COMMISSIONERATE OF COLLEGIATE EDUCATION TELANGANA - HYDERABAD

APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR ASSISTANT PROFESSORS AND EQUVALENTCADRES

(TO BE SUBMITTED INDUPLICATE)

i)**FromAcademicLevel10toAcademicLevel11()**
ii)**FromAcademicLevel11toAcademicLevel12()**

(Tick whichever is applicable)

1. Name (in BlockLetters) :
2. Father's Name :
3. Placeofwork :
4. Subject :
5. Date of appointment as Lecturer in Degree College (PageNo.ofS.R.&Volume) :
6. Category (tick the category) (A,B,C,D,E) : OC/SC/ST/ BC
7. Date of UGC Scale(PageNo.ofS.R.&Volume):
8. Date of current Academic Level/AGP with preponement/postponement copies if any

   (Pg No SR and Vol) :
9. AcademicLevel/Grade Payapplied for underCAS :
10. EOLParticularsifany (PageNo.ofS.R.&Volume) :
11. Relaxation/Exemption Claimed/Applicable(MentionRulepositionalso) :
12. CalculationofQualifyingService :
13. DateofEligibilityforpromotion :
14. DateofRetirement :
15. Addressforcorrespondence(withPincode):
16. PermanentAddress(withPincode) :

17. ResearchDegree(s)(copiesofcertificatestobeenclosed):

Degrees	Title	Dateandyearof award	University
M.Phil.			
Ph.D.			

18. Details of Orientation/RefresherCourses/SummerInstitute/Workshop/ Training Programmes.: (Enclose copies of the courses attended)

a. OrientationCourses(FortheAssessmentPeriod).

Name of the Course	Academic Staff College/ University	Dates from to	Duration	S.R. PageNo. &Volume

b. Refresher Courses(For the Assessment Period).

Nameofthe Course	AcademicStaff College / University	Datesfrom to	Duration	S.R.PageNo.&Volume

c. Workshop/Training/TechnologyProgramme/FacultyDevelopmentProgrammeof atleast One Week Duration (For the Assessment Period).

Nameofthe Course	AcademicStaff College / University	Datesfrom to	Duration	S.R.PageNo.&Volume

d. MOOCsCompletedwithe-certification

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

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

20. Performance Appraisal Report
Enclose APIScores (AsAnnexureIorAnnexureII) :

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 book of the individual and noted the Page number against each column above and found correct. He 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.

Remarksif any:

Station: **Signature of the Principal**

(Academic Year _____)

ANNEXURE–I

ACADEMIC PERFORMANCE INDICATORS (API) FOR ASSISSTANT PROFESSORS
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAYSCALES

APPENDIX II TABLE 1

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

ASSESSMENTCRITERIAANDMETHODOLOGYFORCOLLEGETEACHERS

S.No.1:TEACHING(includesLectures,Practicals,Tutorialsandotherteachingrelated Activities)

S.No.	**Subject/Paper Taught**	**No. of Classes Assigned**	**No.of Classes Taught**	**Grading Criteria in %** (TotalNo.ofClassesTaught per Academic Year ÷TotalNo.ofClassesAssignedper Academic Year) X 100	
				Self-Evaluation	**Principal Evaluation**
Total					
GradingObtained(Good/Satisfactory/NotSatisfactory)					

Grading Criteria
(a)***Good***:80%&Above,
(b)***Satisfactory***:Below80%but70%&Above and
(c) ***Not satisfactory***:Less than 70%

S.No.2:ACTIVITIES

(InvolvementintheCollegeStudentsrelatedActivities/ResearchActivities)

