



**MAHATMA GANDHI UNIVERSITY
NALGONDA -508254**

Recognized under 2(f) & 12 (B) by UGC Act. 1956 – Accredited by NAAC with B Grade

**Application form for Promotion under Career Advancement Scheme (CAS) of the UGC Revised
Pay Scales 2006 for Teachers of the University (TO BE SUBMITTED IN QUADRUPLICATE)**

1. Asst. Prof. Rs.15600-39100+AGP Rs.6000 to Asst. Prof. Rs.15600-39100+AGP Rs.7000 (Rs.68,900-2,05,500)
2. Asst. Prof. Rs.15600-39100+AGP Rs.7000 to Asst. Prof. Rs.15600-39100+AGP Rs.8000 (Rs.79,800-2,11,500)
3. Asst. Prof. Rs.15600-39100+AGP Rs.8000 to Assoc. Prof. Rs.15600-39100+AGP Rs.9000 (Rs. 1,31,400-2,17,100)
4. Assoc. Prof. Rs.37400-67000+AGP Rs.9000 to Professor Rs.37400-67000+AGP Rs.10000(Rs.1,44,200-2,18,200)

(Tick whichever is applicable)

S. No.	Amount (Rs.)	DD No.	Bank & Branch	Date

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	:	
4	Department & College	:	
5	Date of Appointment as;	:	
	a. Assistant Professor with AGP Rs. 6000/- (Rs.57,700-1,82,400)	:	
	b. Assistant Professor with AGP Rs. 7000/- (Rs.68,900-2,05,500)	:	
	c. Assistant Professor with AGP Rs. 8000/- (Rs.79,800-2,11,500)	:	
	d. Associate Professor with AGP Rs. 9000/- (Rs. 1,31,400-2,17,100)	:	
	e. Professor with AGP Rs.10000/- (Rs.1,44,200-2,18,200)	:	
6	Current Designation & AGP	:	
7	Date of last promotion	:	
8	Which Position and Grade pay are you applicant under CAS of UGC RSP 2006	:	
9	Date of Eligibility for Promotion	:	
10	Date and Place of Birth	:	
11	Gender (Male/Female)	:	
12	Marital Status	:	
13	Nationality	:	
14	Category (OC / SC / ST / BC [A,B,C,D,E])	:	
15	Address for Correspondence (with Pin code)	:	
		:	
		:	
16	Permanent Address (with Pin code)	:	
		:	
		:	
17	Contact Nos.: (i) Mobile No., (ii) Landline No. (iii) Email:	:	

18. Academic Qualifications (Enclose copies of certificates)

Examination	Subject(s)	Name of the Board / University	Year of Passing	% of Marks Obtained	Division/ Class/ Grade
High School/Metric					
Intermediate					
Undergraduate					
Post-Graduate					
Other Examination (if any)					

19. Research Degrees (Enclose copies of certificates)

Degrees	Title	Date and Year of Award	University
M.Phil.			
Ph.D.			
D.Sc. / D.Litt.			
Any other			

20. Posts held Prior to Joining the Mahatma Gandhi University Service (Enclose copies of a) Appointment orders b) Relieving orders c) Proceedings of the selection committee d) Service certificate etc)

Designation	Name of the Employer	Date of Joining	Date of Leaving	Salary with Grade Pay	Reason for Leaving

21. Posts held After Joining in the Mahatma Gandhi University (Enclose copies of the orders)

Designation	Department	Date of Actual Joining		Grade Pay
		From	To	

22. Period of Teaching Experience

- a) P.G. level :..... Years
 b) U.G. level :..... Years

23. Research Experience :... Years

(Excluding years spent in pursuing M.Phil./Ph.D.)

24. Fields of Specification under the Subject/Discipline

- (a)
- (b)
- (c)
- (d)

25. Orientation/Refresher Courses Attended at Academic Staff Colleges (Enclose copies of the courses attended)

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

Signature of the Teacher

Date :.....

Place :.....

