

**COMMISSIONERATE OF COLLEGIATE EDUCATION  
TELANGANA - HYDERABAD**

**APPLICATION FORM FOR PROMOTION UNDER  
CAREER ADVANCEMENT SCHEME  
FOR ASSISTANT PROFESSORS AND EQUIVALENT CADRES  
(TO BE SUBMITTED IN DUPLICATE)**

**i) From Academic Level 10 to Academic Level 11( )**

**ii) From Academic Level 11 to Academic Level 12( )**

*(Tick whichever is applicable)*

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 :
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 been closed):

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

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

a. Orientation Courses (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No.& Volume

b. Refresher Courses (For the Assessment Period).

Name of the Course	Academic Staff College/University	Dates from to	Duration	S.R. Page No. & Volume

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

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

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

20. Performance Appraisal Report  
Enclose API Scores(As Annexure I or Annexure II) :

**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.

Remarks if any:

**Station:**

**Signature of the Principal**

(Academic Year \_\_\_\_\_)

**ANNEXURE-I****ACADEMIC PERFORMANCE INDICATORS(API) FOR ASSISTANT PROFESSORS  
FOR PROMOTION SUNDER CAS OF UGC 2016 PAY SCALES****APPEND IX II TABLE 1**

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

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS**

**S.No.1: TEACHING** (includes Lectures, Practical's, Tutorials and other teaching  
related Activities)

S.No.	Subject/Paper Taught	No. of Classes Assigned	No. of Classes Taught	<b>Grading Criteria in %</b> (Total No. of Classes Taught per Academic Year <div style="text-align: center;">÷</div> Total No. of Classes Assigned per Academic Year) X 100	
				Self-Evaluation	Principal Evaluation
<b>Total</b>					
<b>Grading Obtained(Good/Satisfactory/Not Satisfactory)</b>					

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

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

<b>S. No.</b>	<b>Name of the Activity/Contribution</b> (all activities/ contributions shall be considered in the one academic year only)	<b>Name of the Activity</b>	<b>Self-Assessment (Yes/ No)</b>	<b>Principal Assessment (Yes/ No)</b>
A	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator / 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	Atleast one single or joint Publication in Peer-reviewed or UGC list of Journals.			
<b>Total No. of Activities/ Contributions involved in (No. of Yes)</b>				
<b>Over all Grading Obtained(Good/Satisfactory/Not satisfactory)</b>				

**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 6sets 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**

**Under taking:**

**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:**

**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**

Para 2.9 (B) of P a r t - I I of the Annexure to the G.O.Ms.No.15, Higher Education (UE-II) Department, dated 29.06.2019.

<b>Sl. No.</b>	<b>Stages of Promotion</b>	<b>Eligibility</b>	<b>Promotion Criteria</b>
<b>I</b>	Assistant Professor Academic Level 10 to Assistant Professor (Senior Grade) Academic Level 11	<p><b>1).</b>Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech. , M.V.Sc., M.D., or six years of service for those with out Ph.D./M.Phil./ PG Degree in Professional courses.</p> <p><b>2).</b>Attended one Orientation course of 21 days' duration on teaching methodology; and Any one of the following: Completed one Refresher / Research Methodology Course</p> <p align="center"><b>OR</b></p> <p>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,</p> <p align="center"><b>OR</b></p> <p>Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.</p>	<p>(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 the case may be, as specified in Appendix II, Table 1,and;</p> <p>(ii)The promotion is recommended by the screening-cum-evaluation committee.</p>
<b>II</b>	Assistant Professor (Senior Scale) Academic Level 11 to Assistant Professor (Selection Grade) Academic Level 12	<p>1) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.</p> <p>2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/ programmes from among the categories of Refresher Courses/Research Methodology course / Workshops/ Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme / Syllabus Up- gradation Workshop / Teaching-Learning-Evaluation / Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days)duration (or completed two</p>	<p>(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 AppendixII,Table1) and</p> <p>(ii) The promotion is recommended by the Screening-cum- evaluation committee.</p>

		<p>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 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.</p>	
--	--	--	--



**OVER ALL GRADING FOR THE ASSISTANT PROFESSORS IN THE  
ASSESSMENT PERIOD**

S.No .	Academic Year	Category	Grading Obtained Category wise (Good/ Satisfactory /Not satisfactory)	Over all Grading 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		
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 Four/Five/ Six years of the assessment period as the case may be is eligible for CAS promotion)

Academic Year\_\_\_\_\_.