S.No.	**NameoftheActivity/Contribution**(all activities/ contributions shall be consideredintheoneacademicyear only)	**Nameofthe Activity**	**Self Assessment (Yes/No)**	**Principal Assessment (Yes/No)**
A	AdministrativeResponsibilitiessuchasDept. In-charge/ Chairperson/ Dean/ Director/Co-ordinator/Warden etc.			
B	ExaminationandEvaluationDutiesassignedby theCollegeorattendingtheExamination Paper Evaluation.			
C	Professional Development**;** (such as participationinseminars,conferences,short termtrainingcourses,industrialexperience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, disseminationand general articles and any othercontribution)			
D	Student related Co-curricular, Extension and Field based Activities such a sStudentClubs, Career Counselling, Study Visits, Student Seminars andother events,Cultural, Sports, NCC, NSS and Community Services.			
E	Organising Seminars/Conferences/ Workshops/otherCollegeActivities.			
F	Evidenceofactivelyinvolvedinguiding Ph.D.students.			
G	ConductingMinororMajorResearchProject sponsored by National or InternationalAgencies.			
H	AtleastonesingleorjointPublicationin peer-reviewedorUGClistofJournals.			
TotalNo.ofActivities/Contributionsinvolvedin(No.of Yes)				
OverallGradingObtained(Good/Satisfactory/Not satisfactory)				

<u>GradingCriteria</u>:

(a) ***Good:***Involvedinatleast3Activities
(b) ***Satisfactory***:1-2Activities
(c) ***Not-satisfactory***:Notinvolved/Undertakenanyoftheactivities.

<u>ListofEnclosures</u>:

(Attachcopies of certificates, sanction orders, etc.and 6 setsof ResearchPublications, Articles, Conference Proceedings, Books, etc., wherever necessary)

1.A

2.B

3.C

4.D

5.E

6.F

7.G

8.H

<u>Undertaking:</u>

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

Date: **Signature of theTeacher**
Designation

<u>Countersigned by</u>:

Head of the Department **Signature of the Principal with College seal**

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

Para2.9(B)of P art-II of the Annexure to the G.O.Ms.No.15,HigherEducation(UE-II) Department, dated 29.06.2019.

Sl. No.	**Stages of Promotion**	**Eligibility**	**PromotionCriteria**
I	Assistant Profess or AcademicLevel10 to Assistant Professor (SeniorGrade)Academic Level11	**1).** AssistantProfessorswhohavecompletedfouryearsofserviceandhavingaPh.D. degree or fiveyears ofservice and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc.,M.D.,orsixyearsofserviceforthosewithoutPh.D./M.Phil./ PG Degree in Professional courses. **2).**Attended one Orientation course of 21 days' duration on teaching methodology; and Any one of the following:CompletedoneRefresher/ Research MethodologyCourse **OR** Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days)duration, **OR** Completed one MOOCs course (with e-certification) ordevelopment of e-contents in four-quadrants / MOOC'scourse during the assessmentperiod.	(i) He/she 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 thecase may be, as specifiedinAppendix II, Table 1,and; (ii)The promotionis recommended by thescreening-cum-evaluationcommittee.
II	Assistant Professor (SeniorScale) Academic Level 11 to Assistant Professor (Selection Grade) Academi	1) Assistant Professors who have completed five years of service in Academic Level11/ Senior Scale. 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the	(i) The teacher gets ' satisfactory 'or' good' grade in the annual performance assessment reports of atleast four of the last five years of the assessment period, (as prescribed in

	c Level 12	categories of Refresher Courses/Research Methodology course/Workshops/SyllabusUp Gradation Workshop /Teaching-Learning-Evaluation / Technology Programmes/ Faculty Development Programme/Syllabus Up-gradation Workshop/Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes ofat least two weeks(ten days)duration(or completed two courses of atleast one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCscourseintherelevantsubject (withe-certification);orContribution towardsdevelopmentofe-contentin4- 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	AppendixII,Table1) and (ii) The promotion is recommendedbythe Screening-cum- evaluation committee.

OVERALLGRADINGFORTHEASSISTANTPROFESSORSINTHE ASSESSMENT PERIOD

S.No.	Academic Year	Category	Grading Obtained Category wise (Good/Satisfactory /Notsatisfactory)	OverallGrading Obtained (Good/Satisfactory/ Not satisfactory)
1		I–Teaching		
		II–Activities		
2		I–Teaching		
		II–Activities		
3		I–Teaching		
		II–Activities		
4		I–Teaching		
		II–Activities		
5		I–Teaching		
		II–Activities		
6		I–Teaching		
		II–Activities		
WhethertheTeacherisEligibleorNot 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)

AcademicYear_____.

