



**SATAVAHANA UNIVERSITY**  
**KARIMNAGAR – 505 002 TELANGANA STATE**  
**APPLICATION FOR UPGRADATION / PROMOTION**  
**UNDER CAREER ADVANCEMENT SCHEME OF THE UGC RSP – 2016**  
**FOR TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY**  
**(TO BE SUBMITTED IN QUADRUPLICATE)**

SU Circular No. \_\_\_\_\_

**Assistant Professor with Academic Level – 12 – Pay Scale: Rs.79,800-2,11,500**  
[Corresponding to Asst. Professor with AGP Rs. 8000/- under UGC RSP 2006]

**PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) :
2. a. Father's Name :
- b. Mother's Name :
3. Place of work (Department & College) :
4. Date of appointment as  
   Assistant Professor with Academic Level – 10 - :  
   [Corresponding to Asst. Professor with AGP Rs. 6000/-  
   in the Pay Band of Rs. 15600-39100 under UGC RSP 2006]
5. Current Designation & with Academic Level :
6. Position applied for under CAS of UGC RSP 2016 :
7. Date of eligibility for up-gradation/promotion :
8. Date and Place of Birth :
9. Gender : Male / Female
10. Marital Status :
11. Nationality :
12. Category (tick the category) : OC / SC / ST / BC (A,B,C,D,E)
13. Address for correspondence (with Pin code) :
14. Permanent Address (with Pin code) :

Mobile No. .... Land line No. ....

Email:



**19. Teaching experience:**

**P.G. level : years**

**U.G. level : years**

**20. Research Experience excluding years spent in pursuing M.Phil. / Ph. D : Years**

**21. Fields of Specification under the Subject / Discipline:**

**(a)**

**(b)**

**22. Orientation / Refresher Courses attended at Academic Staff Colleges:  
(Enclose copies of the courses attended)**

<b>Name of the Course</b>	<b>Academic Staff College / University</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

Date:

Signature of the Teacher  
Designation

**Note: The relevant enclosures should be according to the serial numbers of the application and it should be numbered**

**PART B:**

**ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHERS  
FOR UPGRADATION/PROMOTION UNDER CAS OF UGC RSP 2016**

[For details, see the UGC (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education) UGC Regulation No. F.11-2/2017/CPS, dated 18<sup>th</sup> July, 2018.]

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

**Category I : Teaching, Learning and Evaluation Related Activities**  
(during the Assessment Period) :

a) Direct teaching :

Academic year	Total classes assigned	Total classes taught and No. of hours spent during the Academic year	$3 \div 2 \times 100\%$	Grading
(1)	(2)	(3)	(4)	(5)

Grading Criteria - 80% and above: Good, Below 80% & above 70%: Satisfactory and Less than 70%: Not satisfactory.

**Category II : Involvement in the University / College students related activities / research Activities** (during the Assessment Period) :

(Enclose the certificates / documents indicating evidence)

a) Administrative responsibilities such as Head, Chairperson/ Dean / Director / Co-Ordinator, Warden, etc.

Academic Year	Administrative Responsibilities	Grading

Grading Criteria - At least 3 Activities: Good, 1-2 Activities: *Satisfactory and* not involved in any Activities: Not Satisfactory

b) Examination and Evaluation duties assigned by the college / University or attending the examination papers evaluation:

Academic Year	Nature of duties attended	Grading

**Grading Criteria -** At least 3 Activities: Good, 1-2 Activities: Satisfactory and not involved in any Activities: Not Satisfactory

c) Student related co-curricular, extension and field based activities such as Student Clubs, Career Counseling, Study Visits, Students Seminars and other events, Cultural, Sports, NCC, NSS and Community Services:

Academic Year	Nature of co-curricular Activities	Grading

**Grading Criteria -** At least 3 Activities: Good, 1-2 Activities: Satisfactory and not involved in any Activities: Not Satisfactory

d) Organizing Seminars/ Conferences/ Workshops, other College / University activities

Academic Year	Seminars/ Conferences/ Workshops Organized	Grading

**Grading Criteria -** At least 3 Activities: Good, 1-2 Activities: Satisfactory and not involved in any Activities: Not Satisfactory

e) Evidence of actively involved in guiding Ph.D. students :

Academic Year	Number of students Guided during the Assessment Period	Grading

**Grading Criteria -** At least 3: Good, 1-2: Satisfactory and not guided: Not Satisfactory

f) **Conducting Minor or Major Research Project sponsored by National or International Agencies :**

Academic Year	Minor Research Project (National)	Minor Research Project (International)	Major Research Project (National)	Major Research Project (International)	Grading

**Grading Criteria - At least 3: Good, 1-2: Satisfactory and none: Not Satisfactory**

**Note:** Number of activities can be within or across the broad categories of activities.

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

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

**Note:**

For the purpose of assessing the grading of Activity at Category No.1 and Category No.II, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

**Category III : Research and Academic Contributions** (during the Assessment Period):

**Note 1:**

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) Papers in refereed journals without impact factor - 5 Points
  - (ii) Papers with impact factor less than 1 - 10 Points
  - (iii) Papers with impact factor between 1 and 2 - 15 Points
  - (iv) Papers with impact factor between 2 and 5 - 20 Points
  - (v) Papers with impact factor between 5 and 10 - 25 Points
  - (vi) Papers with impact factor above 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.
- Paper presented can be claimed only once if it is a part of edited book and/or proceedings.

