> <p>Satisfactory : <i>At least one activity</i></p> <p>Not Satisfactory: <i>Not involved/undertaken any of the activities.</i></p>			
OVERALL GRADING				

Overall Grading Criteria:

Good: Good in Item 1 and satisfactory/ good in any two other items including Item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.

Not satisfactory: It neither good nor satisfactory in overall grading.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

**Signature of the Teacher
with Designation**

Counter signed by:

**Signature of the
Principal of the College
/Joint Director, CCETS
With Office Seal**

OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR LIBRARIANS

S.No.	Academic Year	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		
2		
3		
Whether the applicant is Eligible or Not Eligible for CAS Promotion		

(**Note:** If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

**Signature of the
Principal of the College
/Joint Director, CCETS
With Office Seal**

Academic Year_____.

ANNEXURE - IV
ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES

APPENDIX II, TABLE 5

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Details & %	Grading	
			Self-Assessment	Evaluation by Principal/Joint Director, CCETS
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. (Specify in Percentage) Good - 90 and above. Satisfactory - Above 80 but below 90. Not satisfactory - Less than 80			
2.	Organizing intra college competition Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor Satisfactory			
3.	Institution participating in external competitions Good -National level competition in at least on e discipline plus Sate/District level competition in at least 3 disciplines.			

	<p>Satisfactory-State level competition in at least one discipline plus district level competition in at least 3 disciplines.</p> <p>Or District level competition in at least 5 disciplines.</p> <p>Unsatisfactory- Neither good nor satisfactory.</p>			
4.	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p> <p>Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee</p>			
5.	<p>(i) At least one student of the institution participating in national/state/university/ (f or college levels only) teams. Organizing state/national /inter-university /inter-college level competition.</p> <p>(ii) Being invited for coaching at state/national level.</p> <p>(iii) Organizing at least three workshops in a year.</p> <p>(iv) Publications of at least one research paper in UGC approved journal.</p> <p>(v) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p> <p>Good: Involved in any two activities. Satisfactory: One activity</p>			

	Not Satisfactory: <i>Not involved/ undertaken any of the activities</i>			
	OVERALL GRADING			

OVERALL GRADING Criteria:

Good: Good in Item 1 and satisfactory/good in any other items.

Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.

Not Satisfactory: If neither good nor satisfactory in overall grading.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher
and Designation

Counter signed by:

**Signature of the
Principal of the College
/Joint Director, CCETS
With Office Seal**

OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR PHYSICAL DIRECTORS

S.No.	Academic Year	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		
2		
3		
Whether the applicant is Eligible or Not Eligible for CAS Promotion		

(**Note:** If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

**Signature of the
Principal of the College
/Joint Director, CCETS
With Office Seal**