ANNEXURE–II

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

APPENDIXII,TABLE-4

[For details, see the G.O.Ms.No.15,HigherEducation(UE-II)Department,dated29.06.2019]

Assessment Criteria and Methodology for Librarians

S. No	Activity	Details (or) %	Grading	
			Self-Assessment	Principal Assessment
1	Regularityofattendinglibrary (Specifyinpercentage) (calculated in terms of percentage ofdays attended to the total number ofdays he/she is expected to attend) While attending in the library, the individual isexpected to undertake,inter alia, following items of work: • 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 ***Good-****90%andabove* ***Satisfactory --*** *Below90%but80%and above* ***Notsatisfactory****–Lessthan80%*			
2	Conductofseminars/ workshops related to library activity or on specific books or genre of books. ***Good*** *– 1 National level seminar/workshop+1State/institution level workshop/ Seminar* ***Satisfactory****–1Nationallevel seminar/workshopor1 state level seminar/ workshop +1institutionlevelseminar/ workshop or4institutionseminar/workshop* ***Unsatisfactory****–Notfallinginabove twocategories*			
3	If library has a computerized database then Physical books and journals in computerized database (Specify in Percentage) ***Good*** *– 100% of physical books and journals incomputerized database.* ***Satisfactory*** *– Atleast99% of physical books and*			

	journals in computerized database. ***Unsatisfactory****–Notfallingunder*			

	goodorsatisfactory **OR** Iflibrarydoesnot have a computerized database Catalogue database made up to date (Specify in Percentage) ***Good****–100%Cataloguedatabase made up to date* ***Satisfactory****-90% catalogue database made up to date* ***Unsatisfactory*** *– Catalogue database not up to mark]*			
4	Checkinginventoryandextent missing books ***Good****:Checkedinventoryandmission book less than 0.5%* ***Satisfactory*** *– Checkedinventory and missing books less than 1%* ***Unsatisfactory*** *– Did not check inventory OR* *Checkedinventory and missionbooks 1%ormore*			
5	(i) Digitalisation of books database in institution having no computerized database. (ii) Promotionoflibrarynetwork. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals. ***Good*** *: Involved in any two activities* ***Satisfactory*** *: At least one activity* ***NotSatisfactory****:Notinvolved/ undertakenanyoftheactivities*.			
6	**OVERALLGRADING**			

OverallGradingCriteria:
Good: GoodinItem1andsatisfactory/goodinanytwootheritemsincludingItem 4. **Satisfactory:**Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.
Notsatisfactory: It neithergoodnor satisfactoryinoverallgrading.

List of Enclosures:

(Attachcopies of certificates, sanction orders, etc.and 6 setsof ResearchPublications, 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

With Designation

Counter signed by:

Signature of the Principal with College seal

MINIMUMACADEMICPERFORMANCEANDSERVICEREQUIREMENT SFOR PROMOTIONOF**LIBRARIANS**IN COLLEGES UNDER CAS

(Para2.9(B)of Part -II of the Annexure to the G.O.Ms.No.15,HigherEducation(UE- II) Department, dated 29.06.2019)

S.No	Stages of Promotion	Eligibility	PromotionCriteria
I	From College Librarian (Academic level 10) to College Librarian(Senior Scale/Academic level 11):	An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. Degree, or six years of service for those without a M.Philor aPh.D.degree. **(i)**He/ shehasattendedatleastone Orientation course of 21 days' duration;and **(ii)** Training, Seminar or Workshop on automation and digitalisation, Maintenance and related activities, of Atleast 5days, as per AppendixII, Table 4.	A Assistant Librarian/College Librarian may be promoted if: **(i)** He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three / four / five out of the last four / five /six years of the Assessment period as the case May be as specified in Appendix II, Table 4,and **(ii)**The promotion is Recommended by a screening- Cum - evaluation committee.
II	From College Librarian (Senior Scale/ Academic level 11) to CollegeLibrarian SelectionGrade/ Academic level 12)	1) He/ shehascompletedfiveyearsof service in that grade. 2) He/ shehasdoneanytwoofthe following in the last five years: (i) Training/Seminar/ Workshop/ Course on automation and digitalisation, (ii) Maintenanceandother activities as per Appendix II, Table 4 of	Anindividualshallbepromoted if: **(i)** He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years oftheassessment period, as specified in AppendixII,Table4,and;

		atleast 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), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.	**(ii)** The promotion is recommended by a screening-cum-evaluationcommittee.