PART-B: Academic Performance Indicators (API) for Promotions under CAS of UGC RSP- 2006

[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)(4th Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11th July, 2016]

Designation	Direct Teaching Hours per Week
Assistant Professor	16
Associate Professor	14
Professor	14

Category-I: Teaching, Learning and Evaluation Related Activities

a) Direct Teaching

Academic year	No. of Hours Allotted during the Academic Year	Actual No. of Hours Spent during the Academic Year	<u>API Score:-</u> Actual Hours Spent ÷ 7.5 for (Asst. Prof) & 7.75 for (Assoc. Prof)
Total API Score:: (for Assessment Period)			

(Max. API Score: 70/Academic Year for Asst. Professor and 60/Academic Year for Assoc. Professor)

b) Examination Duties (Question Paper Setting, Invigilation & Evaluation of Answer Scripts)

Academic Year	No. of Hours Spent on Paper Setting	No. of Hours Spent on Invigilation	No. of hours Spent on Evaluation of Answer Scripts	<u>API Score :</u> Actual Hours Spent ÷ 10
Total API Score:: (for Assessment Period)				

(Max. API Score: 20/Academic Year for All)

C) Innovative Teaching-Learning Methodologies, Updating of Subject Content/Courses, Mentoring, etc.

Academic Year	No. of Hours Spent during Academic Year	<u>API Score :</u> Actual Hours Spent ÷ 10
Total API Score :: (for Assessment Period)		

(Max. API Score: 10/Academic Year for Asst. Professor and 15/Academic Year for Assoc. Professor)

Category–II: Professional Development, Co-curricular and Extension activities

a) Student Related Co-curricular Extension and Field Based Activities

Academic Year	Actual Hours Spent in Each of the Following Activity			<u>Actual API Score:-</u>	Total Actual Hours Spent per Academic Year ÷ 10
	Discipline Related Co-curricular Activities (e.g. Remedial Classes, Career Counseling, Study Visit, Student Seminars & Other Events)	Other Co-curricular Activities (Cultural, Sports, NSS, NCC, etc.)	Extension and Dissemination Activities (Public / Popular Lectures / Talks / Seminars, etc.)		
Total API Score ::					
(for Assessment Period)					

(Max. API Score: 15/Academic Year)

b) Contribution to Corporate Life and Management of the Department and Institution through Participation in Academic and Administrative Committees and Responsibilities

Academic Year	Actual Hours Spent in Each of the Following Activity		Actual API Score: Actual Hours Spent per Academic Year ÷ 10
	Administrative Responsibilities (including as Dean / Principal / Head / Convener/Similar other Duties that Require Regular Office Hours for its Discharge)	Participation in Board of Studies, Academic and Administrative Committees	
Total API Score::			
(for Assessment Period)			

(Max. API Score: 15/Academic Year)

c) Professional Development Activities (such as Participation in Seminars, Conferences, Short Term Training Courses, Industrial Experience, Talks, Lectures in Refresher / Faculty Development Courses, Dissemination of Knowledge & Publication of General Articles and any Other Contribution)

Academic Year	No. of Hours Spent during Academic Year	<u>API Score : Actual Hours Spent per Academic Year</u> ÷ 10
Total API Score ::		
(for Assessment Period)		

(Max. API Score: 15/Academic Year)

Category-III: Research and Academic Contributions

Note-1:

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:

1. Papers with impact factor less than 1 by 5 points
2. Papers with impact factor between 1 and 2 by 10 points
3. Papers with impact factor between 2 and 5 by 15 points
4. Papers with impact factor between 5 and 10 by 20 points
5. Papers with impact factor above 10 by 25 points

Note-2:

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.

A) **Research Papers Published** (Enclose the List and Copies of the Relevant Research Publications)

Year	Activity	API Score	
	Research Publications	Refereed Journals as Notified by the UGC (Max. 25 per Publication)	Other Journals of Repute as Notified by the UGC (Max. 10 per Publication)
Total API Score ::			
(for Assessment Period)			

B) **Publications other than Journal Articles (Books, Chapters in Books)** (Enclose the List and Copies of the Relevant Publications)

Year	<u>Activity:</u> Text/Reference Books Published by International Publishers, with ISBN/ISSN Number	<u>API Score:</u> (Max. 30 per Book for Single Author)
Total API Score ::		
(for Assessment Period)		

Year	<u>Activity:</u> Subject Books Published by National Level Publishers, with ISBN/ISSN Number or State / Central Government Publications	<u>API Score:</u> (Max. 20 per Book for Single Author)
Total API Score ::		
(for Assessment Period)		

Year	<u>Activity:</u> Subject Books Published by Other Local Publishers, with ISBN/ISSN Number	<u>API Score:</u> (Max. 15 per Book for Single Author)
Total API Score::		
(for Assessment Period)		

Year	<u>Activity:</u> Chapters in books published by National and International Level Publishers, with ISBN/ISSN Number	<u>API Score for</u> (Max. API Score: International-10 per Chapter and National-05 per chapter)
Total API Score:: (for Assessment Period)		

