

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

**APPLICATION FORM
FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME
FOR ASSOCIATE PROFESSORS AND EQUIVALENT 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.	Date of Birth	
4.	Date of Retirement	
5.	Place of work	
6.	Subject	
7.	Date of appointment as Lecturer (Page No.of S.R. & Volume)	
8.	Category (tick the category)	OC/SC/ST/BC(A,B,C,D,E)
9.	Date of UGC Scale (Page No.of S.R.&Volume)	
10	Date of Award CAS 10 to 11 With Date (Page No.of S.R.&Volume)	
11	Date of Award CAS 11 to 12 With Date (Page No.of S.R.&Volume)	
12	Date of award of Current Designation(13 A) (Page No.of S.R.&Volume)	
13	Academic Level/Grade Pay applied for under CAS	
14	EOL Particulars, if any (Page No. of S.R.&Volume)	
15	Relaxation/Exemption Claimed/Applicable (Mention Rule position also)	
16	Calculation of Qualifying Service from 13 A to 14	
17	Date of Eligibility for Promotion	
18	Address for correspondence (with Pin code),with e-mail ID	

19	Permanent Address (with Pin code)	
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20. Research Degrees (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University	SR. Page No and volume
M.Phil.				
Ph.D.				
Post Doctorate				

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

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

Name of the Course	UGC HRDC/ University	Dates from...to ...	Duration	SR. Page No and volume

(b)Workshop/Training/Technology Program/Faculty Development Program of at least one week duration (For the Assessment Period).

Name of the Course	UGC HRDC/ University	Dates from...to ...	Duration	SR. Page No and volume

(c)MOOCs Completed with certification

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

- 22 Performance Appraisal Report :
Enclose API Scores (As Annexure I/ Annexure II/Annexure III/ Annexure IV as applicable)
- 23 Any other information that is not :
covered in the above Proforma or any matter relevant to your CAS Promotion

Signature of the Applicant

Date:

Certified that all the Particulars mentioned by the applicant in the application are found correct, and the application of the 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 the record. Remarks, if any:

Station:

**Signature of the Principal of the College /
Joint Director, CCE, TS
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)	1)An Associate Professor who has completed three years of service in Academic Level 13A. 2)A Ph.D degree in the subject relevant /allied/ relevant discipline. 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. 4)A minimum of 110 Research Score as per Appendix II, Table 2	(i)A teacher shall be promoted if, He/she teacher gets a 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. (ii)The promotion to the post of Professor is recommended by the selection committee constituted for the purpose.

S.No	Stage of Promotion	Eligibility	Promotion Criteria
2	College Librarians (Academic Level 13A) to College Librarians (Academic Level 14)	(1) He/she has completed three years of service in that grade. 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/ Course on automation and digitalization. (ii) Maintenance and related activities as per Appendix II, Table 4 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 (iv) Taken/developed one MOOC course in the relevant subject (with e-certification), And (v) Library up-gradation course. (3) Evidence of innovative library services, including the integration of ICT in a library. (4) Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping	An individual shall be promoted if, (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 (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

S.No	Stage of Promotion	Eligibility	Promotion Criteria
3	College Director of Physical Education and Sports (Academic Level 13A) to College Director, Physical Education and Sports (Academic Level 14)	(1) He/she has completed three years of service. (2) He/she has done any one of the following during the last three years: (i) Completed one course/program from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programs/Faculty Development Programs 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/ program of at least two weeks (ten days) duration), (iii) Taken/developed one MOOC course in a relevant subject (with e-certification). 3) Evidence of organizing competitions and coaching camps of at least two weeks' duration. (4) Evidence of having produced good performance of teams/ athletes for competitions like state/ national/inter-university/ combined university, etc. A Ph.D.in Physical Education or Physical Education and Sports or Sports Science.	An individual may be promoted if, (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; (ii) The promotion is recommended by a selection committee constituted for the purpose.

(Academic Year____)

ANNEXURE-I

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

APPENDIX I TABLE 1

[For details, see the G.O.Ms. No.15, HE (UE- 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 $\div$ 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	Organizing Seminars/Conferences /Workshops/ Other College Activities.			
F	Evidence of being 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/Notsatisfactory)				

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 (02) sets for CCE 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, CCE, TS
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 a 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 eligible for CAS promotion

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

I ACADEMIC/ RESEARCH ACTIVITIES FOR ASSOCIATE PROFESSORS FOR PROMOTIONS UNDER CAS OF UGC REVISED PAY SCALES, 2016

1. Research Papers in Peer-Reviewed OR UGC Listed Journals

Points to Award as per Impact Factor [IF]:

Single Author: Full Points | Two Authors: 70% to Each Author | More than Two Authors: 70% to Principal Author & 30% to Corresponding Author]

[illegible]

12												
13												
14												

2. Publications other than research papers:
2(a) Books Authored

S.No.	Title the Book	Number of Authors	Bibliographical Details of the Book (Publisher Name& Address, Year of the Publication &Volume)	ISBN NO	Points obtained National (10 Marks) /International publishers (12 Marks)	Total Points to be Awarded [100% or 70% or 30% of Cl. No. 6]	Points awarded by Principal	Remarks
1	2	3	4	5	6	7	8	9

List of Chapters in edited book

S.No.	Title the edited Book	Number of Chapters Contributed	(Publisher Name & Address, Year of the Publication & Volume & Page Nos)	ISBN NO	Points per each chapter(5 marks)	Total Points to be Awarded [100% or 70% or 30% of Cl. No. 6]	Points awarded by the Principal	Remarks
1	2	3	4	5	6	7	8	9

