

ACHARYA NAGARJUNA UNIVERSITY

**APPLICATION FOR PROMOTION FROM ASSISTANT PROFESSOR STAGE TO
UNDER CAREER ADVANCEMENT SCHEME (CAS)**

Candidates eligible for promotion up to _____ can apply
Last Date for Submission of Application 31.10.2015

1. Name of the Teacher (in Capital Letters) :
2. Present Designation / Department / College :
3. Date of joining ANU service in first Teaching post :
4. Date of joining in the present Stage/Position :
5. Date of eligibility for promotion :
6. Present Pay Band + AGP in Revised Applicable Pay Band :
7. Effective date of Present Pay Band + AGP in Revised Applicable Pay Band :
8. Details of qualifying service already rendered up to the present Stage/ Position :

S. No.	Designation / Stage	Qualifying Service		Total Number of years
		From	To	

9. Academic Qualifications (Starting from Matriculation / SSC) :

Examination Passed	Name of the University	Year of Passing	Class Secured	% of Marks	Rank	Subjects / Specialization

10. Research Qualification, i.e., Ph.D./ M. Phil. / LLM / M. Tech. / M.E. :
Give full details with Subject Specialization; date of award and name of the Guide & University under whom worked (attested copies to be enclosed)

11. Publications :
Journals (reputed national/international with impact factor, Books, etc.)
(Pl. see Appendix for details)
12. Details of participation in Orientation/ :
Refresher Courses / Summer
Institutes of approved duration
13. Address for Communication :
e-Mail / Telephone / Mobile of the
Teacher
14. Have you previously applied for the same post : Yes / No
after getting eligibility

Station :

SIGNATURE OF THE APPLICANT

APPENDIX
PERFORMANCE-BASED APPRAISAL SYSTEM (PBAS) &
ACADEMIC PERFORMANCE INDICATORS (APIS)
FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)
(FACULTIES OF ARTS & COMMERCE, LAW / SCIENCES)

SECTION – A : GENERAL

1.	Name and Designation of the Faculty	:	
2.	Name of the Department / College	:	
3.	Address for Communication e-Mail / Telephone / Mobile of the Faculty	:	
4.	YEAR OF PERFORMANCE APPRAISAL [To be submitted year wise]	:	

SECTION – B :

CATEGORY – I : TEACHING, LEARNING AND EVALUATION-RELATED ACTIVITIES

Category	Nature of activity	Details of the activity to be provided by the applicant along with copies of evidence	Units of Assessment	Score
Category I	Teaching, Learning and Evaluation related activities	As per allocation	Hours per academic year	
1A(i)	Classroom teaching (Including lectures, seminar) *			
1A(ii)	Classroom teaching (Including lectures, seminar) in excess of UGC @			
1A(iii)	Classroom teaching (Including lectures, seminar) Preparation time @	Same as actual teaching hours as per attendance register		
1B	Tutorial and Practicals @	Actual teaching hours as per attendance register		
1C	Outside classroom interaction with students @	Max 0.5 of hours in 1A		
	Subtotal 1	Score = Hours/10 (Max score 100)		
2	Research Supervision (Including Master thesis)	Max 1 hour per student per working week		
	Sub-total 2	Score = Hours/10 (Max score 30)		
3A	Question paper setting Moderation and related work #	Actual hours		
3B	Invigilation/supervision and related examination duties &			
3C	Evaluation / assessment of answer scripts and assignments related to	Max. 20 Minutes per full script		

	internal assessment, external and re evaluation #			
	Sub-total 3	Score = Hours/10 (Max score 20)		
4A	Teaching innovation including preparation of innovating course, use of innovate methodologies for teaching including bilingual/multilingual teaching	Evidence to be provided. Scores to be finalised by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	
4B	Preparation of new teaching learning material including translation, bridge material, study pack or similar additional resources for students	Evidence to be provided. Scores to be finalised by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	
4C	Use of anonymous students feedback on the quality of classroom teaching and students interaction	Performa and summery feedback to be attached	2 points per course (Max. 10 points)	