**ANNEXURE-II****ACADEMIC PERFORMANCE INDICATORS (API) FOR  
PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES****APPENDIX II, TABLE- 4**

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

**Assessment Criteria and Methodology for Librarians**

<b>S.No</b>	<b>Activity</b>	<b>Details(or) %</b>	<b>Grading</b>	
			<b>Self-Assessment</b>	<b>Principal Assessment</b>
1	<p>Regularity of attending library (Specify in percentage)</p> <p>(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"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> </ul> <p>Assistance towards updating institutional website</p> <p><b>Good-90%andabove</b> <b>Satisfactory --Below90% but 80% and above</b> <b>Not satisfactory--Less than 80%</b></p>			
2	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of books. <b>Good</b> - 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar</p> <p><b>Satisfactory</b>-1National level seminar/workshop or1 state level seminar/</p>			

	workshop +1institution level seminar/workshop or 4 institution seminar/workshop <b>Un satisfactory</b> -Not falling in above two categories			
3	If library has a computerized database then Physical books and journals in computerized database (Specify in Percentage) <b>Good</b> - 100% of physical books and journals in computerized database. <b>Satisfactory</b> - At least 99% of physical books and journals in computerized database. <b>Unsatisfactory</b> -Not falling under			

	<p><i>Good or satisfactory</i>  <b>OR</b>          If library does not have a computerized database          Catalogue database made up to date (Specify in Percentage)  <b>Good</b> – 100% Catalogue database made up to date  <b>Satisfactory</b>-90% catalogue database made up to date  <b>Unsatisfactory</b> -Catalogue data base not up to mark]</p>			
4	<p>Checking inventory and extent missing books  <b>Good:</b> Checked inventory admission book less than 0.5%  <b>Satisfactory</b>-Checked inventory and missing books less than 1% <b>Un satisfactory</b> – Did not check inventory OR Checked inventory and mission books 1%ormore</p>			
5	<p>(i) Digitalisation of books database in institution having no computerized database.          (ii) Promotion of library network.          (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.</p> <p><b>Good</b> : Involved in any two activities  <b>Satisfactory</b> :At least one activity  <b>Not Satisfactory:</b> Not involved/undertaken any of the activities.</p>			
6	<b>OVER ALL GRADING</b>			
<p><b>Over all Grading Criteria:</b>  <b>Good:</b> Good in Item 1 and satisfactory/ good in any two other items including Item 4. <b>Satisfactory:</b> Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.  <b>Not satisfactory:</b> It neither good nor satisfactory in overall grading.</p>				

**List of Enclosures:**

*(Attach copies of certificates, sanction orders , etc. and 6sets 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**

**Under taking:**

**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**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF **LIBRARIANS** IN COLLEGES UNDER CAS**

*(Para 2.9(B) of Part-II of the Annexure to the G.O.Ms. No.15, Higher Education (UE- II)  
Department, dated 29.06.2019)*

<b>S.No</b>	<b>Stages of Promotion</b>	<b>Eligibility</b>	<b>Promotion Criteria</b>
<b>I</b>	From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):	<p>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.Phil or a Ph.D. degree.</p> <p><b>(i)</b> He/she has attended at least one Orientation course of 21 days' duration; and</p> <p><b>(ii)</b> Training, Seminar or Workshop on automation and digitalization, Maintenance and related activities, of At least 5 days, as per Appendix II, Table 4.</p>	<p>A Assistant Librarian/College Librarian may be promoted if:</p> <p><b>(i)</b> 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</p> <p><b>(ii)</b> The promotion is Recommended by a Screening-Cum-evaluation committee.</p>
<b>II</b>	From College Librarian (Senior Scale/ Academic level 11) to College Librarian Selection Grade/ Academic level 12)	<p>1) He/she has completed five years of service in that grade.</p> <p>2) He/she has done any two of the following in the last five years:</p> <p><b>(i)</b> Training/Seminar/ Workshop/ Course on automation and digitalisation,</p> <p><b>(ii)</b> Maintenance and other activities as per Appendix II, Table 4 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</p>	<p>An individual shall be promoted if:</p> <p><b>(i)</b> 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 specified in Appendix II, Table 4, and ;</p> <p><b>(ii)</b> The promotion is recommended by a screening-cum-evaluation committee.</p>

