



**MAHATMA GANDHI UNIVERSITY  
NALGONDA - 508254.**

**Application for Promotion under Career Advancement Scheme (CAS)  
of the UGC RSP 2016 for Teachers of the University  
(to be submitted in duplicate with all necessary enclosures)**

**Applying for Promotion Level to (tick whichever is applicable):**

1. **Assistant Professor (Senior Scale)** : Academic Level - 11 in the Pay Scale of Rs. 68,900 - 2,05,500/-
2. **Assistant Professor (Selection Grade)** : Academic Level-12 in the Pay Scale of Rs. 79,800 - 2,11,500/-
3. **Associate Professor** : Academic Level - 13A in the Pay Scale of Rs. 1,31,400 - 2,17,100/-
4. **Professor** : Academic Level - 14 in the Pay Scale of Rs. 1,44,200 - 2,18,200/-

**Fee details:**

Amount (Rs.)	Demand Draft No.	Bank	Branch	Date

**PART – A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1.	Name (in Block letters)	
2.	Father's Name	
	Mother's Name	
3.	Place of Work (Department & College)	
4.	<b>Date of Appointment/ Promotion as</b> (enclose relevant order copies)	
	Assistant Professor (Academic Level 10)	

	Assistant Professor (Senior Scale/ Academic Level 11)	
	Assistant Professor (Selection Grade/ Academic Level 12)	
	Associate Professor (Academic Level 13A)	
<b>5.</b>	Current Designation	
<b>6.</b>	Date of last promotion (enclose relevant order copy)	
<b>7.</b>	Which Position are you applicant under CAS of UGC RSP 2016	
<b>8.</b>	Date of Eligibility for Promotion	
<b>9.</b>	Date and Place of Birth	
<b>10.</b>	Gender (Male/Female)	
<b>11.</b>	Marital Status	
<b>12.</b>	Nationality	
<b>13.</b>	Category (OC / SC / ST / BC [A,B,C,D,E])	
<b>14.</b>	Address for Correspondence (with Pin code)	
<b>15.</b>	Permanent Address (with Pin code)	
<b>16.</b>	Mobile No.	
	e-mail id.	

**17. Academic Qualifications** (Enclose copies of certificates)

<b>Examination</b>	<b>Subject(s)</b>	<b>Name of the Board / University</b>	<b>Year of Passing</b>	<b>% of Marks</b>	<b>Division/ Grade</b>
High School/ Matriculation					
Intermediate / Diploma					
Under- Graduation					
Post- Graduation					
Other Examination (if any)					

**18. Research Degrees** (Enclose copies of certificates)

<b>Degree</b>	<b>Title</b>	<b>Date &amp; Year of Award</b>	<b>University</b>
M.Phil.			
Ph.D.			
D.Sc. / D.Litt.			
Any other			

**19. 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

**20. Posts held after joining in the Mahatma Gandhi University**

(Enclose copies of the orders)

Designation	Department	Date of Actual Joining		Pay Scale / Pay Band with Grade Pay/ Academic Level
		From	To	

**21. Period of Teaching Experience**

a) P.G. level : ..... Years

b) U.G. level :.....Years

**22. Research Experience** : .....Years

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

**23. Fields of Specification under the Subject/Discipline**

**24. Orientation/ Refresher Courses / FDPs, etc. attended**

(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>

Signature of the  
Teacher

Date :.....

Place :.....

## PART – B

### **PERFORMANCE ASSESSMENT REPORT OF UNIVERSITY TEACHERS FOR PROMOTION UNDER CAS OF UGC RSP 2016**

[For details, see the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 (UGC Regulation No. F.1-2/2017(EC/PS), dated 18<sup>th</sup> July, 2018) and G.O. Ms. No. 15, Higher Education (UE) Department, Govt. of Telangana, dated 29.06.2019]

**I. Teaching** (including sessions on tutorials, laboratory and other teaching related activity during the assessment period):

Academic Year	Total No. of Classes assigned	No. of Classes taught	(3 / 2) X 100 %	Grading*
(1)	(2)	(3)	(4)	(5)

\*Grading Criteria: 80% and above – Good; Below 80% but 70% and above – Satisfactory; Less than 70% - Not satisfactory.

**II. Involvement in the University/ College students related activities/ research activities during the assessment period** (Enclose the certificates/ documents indicating evidence)

**Note:** In case the space is not sufficient for filling up the information corresponding to any of the items above, use separate sheet with clearly indicating the enclosure number.

**(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden, etc.**

Academic Year	Administrative Responsibilities	Encl. No.

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

<b>Academic Year</b>	<b>Nature of duties attended</b>	<b>Encl. No.</b>

**(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**

<b>Academic Year</b>	<b>Nature of co-curricular activities</b>	<b>Encl. No.</b>

**(d) Organized Seminars / Conferences / Workshops, other College / University activities**

Academic Year	Seminars/ Conferences/ Workshops organized

**(e) Evidence of actively involved in guiding Ph.D. students** (submit documentary evidence)

Academic Year	Number of students Guided

**(f) Conducting Minor or Major Research Projects sponsored by National or International Agencies** (Submit the evidence)

Academic Year	Research Project	Minor/ Major	Amount	Funding Agency



**(g) Single or Joint Publication(s) in peer reviewed or UGC listed journals** (Evidence to be submitted)

Academic Year	Paper(s) Published with citation

**Grading Criteria for the items under Sl. No. II:** Good – Involved in at least 3 activities; Satisfactory – 1 to 2 activities; Not satisfactory – Not involved in any activity.