Details of Editor of the Book: National publishers &International publishers

S.No	Title the edited Book	No of Editors	(Publisher Name & Address, Year of the Publication & Volume & Page Nos)	ISBN NO	National(8 Marks) /International publishers (10 marks)	Total Points to be Awarded [100% or 70% or 30% of Cl. No. 6]	Points awarded by the Principal	Remarks
1	2	3	4	5	6	7	8	9

2(b) Translation works in Indian and foreign Languages by qualified Faculties

S.No.	Title of the Chapter/Research paper	Title the Book	Bibliographical Details (Publisher Name & Address, Year of the Publication & Volume & Page Nos)	ISBN NO	Chapter or Research Paper (3 marks), Book (8 marks)	Total Points to be Awarded [100% or 70% or 30% of Cl. No. 6]	Points awarded by the Principal	Remarks
1	2	3	4	5	6	7	8	9

3. Creation of ICT-mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula	Points Per Item	No. of Items Developed	Supportive Document [Yes/No]	Total Points
a) Development of Innovative Pedagogy	5			
b) Design of New Curricula and Courses (Per Curricula / Course)	2			
c)MOOCs	20			
MOOCs: Complete in 4 quadrants (4 credit) (If lesser credits: 05 marks/credit)				
MOOCs: (4 quadrants) per module/lecture	5			
MOOCs: Content writer/SME per module (≥1 quadrant)	2			
MOOCs: Course Coordinator (4 credit) (If lesser credits: 02 marks/credit)	8			
d) E-Content				
E-content: 4 Quadrants for Complete Course / E-Book	12			
E-content: (4 Quadrants) per Module	5			
E-content: Contribution to module (≥1 quadrant)	2			
E-content: Editor for complete course/paper/e-book	10			

4.Research Guidance	No. Awarded	No. Submitted	Supportive Document [Yes/No]	Points to be Awarded	Points Obtained	No. of Supervisors	Total Points to be Awarded [100% or 70% or 50% of Cl. No. 6]
1	2	3	4	5	6	7	
4(a) Ph.D. (Per Degree Awarded = 10 Per Thesis Submitted = 5) (Joint supervision: 70% each)				10 / 5			
M.Phil. / PG Dissertation (Per Degree Awarded = 2) (Joint supervision: 70% each)				2			
4 (b) Research Projects Completed (Joint Projects: 50% to each Investigator)							
More than 10 Lakhs				10			
Less than 10 Lakhs				5			
4 (c) Research Projects Ongoing (Joint Projects: 50% to each Investigator)							
More than 10 Lakhs				5			
Less than 10 Lakhs				2			
4 (d) Consultancy				3			

5. Patents

Category	Points to be Awarded	No. of Items Developed / Awarded	Supportive Document [Yes/No]	Total Points
5(a) Patents – International	10			
5(a) Patents – National	7			
5(b) Policy Documentation – International (UNO / UNESCO / World Bank / IMF / etc.)	10			
5 (b) Policy Documentation – Central / National	7			
(b) Policy Documentation – State	4			
5 (c) Awards / Fellowships – International	7			
(c) Awards / Fellowships – National	5			

6.Invited Lectures/Resource person/Paper Presentation in Seminars/Conferences/
International (7 marks for abroad), International(5 marks within country),National(3 marks),State/University(2 Marks)

S.No	Name of the Conference/Seminar/workshop	Paper presentation/Resource person/Invited Lectures	Title of the paper presented	National/International	Details of the Conference Date and place	Organized by	Score by the Applicant	Score by the Principal

Note: 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 30% of the Total Research Score of the Teacher concerned

List of Enclosures:

(Attach copies of certificates, sanction orders, etc, in (02) sets to CCE of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

1.

2.

3.

4.

5.

6.

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 of the College /
Joint Director, CCE, TS
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	Regularity of attending the library(Specify in percentage) (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, the 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 the report. - Assistance towards updating the institutional website Good -90% and above Satisfactory-Below 90% but 80% and above Not satisfactory-Less than 80%			
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books.			

	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			
3	If the library has a computerized database, then Physical books and journals in the computerized database (Specify in Percentage) Good – 100% of physical books and journals in a computerized database. Satisfactory– At least 99% of physical books and journals in the computerized database. Unsatisfactory–Not falling under good or satisfactory OR If the library does not have a computerized database Catalogued at a base made up to date(Specify in Percentage) Good–100% Catalog database made up to date. Satisfactory-90% catalogue database made up to date Unsatisfactory –Catalogue database not up to mark.			

4	Checking inventory and extent missing books Good-Checked inventory and missing book less than 0.5% Satisfactory-Checked inventory and missing books less than 1% Unsatisfactory -Did not check inventory OR Checked inventory and missing books 1% more			
5	(i)Digitalization of books data base in institution having no computerized data base. (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 Extra-curricular 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 Not Satisfactory: Not involved /undertaken any of the activities.			
	OVER ALL 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 02 sets to CCE 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**

Countersigned by:

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

OVER ALL 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 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 is eligible for CAS promotion)

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

Academic Year_____.

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

APPENDIX II, TABLE5

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

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 is calculated in terms of the percentage of days attended to the total number of days he is expected to attend. (Specifying 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 one discipline plus State/ 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.			
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of play fields 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 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. (i) Organizing at least three workshops in a year. (ii) Publications of at least one research paper in a UGC-approved journal. (iii) Assistance in college administration and governance-related work, including work done during admissions, examinations, and extracurricular college activities. Good: <i>Involved in any two activities.</i> Satisfactory: <i>One activity</i>			
	Not Satisfactory: <i>Not involved/undertaken any of the activities</i>			
	OVERALL GRADING			

OVERALL GRADING CRITERIA:

Good: Good in Item1 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 02 sets to CCE 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 the 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, CCE, TS
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 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, is eligible for CAS promotion)

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