

# P.S. TELUGU UNIVERSITY, HYDERABAD

**APPLICATION FORM FOR PROMOTION  
UNDER CAREER ADVANCEMENT SCHEME OF THE UGC RSP – 2016  
FOR TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY  
(TO BE SUBMITTED IN DUPLICATE)**

- i) Assistant Professor Rs.15,600-39,100+AGP Rs.7,000
- ii) Assistant Professor Rs.15,600-39,100+AGP Rs.8,000
- iii) Associate Professor Rs.37,400-67,000+AGP Rs.9,000
- iv) Professor Rs.37,400-67,000+AGP Rs.10,000

*(Tick whichever is applicable)*

## **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.6,000/- :
  - b. Assistant Professor with AGP Rs.7,000/- :
  - c. Assistant Professor with AGP Rs.8,000/- :
  - d. Associate Professor with AGP Rs.9,000/- :
6. Current Designation &AGP :
7. Position and Academic Grade Pay applied for under CAS of UGC RSP 2006 :
8. Date of eligibility for promotion :
9. Date and Place of Birth :
10. Gender : Male / Female
11. Marital Status :

12. Nationality :
13. Category (tick the category) : OC / SC / ST / BC (A,B,C,D,E)
14. Address for correspondence (with Pin code) :
15. Permanent Address (with Pin code) :

Mobile No. .... Landline No. ....

Email:

**16. Academic Qualifications (copies of certificates to be enclosed):**

Examination	Subject(s)	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade
High School / Metric					
Intermediate					
Undergraduate					
Post-Graduate					
Other examination, if any					

**17. Research Degree (s) (copies of certificates to be enclosed):**

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			
D.Sc. / D.Litt.			

**18. Appointments held prior to joining the Telugu 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

**19. Appointments after joining in the Telugu University:**

(Enclose copies of the orders)

Designation	Department	Date of actual joining		Grade pay
		From	To	

**20. Teaching experience:**

P.G. level : years

U.G. level : years

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

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

(a)

(b)

**23. 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

**PART B: ACADEMIC PERFORMANCE INDICATORS (API)  
FOR PROMOTIONS UNDER CAS OF UGC RSP 2016**

	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)
<b>Total API Score (for Assessment period)</b>			

Max. API score: 70/Academic year for Asst. Professor and 60/Academic year for Assoc. Professor

b) Examination duties (question paper setting, invigilation and 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
<b>Total API Score (for Assessment period)</b>				

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
<b>Total API Score (for Assessment period)</b>		

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			Actual API Score: Total Actual hours spent per Academic year $\div$ 10
	Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminars and other events)	Other co-curricular activities (cultural, sports, NSS, NCC, etc.)	Extension and dissemination activities (public / popular lectures / talks / seminars, etc.)	
<b>Total API Score (for Assessment period)</b>				

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 $\div$ 10
	Administrative responsibilities (including as Dean / Principal / Head / Convenor/ similar other duties that require regular office hours for its discharge)	Participation in Board of Studies, Academic and administrative Committees	
<b>Total API Score (for Assessment period)</b>			

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 and publication of general articles and any other contribution) :

Academic Year	No. of hours spent during Academic year	Actual API Score: Actual hours spent $\div$ 10
<b>Total API Score (for Assessment period)</b>		

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:

- (i) papers 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.

**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 <i>(Max. 25 per Publication)</i>	Other journals of repute as notified by the UGC <i>(Max. 10 per Publication)</i>
<b>Total API Score (for Assessment period)</b>			

**B) Publications other than journal articles (books, chapters in books):**

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

Year	Activity: Text/Reference books published by International Publishers, with ISBN/ISSN number	API Score: <i>(Max. 30 per book for single author)</i>
<b>Total API Score (for Assessment period)</b>		

<b>Year</b>	<b><u>Activity:</u> Subject books published by National Level publishers, with ISBN/ISSN number or state / Central Government publications</b>	<b><u>API Score:</u> (Max. 20 per book for single author)</b>
<b>Total API Score (for Assessment period)</b>		

<b>Year</b>	<b><u>Activity:</u> Subject books published by other local publishers, with ISBN/ISSN number</b>	<b><u>API Score:</u> (Max. 15 per book for single author)</b>
<b>Total API Score (for Assessment period)</b>		

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



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 <i>(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 )</i>	<u>API Score for</u> Faculties of Arts / Social Sciences/ Law/ Education/ Commerce / Management <i>(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 )</i>
	Sponsored Projects		
<b>Total API Score (for Assessment period)</b>			

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

Year	Activity	<u>API Score for</u> Faculties of Science/ Engineering/ Technology <i>(API Score for Patent/ Technology transfer/ Product/ Process : 30 for each International and 20 for each National level Patent or Output)</i>	<u>API Score for</u> Faculties of Arts/ Social Sciences/ Law/ Education/ Commerce/ Management <i>(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)</i>
	Projects Outcome / Outputs <i>(Enclose the relevant documents)</i>		
<b>Total API Score (for Assessment period)</b>			

**D) Research Guidance (Enclose the list candidates awarded/submitted):**

<b>Year</b>	<b>Activity:</b> <b>Guiding Ph.D. / M.Phil.</b>	<b>API Score:</b> <i>(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)</i>
<b>Total API Score (for Assessment period)</b>		

**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)*

<b>Year</b>	<b>Activity:</b> <b>Fellowships/Awards from academic bodies / academic associations</b> <i>(Enclose the copies of the certificates)</i>	<b>API Score:</b> <i>(API Score: 15 for International Award/Fellowship, 10 for National Award/Fellowship and 5 for State/University level Award)</i>
<b>Total API Score (for Assessment period)</b>		

<b>Year</b>	<b>Activity:</b> <b>Invited Lectures / Paper presentations</b> <i>(Enclose the copies of the certificates)</i>	<b>API Score:</b> <i>(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)</i>
<b>Total API Score (for Assessment period)</b>		

**F) Development of e-learning delivery process / material:**

<b>Year</b>	<b>E-learning modules / material developed</b>	<b>API Score: (10 per Module developed)</b>
<b>Total API Score (for Assessment period)</b>		

**Summary of API Scores**

<b>Category</b>	<b>Criteria</b>	<b>Last Academic Year</b>	<b>Total API Score for Assessment period</b>	<b>Annual average API score for Assessment period</b>
<b>I</b>	<b>Teaching Learning and Evaluation related activities</b>			
<b>II</b>	<b>Professional development Co-curricular and Extension activities</b>			
<b>III</b>	<b>Research and Academic Contributions</b>			
	<b>Total : II + III</b>			

**PART C: OTHER RELEVANT INFORMATION**

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

<b>Year</b>	<b>Details (enclose copies of relevant certificates/documents)</b>

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

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

Dean  
with 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)(4<sup>th</sup> Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11<sup>th</sup> 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 (4<sup>th</sup> Amendment) issued on 11.07.2016.