**Criteria for 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.

## PART – C

### **ASSESSMENT OF ACADEMIC/ RESEARCH SCORE OF UNIVERSITY TEACHERS FOR PROMOTION UNDER CAS OF UGC RSP 2016**

(Assessment Academic/ Research Score is based on evidences produced by the teacher)

**Note:** The research score for research papers (Peer-reviewed or UGC-listed journals) would be augmented as follows (Impact factor to be determined as per Thomson Reuters list) :

i)	Papers in refereed journals without impact factor	-	05 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

- If the paper is published by (a) two authors: 70% of total value of publication for each author, and (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 and 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.**
- It has to noted that there is a difference in scoring pattern of Academic/ Research Score for the Faculties of Sciences/ Engineering and Faculties of Arts/ Social Sciences/ Commerce/ Management (see Appendix II, Table 2 of GO Ms. No. 15, Higher Education (UE) Department, Govt. of Telangana, dated 29.06.2019).
- Wherever necessary, separate sheets may be used for submission of information with proper indexing.
- **Assessment of Academic/ Research Score is not required for promotion to Academic Levels 11 and 12.**

### 1) Research papers in Peer-Reviewed or UGC listed Journals

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

Research Publications with all the details	Research Score*	Encl. No.

\*Research Score after possible augmentation.

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

#### a) Books authored which are published by:

(Enclose lists and copies of relevant publications)

Books authored	Details	Score	Encl. No.
Books by International Publishers			
Books by National Publishers			
Chapters in Edited Books			
Editor of Book – International Publishers			
Editor of Book – National Publishers			

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

<b>Translation works</b>	<b>Details</b>	<b>Score</b>	<b>Encl. No.</b>
Chapter or Research Paper			
Book			

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)*

a) Development of Innovative Pedagogy

<b>Details Development of Innovative Pedagogy</b>	<b>Score</b>	<b>Encl. No.</b>

b) Design of new Curricula & Courses

<b>Details Design of new Curricula &amp; Courses</b>	<b>Score</b>	<b>Encl. No.</b>

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

<b>MOOCs developed</b>	<b>Details</b>	<b>Score</b>	<b>Encl. No.</b>
Development of complete MOOCs in 4 quadrants			
MOOCs (developed in 4 quadrants) – module/ lecture wise			
Content writer/ Subject matter expert of MOOCs (at least one quadrant) – module wise			
Course Coordinator for MOOCs			

d) E- Content *(Enclose the list and copies of the relevant documents)*

<b>E-Content developed</b>	<b>Details</b>	<b>Score</b>	<b>Encl. No.</b>
Development of E-Content in 4 quadrants for a complete course/ e-book			
E-Content developed in 4 quadrants – module wise			
Contribution to development of e-content module in complete course/ paper/ e- book (at least one quadrant)			
Editor of e- content for complete course/ paper/ e-book			

**4) Research** (*Enclose evidences*)

a) Research Guidance

<b>Research Guidance</b>	<b>Details</b>	<b>Score</b>	<b>Encl. No.</b>
Ph.D.			
M.Phil./ PG dissertation			

b) Research Projects Completed/ Ongoing

<b>Research Projects</b>	<b>Details</b>	<b>Score</b>	<b>Encl. No.</b>
Completed (more than Rs. 10 lakhs)			
Completed (less than Rs. 10 lakhs)			
Ongoing (More than Rs. 10 lakhs)			
Ongoing (less than Rs. 10 lakhs)			

c) Consultancy (mention the details with evidence)

<b>Details of Consultancy</b>	<b>Score</b>	<b>Encl. No.</b>

5) a) Patents (Give the details with evidence)

<b>Patents</b>	<b>Details of Patents</b>	<b>Score</b>	<b>Encl. No.</b>
International			
National			

b) \*Policy Document (Submitted to an International body/ organization like UNO/ UNESCO/ World bank/ International Monetary Fund, etc. or Central Government or State Government)

<b>Policy Documents submitted</b>		<b>Score</b>	<b>Encl. No.</b>
International			
National			
State			

\*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 Presentations below shall have an upper capping of thirty percent of the total research score of the teacher concerned.

c) Awards/ Fellowships

Awards/ Fellowships	Details	Score	Encl. No.
International			
National			

**6) Invited lectures/ Resource person/ paper presentation in seminars/ 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)

Invited lectures/ Resource person/ paper presentation in seminars/ conferences/ full paper in conference proceedings	Details	Score	Encl. No.
International (Abroad)			
International (Within the country)			
National			
State/ University			



**UNDERTAKING**

I certify that the information provided above is correct to the best of my knowledge and as per the records available.

Signature of the Teacher

Name:

Designation:

Date:

Place:

**Countersigned by:**

Head of the Department

Principal with College seal