* Below 75% = 0; 76-80% = 8; 81-85% – 12; 86-90% = 14; 91-95% = 16; 96-100% = 20

@ Seminars = 10; Tutorials / Practicals =10; Counseling/Contact hours = 5 (Up to a maximum of 20)

\$ Lesson Plans/Teaching Schedule = 10; Students' Feedback = 10

University examination duties = 5; Question Bank & Evaluation of answer scripts = 5

% Assignment = 5 Internal Assessment = 5

& Invigilation = 5; Chief Teacher Associate / Observer/Squad member etc. = 5

Category II Co-Curricular, Extension and Professional development related activities

Category	Nature of activity	Details of the activity to be provided by the applicant	Score
5A	Discipline related (co-curricular activities (E.g. field work, study visit, student seminar, events, career counselling etc.))		
5B	Other co-curricular activities (cultural, Sports, NSS, NCC etc.)		
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)		
	Sub-totals 5		
6A	Administrative responsibility (Including Dean, Principal, Chairperson, Convenor, teacher-in-Charge or similar duties that require regular office hours for its discharge)		
6B	Participation in Board of studies, academic and Administrative committees		
	Sub-total 6		
7	Overall contribution to the collective/ corporate life of the institution (including 5,6 and any other contribution)		
	Grand Total (1 to 7)		

CATEGORY – III : RESEARCH AND ACADEMIC CONTRIBUTIONS				
S. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score (per each publication)	Score awarded by the University
III(A) – Research Publications (Journals)				
i	Referred Journals with impact factor 1.0 and below 2.0		22	
ii	Referred Journals with impact factor 2.1 and below 5.0		25	
iii	Referred Journals with impact factor 5.1 and below 10.0		30	
iv	Referred Journals with impact factor less than one indexed		18	
v	Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by the university and hosted in its website		15	
vi.	Non impact factor National level research papers in non-Referred/ journals but having ISBN/ISSN numbers and the list of journals prepared by the UGC and hosted in its website		15	
vii	Full papers in conference proceedings, etc. (Abstracts not to be included)		10	
The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/ Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other author.				

III(B) – Research Publications (Books, chapters in books, other than referred journal articles)				
i.	Text or Reference Books Published by International Publishers with an established peer review system		50 / sole author; 10 / chapter in an edited Book	
ii.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers		25 /sole author, and 5/ chapter in edited books	
iii	Subjects Books by other local publishers with ISBN/ISSN numbers		15 /sole author, and 3/ chapter in edited books	
iv	Chapters contributed to edited knowledge based volumes published by international publishers		10/ chapter	
v	Chapters in knowledge based volumes published by Indian/National level publishers with ISBN/ISSN numbers of national & international directories		5/chapter	
III(C) - Research Projects				
S. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score (per each Project)	Score awarded by the University
III (C) (i) – Sponsored Projects carried out / ongoing				
1.	(a) Major Projects amount mobilized with grants above 30.00 lakhs		20	
	(b) Major Projects amount mobilized with grants above 5.00 lakhs up to Rs.30.00 lakhs		15	
	(c) Minor projects from central/state funding agencies with grants below Rs.5.00 lakhs		10	
III (C) (ii) - Consultancy Projects Carried out / On-going :				
1.	Amount mobilized with minimum of Rs.2.00/5.00/10.0 lakhs		Each 1 Lakhs 1 point	
III (C) (iii) - Completed Projects : Quality Evaluation				
1.	Completed project Report (Acceptance from funding agency)		20 /each major project and 10 each minor project	
III (C) (iv) - Projects Outcome / Outputs				
1.	Patent/Technology transfer/ Product/Process		30 each output or outcome for national patents etc / 50 each for International patents etc.	

