

**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** : Academic Level - 11 in the Pay Scale of Rs. 68,900 - 2,05,500/-

**(Senior Scale)**

1. **Assistant Professor** : Academic Level-12 in the Pay Scale of Rs. 79,800 - 2,11,500/-

**(Selection Grade)**

1. **Associate Professor** : Academic Level - 13A in the Pay Scale of Rs. 1,31,400 - 2,17,100/-
2. **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** |
| **4000/-** |  |  |  |  |

**PART – A**

**General Information and Academic Background**

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| --- | --- | --- |
| **1.** | Name (in Block letters) |  |
| **2.** | Father’s Name |  |
| Mother’s Name |  |
| **3.** | Place of Work (Department & College) |  |
| **4.** | **Date of Appointment/ Promotion as** (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) |  |
| **5.** | Current Designation |  |
| **6.** | Date of last promotion (enclose relevant order copy) |  |
| **7.** | Which Position are you applicant under CAS of UGC RSP 2016 |  |
| **8.** | Date of Eligibility for Promotion |  |
| **9.** | Date and Place of Birth |  |
| **10.** | Gender (Male/Female) |  |
| **11.** | Marital Status |  |
| **12.** | Nationality |  |
| **13.** | Category (OC / SC / ST / BC [A,B,C,D,E]) |  |
| **14.** | Address for Correspondence (with Pin code) |  |
| **15.** | Permanent Address (with Pin code) |  |
| **16.** | Mobile No. |  |
| e-mail id. |  |

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Title** | **Date & Year of Award** | **University** |
| M.Phil. |  |  |  |
| Ph.D. |  |  |  |
| D.Sc. / D.Litt. |  |  |  |

**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** |
|  |  |  |  |  |  |
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**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** |
|  |  |  |  |  |
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1. **Period of Teaching Experience**
2. P.G. level : …………… Years
3. U.G. level :………………Years
4. **Research Experience** : ……………..Years

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

1. **Fields of Specification under the Subject/Discipline**
2. **Orientation/ Refresher Courses / FDPs, etc. attended**

(Enclose copies of the courses attended)

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

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 18th 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.

1. **Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden, etc.**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Administrative Responsibilities** | **Encl. No.** |
|  |  |  |
|  |  |  |
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1. **Examination and Evaluation duties assigned by the college/ University or attending the examination papers evaluation:**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Nature of duties attended** | **Encl. No.** |
|  |  |  |
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1. **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** | **Encl. No.** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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1. **Organized Seminars / Conferences / Workshops, other College / University activities**

|  |  |
| --- | --- |
| **Academic**  **Year** | **Seminars/ Conferences/ Workshops organized** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

|  |  |
| --- | --- |
| **Academic Year** | **Number of students Guided** |
|  |  |
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1. **Conducting Minor or Major Research Projects sponsored by National or International Agencies** (Submit the evidence)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **Research Project** | **Minor/ Major** | **Amount** | **Funding Agency** |
|  |  |  |  |  |
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|  |  |  |  |  |

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

|  |  |
| --- | --- |
| **Academic Year** | **Paper(s) Published with citation** |
|  |  |
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**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) :

1. Papers in refereed journals without impact factor - 05 points
2. Papers with impact factor less than 1 - 10 points
3. Papers with impact factor between 1 and 2 - 15 points
4. Papers with impact factor between 2 and 5 - 20 Points
5. Papers with impact factor between 5 and 10 - 25 Points
6. 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.

1. **Publications (Other than Research papers)**
2. 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 |  |  |  |

1. Translation works in Indian and Foreign languages by Qualified Faculties

|  |  |  |  |
| --- | --- | --- | --- |
| **Translation works** | **Details** | **Score** | **Encl. No.** |
| Chapter or Research Paper |  |  |  |
| Book |  |  |  |

1. **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)*

1. Development of Innovative Pedagogy

|  |  |  |
| --- | --- | --- |
| **Details Development of Innovative Pedagogy** | **Score** | **Encl. No.** |
|  |  |  |

1. Design of new Curricula & Courses

|  |  |  |
| --- | --- | --- |
| **Details Design of new Curricula & Courses** | **Score** | **Encl. No.** |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **MOOCs developed** | **Details** | **Score** | **Encl. No.** |
| 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 |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **E-Content developed** | **Details** | **Score** | **Encl. No.** |
| 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 |  |  |  |

1. **Research** *(Enclose evidences)*
2. Research Guidance

|  |  |  |  |
| --- | --- | --- | --- |
| **Research Guidance** | **Details** | **Score** | **Encl. No.** |
| Ph.D. |  |  |  |
| M.Phil./ PG dissertation |  |  |  |

1. Research Projects Completed/ Ongoing

|  |  |  |  |
| --- | --- | --- | --- |
| **Research Projects** | **Details** | **Score** | **Encl. No.** |
| Completed (more than Rs. 10 lakhs) |  |  |  |
| Completed (less than Rs. 10 lakhs) |  |  |  |
| Ongoing (More than Rs. 10 lakhs) |  |  |  |
| Ongoing (less than Rs. 10 lakhs) |  |  |  |

1. Consultancy (mention the details with evidence)

|  |  |  |
| --- | --- | --- |
| **Details of Consultancy** | **Score** | **Encl. No.** |
|  |  |  |

1. a) Patents (Give the details with evidence)

|  |  |  |  |
| --- | --- | --- | --- |
| **Patents** | **Details of Patents** | **Score** | **Encl. No.** |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy Documents submitted** |  | **Score** | **Encl. No.** |
| 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.

1. Awards/ Fellowships

|  |  |  |  |
| --- | --- | --- | --- |
| **Awards/ Fellowships** | **Details** | **Score** | **Encl. No.** |
| International |  |  |  |
| National |  |  |  |

1. **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