OVERALLGRADINGFOR THE ASSESSMENTPERIOD FOR LIBRARIANS

S.No.	AcademicYear	Overall Grading Obtained (Good/Satisfactory/Notsatisfactory)
1		
2		
3		
4		
5		
6		
7	**WhethertheapplicantisEligibleorNot 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

AcademicYear_____.

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

APPENDIX-II TABLE5

[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	Detailsor %	Grading	
			Self-Assessment	Principal Assessment
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. (SpecifyinPercentage) ***Good***-*90 and above.* ***Satisfactory***-*Above80butbelow90.* ***Notsatisfactory***-*Lessthan 80*			
2.	Organizing intra college competition ***Good***–*Intracollegecompetitionin more than 5 disciplines.* ***Satisfactory*** *– Intra college competition in 3-5 disciplines.* ***Un satisfactory*** *Neither good nor Satisfactory*			
3.	Institution participating in External competitions ***Good*** *– National level competition in at least one discipline plus Sate/District level competition in at least 3 disciplines.* ***Satisfactory***–*State level competition in at least one discipline plus district level competition in at least 3 disciplines.* *Or District level competition in at least 5 disciplines.* ***Unsatisfactory*** *– Neither good nor satisfactory.*			
	Up-gradation of sports and physical training infrastructure			

4.	with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities. *Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee*			
5.	(i) At least one student of the institution participating innational/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition. (ii) Being invited for coaching at state/national level.			
	(iii) Organizingat least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities. ***Good:*** *Involved in any two activities.* ***Satisfactory****: One activity* (iii) ***Not Satisfactory****: Not involved/ undertaken any of the activities*			
6	**OVERALLGRADING**			

OVERALLGRADINGCriteria:
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.

ListofEnclosures:

(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

Countersigned by:

Signature of the Principal
With College seal

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTIONOF P**HYSICAL DIRECTORS** IN COLLEGES UNDER CAS

(Para2.9(B)of Part-II of the Annexure to the G.O.Ms.No.15,Higher Education (UE-II) Department, dated 29.06.2019)

S.No	Sages of Promotion	Eligibility	PromotionCriteria
I	From College Director of Physical Education and Sports(AcademicLevel 10) to College Director of Physical Education and Sports (Senior Scale/Academic Level 11)	**(i)** He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science orfive yearsof service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree. **(ii)** He/she has attended one Orientation course of 21 days' duration; and **(iii)**He/she has done any one of the following: **(a)**Completed Refresher/ Research Methodology Course/ workshop, **(b)** Training Teaching - Learning-Evaluation Technology Programme /Faculty Development Programme of at least 5days duration and **(c)** Taken/ developed one MOOCs course (with e-certification).	Anindividualmaybepromotedif: (i) He/she gets a 'satisfactory' or 'good' grade in the annual performanceassessmentreports of at least three/four/five of the last four/ five/six years of the assessment period as the case maybe,asspecifiedinAppendix II, Table 5; and **(ii)**The promotion is recommendedbyascreening-cum-evaluationcommittee.
II	From College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to College Director of Physical Education and Sports (Selection Grade/Academic Level 12)	1) He /she has completed five years of service in that grade. 2) He/she has done any two of the following in the last five years: **(i)** Completed one course/programme from among the categories of refresher courses, research methodology workshops, **(ii)**Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration, **(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),	Anindividualmaybepromotedif; **(i)** He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specifiedinAppendixII,Table5, and; **(ii)** The promotion is recommended by a screening- cum-evaluation committee.

		and **(iv)** Taken/developed one MOOCs Course in the relevant subject (with e-certification)	

OVERALLGRADINGFORTHEASSESSMENTPERIODFORPHYSICAL DIRECTORS

S.No.	AcademicYear	Overall Grading Obtained (Good/Satisfactory/Notsatisfactory)
1		
2		
3		
4		
5		
6		
7	**Whether the applicant is Eligible o rNot 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

Digitally signed by
PODILA BALA BHASKAR
Date: 31-03-2026
18:24:42

For Commissioner OF Collegiate Education