- For joint supervision of research students, the formula shall be 70% of the total score for 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) on Policy Document and 6 on Invited lectures / Resource Person/Paper Presentation below 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.

**Note 2:**

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 acknowledgement for patent filing and approval letters, Students' Ph.D award letter, etc.

**1) Research papers published in Peer-Reviewed or UGC listed Journals:**

(Enclose the list and copies of the relevant research publications)

Year	Research Publications in Peer-reviewed or UGC-CARE listed Journals	Research Score		Total Research Score
		Faculty of Sciences/ Engineering & Technology	Faculty of Arts/Languages/ Social Sciences/ library/ Education/ Physical Education/ Commerce / Management & other related disciplines	
		8 marks per paper	10 marks per paper	
<b>Total Research Score (for Assessment period)</b>				

(See the Note given above for possible augmentation/sharing of Research score)

**2) Publications (Other than Research papers)**

**(a) Books authored which are published by:**

(Enclose the list and copies of the relevant publications)

Year	Books authored		05 marks per Chapters in Edited Book	Editor of Book		Total Research Score
	12 marks per International Publishers	10 marks per National Publishers		10 marks per International Publishers	08 marks per National Publishers	
<b>Total Research Score (for Assessment period)</b>						

**2(b) Translation works in Indian and Foreign languages by Qualified Faculties**

Year	Chapter or Research Paper/ Book	3 marks Per Chapter	8 marks Per Book	Total Research Score
<b>Total Research Score (for Assessment period)</b>				

**3. Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula**

*(Enclose the list and copies of the relevant documents)*

Year	3 (a)	3 (b)	Total Research Score
	5 marks per Development of Innovative pedagogy	2 marks per each Design of new curricula and courses	
<b>Total Research Score (for Assessment period)</b>			

**3 (c) MOOCs**

*(Enclose the list and copies of the relevant documents)*

Year	Development of complete MOOCs in 4 quadrants (4 credits course) ( In case of MOOCs of lesser credits 05 Marks/credit) 20 marks per completed MOOCs	MOOCs (developed in 4 quadrant)  5 marks per module/lecture	Content writer/Subject matter expert for each module of MOOCs (at least one quadrant)  2 marks per module	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credits) 8 marks per course	Total Research Score
<b>Total Research Score (for Assessment period)</b>					



### 3 (d) e-content

(Enclose the list and copies of the relevant documents)

Year	Development of e-content in 4 quadrants for a complete course/ e-book 12 marks per e-content	e-content (developed in 4 quadrants) 05 marks per e-content module	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) 02 marks per e-content module	Editor of e-content for complete course /paper/ e-book 10 marks per Editing	Total Research Score
<b>Total Research Score (for Assessment period)</b>					

### 4. a) Research Guidance:

(Enclose evidence of Degree awarded / Thesis submitted)

Year	<u>Activity:</u>			Total Research Score
	Guiding Ph.D		Guiding M.Phil. / P.G. dissertation 2 marks per Degree awarded	
	10 marks per degree awarded	05 marks per thesis submitted		
<b>Total Research Score</b>				

### 4. Research Projects / Consultancy:

(Enclose the copies of the relevant sanction letters of the projects)

Year	4 (b) Research Projects completed		4(C) Ongoing Research Projects		4 (d) Consultancy 03 marks per Project	Total Research Score
	10 marks per Project more than 10 lakhs	05 marks per Project less than 10 lakhs	05 marks per Project more than 10 lakhs	02 marks per Project less than 10 lakhs		
<b>Total Research Score</b>						

**5. (a) Patents***(Enclose the copies of the relevant documents)*

Year	Title of the Patent		Total Research Score
	10 marks per International patent	7 marks per National patent	
<b>Total Research Score (for Assessment period)</b>			

**5 (b) \*Policy Document (Submitted to an International body/organization like UNO/UNESCO/World bank/International monetary fund etc. or Central Government or State Government)***(Enclose the copies of the relevant documents)*

Year	Name of the Policy document			Total Research Score
	10 marks per International Policy document	7 marks per National Policy document	4 marks per State Policy document	
<b>Total Research Score (for Assessment period)</b>				

\*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) on Policy Document above and 6 on Invited lectures / Resource Person/Paper Presentation below shall have an upper capping of thirty percent of the total research score of the teacher concerned.

**5 (c) Fellowships/Awards***(Enclose the copies of the relevant documents)*

Year	Fellowships/Awards		Total Research Score
	7 marks per International Fellowships/Awards	5 marks per national Fellowships/Awards	
<b>Total Research Score</b>			

6. \*Invited lectures/ Resource person/ paper presentation in seminar/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)

Year	Invited Lectures / Resource person/ paper presentation in seminar/conferences/Full paper in conference proceedings				Total Research Score
	07 marks per Paper International (Abroad)	05 marks per Paper International (within country)	03 marks per Paper National	02 marks per Paper State/University	
<b>Total Research Score</b>					

*(Enclose the copies of the relevant documents)*

\*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) on Policy Document and 6 on Invited lectures / Resource Person/Paper Presentation above shall have an upper capping of thirty percent of the total research score of the teacher concerned.

**List of Enclosures:**

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

**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:**

Head of the Department

Principal with College seal

**Note: The relevant enclosures should be according to the serial numbers of the application and it should be numbered**