C) Research Projects (Enclose the Copies of the Relevant Sanction Letters of the Projects):

Year	Activity	<u>API Score for</u> Faculties of Science/Engineering/Technology (API Score for major projects with grants above Rs. 30 Lakhs is 20 per project, for those with grants above Rs. 5 Lakhs up to 30 Lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 5 Lakhs is 10 per project)	<u>API Score for</u> Faculties of Arts/Social Sciences/Law Education /Commerce/Mgmt. (API Score for major projects with grants above Rs. 5 Lakhs is 20 per project, for those with grants above Rs. 3 Lakhs up to 5 Lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 3 Lakhs is 10 per project)
	Sponsored Projects		
Total API Score:: (for Assessment Period)			

Year	Activity	<u>API Score for</u> Faculties of Science/Engineering/Technology (API Score for amount mobilized with a minimum of Rs. 10 Lakhs is 10 for every Rs. 10 Lakhs)	<u>API Score for</u> Faculties of Arts/Social Sciences/Law/Education/ Commerce/ Mgmt. (API Score for amount mobilized with a minimum of Rs. 2 Lakhs is 10 for every Rs. 2 Lakhs)
	Consultancy Projects		
Total API Score:: (for Assessment Period)			

Year	Activity	<u>API Score for</u> Faculties of Science/Engineering/Technology (API Score for Patent/Technology transfer/Product/Process: 30 for each International and 20 for each National level Patent or Output)	<u>API Score for</u> Faculties of Arts/Social Sciences/Law/Education/Commerce/ Mgmt. (API Score for Major policy documents prepared for International bodies like WHO/ UNO/ UNESCO/ UNICEF, etc and for Central/ State/Local bodies: 30 for International bodies, 20 for Central Govt., 10 for State Govt. and 5 for Local bodies)
	Projects Outcome/Outputs (Enclose the Relevant Documents)		
Total API Score :: (for Assessment Period)			

D) Research Guidance (Enclose the List of Candidates Awarded/Submitted)

Year	<u>Activity:</u> Guiding Ph.D./ M.Phil.	<u>API Score:</u> (API Score: 15 for each Ph.D. degree awarded, 10 if the Ph.D. thesis is submitted and 5 for each M.Phil. degree awarded)
Total API Score :: (for Assessment Period)		

E) Fellowships/Awards and Invited Lectures Delivered in Conferences/Seminars (The Score under this Sub-category shall be Restricted to 20% of the Minimum Fixed for Category III for any Assessment Period)

Year	<u>Activity:</u> Fellowships/Awards from Academic Bodies/Academic Associations (Enclose the Copies of the Certificates)	<u>API Score:</u> (API Score: 15 for International Award/Fellowship, 10 for National Award/Fellowship and 5 for State/University level Award)
Total API Score :: (for Assessment Period)		

Year	<u>Activity:</u> Invited Lectures/Paper Presentations (Enclose the Copies of the Certificates)	<u>API Score:</u> (API Score: 7 per lecture and 5 per paper presented at International level, 5 per lecture and 3 per paper presented at National level, and 3 per lecture and 2 per paper presented at State/University level)
Total API Score : (for Assessment Period)		

F) Development of e-Learning Delivery Process/Material

Year	E-learning Modules/Material Developed	API Score: (10 per Module Developed)
Total API Score:: (for Assessment Period)		

Summary of API Scores

Category	Criteria	Last Academic Year	Total API Score for Assessment period	Annual Average API Score for Assessment Period
I	Teaching Learning & Evaluation Related Activities			
II	Professional Development Co-Curricular & Extension Activities			
III	Research and Academic Contributions			
Total : (II + III)				

PART-C: Other Relevant Information

(Give details of any other credentials, significant contributions, awards received, etc. that are not mentioned in the application form)

Year	Details (Enclose Copies of Relevant Certificates/Documents)

List of Enclosures:

(Attach Copies of Certificates, Sanction Orders, etc. and 6 Sets of Research Publications, Articles, Conference Proceedings, Books, etc., Wherever Necessary)

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:

1. The Individual API proforma duly filled along with all enclosures will only be verified by the University and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.
2. The applicants of Library Information and Science may refer to Appendix- III, Table- VII of 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)(4th Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11th July, 2016 (available in the University website) for weightages and API Scores.
3. For further information, the applicants may go through the above cited UGC Regulations (4th Amendment) issued on 11.07.2016.