III (D) Research Guidance :				
(i) - M. Phils./M. Tech. / M. Pharm				
	Degree awarded		3 / each	
	Thesis submitted		2 / each	
III (D) (ii) - Ph.Ds.				
	Degree awarded		10 / each	
	Thesis submitted		7 / each	
III(E) - Training Courses and Conference / Seminar/ Workshop Papers				
III(E)(i) – Research Methodology / Workshops				
	a. Research Methodology course (not less than three weeks) / Workshops of not less than one week duration		20 / (3 weeks) 10 (1 week) 5 (below 1 week) each event	
III (E) (ii) - Conferences / Seminars / Workshops, etc. conducted				
	b. International conference / Seminar / Symposia		20 / each	
	c. National conference / Seminar / Symposia		10 / each	
	d. State level / University / College level seminar / conference / symposia		5 / each	
III (E) (iii) – Papers presented in Conferences/Seminars/Workshops, etc.				
	Participation and Presentation of research papers (oral/poster) in			
	a) International / Foreign conference etc.,		10 each	
	b) National		7.5 Each	
	c) Regional /State level		5 Each	
	d) Local – University / College level		5/3 each	
III(E) (iv)-Invitations for Conferences/Seminars/Workshops/Symposia to deliver lectures/and/or chair sessions				
	a) International /Foreign conference etc.		10 Each	
	b) National		7.5 Each	
	c) Regional /State level		5 each	
	d) Local – University / College level		3 each	
III(F) (i) - Awards / Honours / Recognitions / Fellowship titles / Post-doctoral Research degrees like D.Sc., D.Litt., etc.				
S.No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score	Score awarded by the University
	a. Awards by Foreign Universities / Accredited International Bodies		50 / each	
	b. National: by UGC,CSIR, DST, DBT, ICAR & other Government bodies and Professional Academies like Bhatnagar Award etc.		50 / each	
	c. State/University level		20 / each	
	d. Regional / local		10 / each	

III(F) (ii) - Honours / Recognitions :				
	a. Foreign countries / Governments & International bodies like UNESCO etc.		50 / each	
	b. National like Padma Sri etc.		50 / each	
	c. State level/University level		20 / each	
	d. Regional/local by GO/NGOs/Rotary/ Lions etc.		5 / each	
	e. Professional Subject Based Associations		5 / each	
III(F) (iii) - Fellowship Titles				
	a. Foreign universities/bodies like FRCP, FRCS, etc.		50 / each	
	b. Indian Science & other Academies like Fellow of Indian National Science Academy, FNA, FNASC, FAMS etc.		50 / each	
	c. Discipline specific National level Associations		10 / each	
III(F) (iv) - Postdoctoral Degrees				
	D.Sc from a university based on post-doctoral thesis		50 / each	

Note : Minimum score required for promotion : 150 out of total of 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II

The parameters listed in the Tables of Category-III (Research and Academic contributions) shall have following capping in relation to the total API's score claimed by the candidates:

III (A) Research papers (Journals, etc)	30%
III(B) Research publications (Books, etc)	25%
III(C) Research Projects	20%
III (D) Research Guidance	10%
III(E) Training courses and conference/seminars etc.,	15%

The model table proposes API scores and the mode for awarding these scores for various parameters of Category I of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.
2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if his/her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, s/he would claim additional 2×16 hours in row 1A(ii). If s/he has actually taught for 275 hours in that semester, s/he would claim 275 hours in row 1A(iii). So, in all, she would get credit for $320+32+275 = 627$ hours for that semester. S/he would do similar calculation for the second semester and the total would be entered in each row.
3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But s/he will be awarded the maximum of 20 points in that category.
4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.
5. Under 4c, the teacher is only required to give a proof that s/he administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. S/he would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

Note :

The model table proposes API scores and the mode for awarding these scores for various parameters of Category II of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.

2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if his/her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, s/he would claim additional 2×16 hours in row 1A (ii). If s/he has actually taught for 275 hours in that semester, s/he would claim 275 hours in row 1A (iii). So, in all, s/he would get credit for $320+32+275 = 627$ hours for that semester. S/he would do similar calculation for the second semester and the total would be entered in each row.
3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But s/he will be awarded the maximum of 20 points in that category.
4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.
5. Under 4c, the teacher is only required to give a proof that s/he administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. S/he would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.