



# SATAVAHANA UNIVERSITY

KARIMNAGAR – 505 002

Website: [www.satavahana.ac.in](http://www.satavahana.ac.in)

## 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/-)	
	c) Assistant Professor (Selection Grade/ AGP 8000/-)	
	d) Associate Professor	
6.	Current Designation & Academic Grade Pay (AGP)	
7.	Date of Last Promotion	
8.	Which position and Academic Grade Pay are you an applicant under CAS?	

9.	Date of Eligibility for promotion as	
	a) Assistant Professor Rs.15600-39100 + AGP Rs. 7,000/-	
	b) Assistant Professor Rs.15600-39100 + AGP Rs. 8,000/-	
	c) Associate Professor Rs.37400-67000 + AGP Rs. 9,000/-	
	d) Professor Rs.37400-67000 + AGP Rs.10,000/-	
10.	Date of Birth	
11.	Place of Birth	
12.	Gender (Male/Female)	
13.	Marital Status	
14.	Nationality	
15.	Whether belongs to OC/SC/ST/BC(A,B,C,D,E) category and indicate the Sub-Caste	
16.	Address for correspondence (with Pin code)	
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	

**24. Period of Teaching experience in years**

<b>P.G. Classes</b>	
<b>U.G. Classes</b>	

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

**26. Fields of Specialization under the Subject / Discipline**

(a)

(b)

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

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

## **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 $\div 7.5$	60	Actual hours spent per academic year $\div 7.75$	60	Actual hours spent per academic year $\div 7.75$	
	b. Examination duties (Question paper setting, Invigilation, Evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$	10	Actual hours spent per academic year $\div 10$	
	c. Innovating Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year $\div 10$	15	Actual hours spent per academic year $\div 10$	20	Actual hours spent per academic year $\div 10$	

**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 counseling 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 counseling, 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)	Publicatio ns 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 its website. The List will be intimated to UGC.	Subject Books, Published by the Other local publishers, with ISBN/ ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author	

		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.	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.	International- 10 per Chapter National-5 per Chapter	
III (C)	<b>RESEARCH PROJECTS</b>				
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project	
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project	
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project	
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 /UNICEF etc. Central / State Govt / Local Bodies	30 for each International / 20 for each national level output or 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	
		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 score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period				
III (F)	Development of e-learning delivery process / material			10 per module	

\* 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.

# 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 office seal**

## APPENDIX-III TABLE – II (A)

**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**

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor / equivalent cadres (Stage 4)	Associate Professor / Stage 4) to Cadre Professor / equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/Year	75/Year	70/Year	70/Year
II	Professional Development and Extension activities – Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions – Minimum Score required – to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100 Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% Interview performance	50% Research Contribution. 30% Assessment of domain knowledge & teaching practices. 20% Interview performance	50% Research Contribution 50% Performance evaluation and other credential by referral procedure

\*Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.