

## SATAVAHANA UNIVERSITY-KARIMNAGAR

Application-Form for Promotion under Career Advancement Scheme of the UGC RSP-2006 (Teachers and other Academic Staff of the University)

*(To be submitted in Quadruplicate)*

Assistant Professor Rs.15600-39100 + AGP Rs. 7,000/-	
Assistant Professor Rs.15600-39100 + AGP Rs. 8,000/-	
Associate Professor Rs.37400-67000 + AGP Rs. 9,000/-	
Professor Rs.37400-67000 + AGP Rs.10,000/-	

*(Please tick whichever is applicable)*

### PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name in full (Block Letters)	
2.	Father's Name	
3.	Mother's Name	
4.	Department & College	
5.	Date of appointment as	
	a) Assistant Professor	
	b) Assistant Professor (Senior Scale/ AGP 7000/-)	



17.	Permanent Address (with Pin code)	
18.	Phone Numbers	Mobile : Land :
19.	Email	

20. Academic Qualifications (copies of certificates to be enclosed) :

Examination / Degree	Name of the Board/University	Month & year of award of the degree	Division	% of Marks
SSC				
Intermediate				
Under Graduate				
Post-Graduate				
Other Examinations, if any				

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

Degree	Title	Date and Year of Award	University
M.Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			

22. Appointments held prior to joining in the Satavahana University  
 (Please enclose copies of (a) Appointment; (b) Relieving Order; (c) Proceedings of the Selection Committee and (d) Service Certificate)

Designation	Name of Employer	Date of		Salary with Grade	Reason of leaving
		Joining	Leaving		

23. Posts held after appointment in the Satavahana University  
 (Please enclose copies of the orders)

Designation	Department	Date of actual joining		Grade
		From	To	

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

27. Academic Staff College Orientation/Refresher Courses attended  
*(Please enclose the copies of the courses attended)*

(b)

(a)

26. Fields of Specialization under the Subject / Discipline

25. Research Experience in years  
 (excluding years spent in M.Phil./Ph.D.) :

P.G. Classes	U.G. Classes

24. Period of Teaching experience in years

## PART B : ACADEMIC PERFORMANCE INDICATORS

*(Please see detailed instructions of the PBAS proforma before filling out this Section)*

### CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITES

(NOTE: Applicants must submit documentary evidence in support of each of the claim)

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor		API Score verified by screening committee (for official use)
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score	
I	a. Direct Teaching	70	Actual hours spent per academic year ÷ 7.5	60	Actual hours spent per academic year ÷ 7.75	60	Actual hours spent per academic year ÷ 7.75	
	b. Examination duties (Question paper setting, Invigilation, Evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	
	c. Innovating Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10	

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals/Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or required assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION**

**ACTIVITIES**

Category II	Nature of Activity	Maximum API Score	Actual score	API Score verified by screening committee (for official use)
a	Student related co-curricular, extension and field based activities, (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public / popular/ lectures / talks/ seminars etc.)	15	Actual hours spent per academic year ÷ 10	
b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as Dean/ Principal / Chairperson / Convener / Teacher-in-charge / similar other duties that require regular office hrs for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10	
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10	



**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical Education / Management	Maximum score for University / College teacher*	API Score verified by screening committee (for official use)
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication	
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC#	10 per Publication	
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC	30 per Book for Single Author	
		Subject Books, published by National level publishers, with ISBN/ ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author	
		Subject Books, published by Other local publishers, with ISBN / ISSN number as approved by the University and posted on	Subject Books, Published by the Other local publishers, with ISBN/ ISSN number as	15 per Book for Single Author	

III (C) (i)	Sponsored Projects	<p>(a) Major Projects with grants above Rs. 30 lakhs</p> <p>(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs</p> <p>(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs</p>	<p>Major Projects with grants above Rs. 5 lakhs</p> <p>Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs</p> <p>Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs</p>	<p>20 per Project</p> <p>15 per Project</p> <p>10 per Project</p>	
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs respectively	
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/ UNESCO	30 for each international / 20 for each national level output or	
III (C)	RESEARCH PROJECTS		<p>Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</p> <p>Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.</p>	<p>International Chapter - 10 per National-5 Chapter</p>	

			/UNICEF etc. Central / State Govt / Local Bodies	patent Major policy document of International bodies-30 Central Government – 20 State Govt – 10 Local bodies – 5	
III (D)	<b>RESEARCH GUIDANCE</b>				
III (D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate	
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate	
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars				
III (E) (i)	Fellowships / Awards	International Award / Fellowship from academic bodies	International Award / Fellowship from academic bodies / associations	15 per Award / 15 per Fellowship	
		National Award / Fellowship from academic bodies	National Award / Fellowship from academic bodies / associations	10 per Award / 10 per Fellowship	
		State / University level Award from academic bodies	State / University level Award from academic bodies / associations	5 per Award	
III E (ii)	Invited lectures / papers	International	International	7 per lecture/ 5 per paper presented	

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the First and Principal / Corresponding author / Supervisor / Mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

III (F)	Development of e-learning delivery process / material		10 per module
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
	National level	National level	5 per lecture/3 per paper presented
	State / University level	State / University level	3 per lecture/2 per paper presented

# The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

Place

Signature of the Applicant

Date :

Name :

Designation :

Countersigned by

the forwarding authority of the

Institution with

MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE 1 TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

APPENDIX-III TABLE – II (A)

Cat-egory	Activity	I	II	III	II + III	IV	V
		Teaching-learning, Evaluation Related Activities	Professional Development and Extension activities – Minimum score required to be assessed cumulatively	Research and Academic Contributions – Minimum Score required – to be assessed cumulatively	Minimum total API score under Categories II and III*	Expert Assessment System	Percentage of Distribution of
		80/Year	50 / Assessment period	50 / Assessment period	90 / Assessment period	Screening cum evaluation committee	No separate points.
		80/Year	50 / Assessment period	50 / Assessment period	120 / Assessment period	Screening cum evaluation committee	No separate points.
		75/Year	50 / Assessment period	75 / Assessment period	150 / Assessment period	Selection Committee	30% - Research
		70/Year	50 / Assessment period	100 / Assessment period	180 / Assessment period	Selection Committee	50% Research
		70/Year	100 / Assessment period	400 / Assessment period	600 / Assessment period	Expert Committee	50% Research
Professor / Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor / Assistant Professor (Stage 3) to Assoc. Professor / Professor / equivalent cadres (Stage 4)	Assistant Professor / Assistant Professor (Stage 4) to Assoc. Professor / Professor / equivalent cadres (Stage 5)	Assistant Professor / Assistant Professor (Stage 5) to Cadre Professor / equivalent cadres (Stage 6)	Assistant Professor / Assistant Professor (Stage 6) to Cadre Professor / equivalent cadres (Stage 7)	Assistant Professor / Assistant Professor (Stage 7) to Cadre Professor / equivalent cadres (Stage 8)	Assistant Professor / Assistant Professor (Stage 8) to Cadre Professor / equivalent cadres (Stage 9)	Assistant Professor / Assistant Professor (Stage 9) to Cadre Professor / equivalent cadres (Stage 10)

	Weightage Points in the Expert Assessment (Total weightage = 100 Minimum required for promotion is 50)	Screening committee to verify API scores	Screening Committee to verify API scores	Contribution 50% - Assessment of domain knowledge & teaching practices. 20% Interview performance	Contribution. 30% Assessment of domain knowledge & teaching practices.20% Interview performance	Contribution 50% Performance evaluation and other credential by referral procedure
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\*Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