		<p>least two weeks (ten days) duration),</p> <p><b>(iii)</b> Taken/develop done MOOCs course in the relevant subject (with e-certification), or</p> <p><b>(iv)</b> Library up-gradation course.</p>	
--	--	---	--

**OVER ALL GRADING FOR THE ASSESSMENT PERIOD FOR LIBRARIANS**

<b>S.No.</b>	<b>Academic Year</b>	<b>Overall Grading Obtained (Good/Satisfactory/Not satisfactory)</b>
1		
2		
3		
4		
5		
6		
7	<b>Whether the applicant is Eligible or Not Eligible for CAS Promotion</b>	

**(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



Academic Year\_\_\_\_\_.

**ANNEXURE-III**  
**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.N o	Activity	Details or %	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. (Specify in Percentage) <b>Good</b> -90 and above. <b>Satisfactory</b> -Above 80 but below 90. <b>Not satisfactory</b> -Less than 80			
2.	Organizing intra college competition <b>Good</b> -Intra college competition in more than 5 disciplines. <b>Satisfactory</b> - Intra college competition in 3-5 disciplines. <b>Un satisfactory</b> Neither good nor Satisfactory			
3.	Institution participating in external competitions <b>Good</b> -National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. <b>Satisfactory</b> - 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. <b>Un satisfactory</b> - Neither good nor satisfactory.			
	Up-gradation of sports and physical training			

4.	infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities. <i>Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee</i>			
5.	(i) At least one student of the institution participating in national/ 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) Organizing at 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. <b>Good:</b> Involved in any two activities. <b>Satisfactory:</b> One activity <b>Not Satisfactory:</b> Not involved/ undertaken any of the activities			
6	<b>OVER ALL GRADING</b>			

**OVER ALL GRADING Criteria:**

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

Satisfactory: Satisfactory in Item 1and 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 6sets 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**

**Under taking:**

**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 with College seal

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF PHYSICAL DIRECTORS IN COLLEGES UNDER CAS**

*(Para 2.9(B) of Part-II of the Annexure to the G.O. Ms. No. 15,  
Higher Education (UE-II) Department, dated 29.06.2019)*

<b>S.No</b>	<b>Sages of Promotion</b>	<b>Eligibility</b>	<b>Promotion Criteria</b>
<b>I</b>	From College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale/Academic Level 11)	<p>(i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education &amp; Sports or Sports Science or five years of service with an M.Phil. Degree or six years of service for those without an M.Phil or Ph.D. degree.</p> <p>(ii) He/she has attended one Orientation course of 21 days' duration; and</p> <p>(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 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).</p>	<p>An individual may be promoted if:</p> <p><b>(i)</b> He/she gets a '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, as specified in Appendix II, Table 5; and</p> <p><b>(ii)</b> The promotion is Recommended by a Screening-Cum-evaluation committee.</p>
<b>II</b>	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)	<p><b>1)</b> He/she has completed five years of service in that grade.</p> <p><b>2)</b> 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),</p>	<p>An individual may be promoted if;</p> <p><b>(i)</b> 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 specified in Appendix II, Table 5, and;</p> <p><b>(ii)</b> The promotion is recommended by a screening-cum-evaluation committee.</p>

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

**OVER ALL GRADING FOR THE ASSESSMENT PERIOD FOR PHYSICAL  
DIRECTORS**

<b>S.No.</b>	<b>Academic Year</b>	<b>Over all Grading Obtained (Good/Satisfactory/Not satisfactory)</b>
1		
2		
3		
4		
5		
6		
7	<b>Whether the applicant is Eligible or Not Eligible for CAS Promotion</b>	

**(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)

**(Orders of the CCE have been obtained in the note file)**

For Commissioner Collegiate Education