

**KRISHNA UNIVERSITY:: MACHILIPATNAM**  
**(G.O. Ms. No. 14, Higher Education (UE) Dept., dated 13.02.2019)**

The option form should be mandatory, to those faculty members who wish to apply for CAS 2020 for consideration of promotions under CAS. As per G.O. Ms. No. 14, Higher Education (UE) Department, dated 13.02.2019, Page No. 44, stated as follows:-

***“The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations (i.e., UGC Regulations 2010 and G.O. Ms. No. 38, dated 23.06.2016). This option can be exercised only within three years from the date of notification of these Regulations.”***

**OPTION FORM TO BE SUBMITTED BY THE APPLICANT**

Name of the Applicant :

Present Designation & Department :

Promotion sought (Academic Level/Grade Pay) : From \_\_\_\_\_ To \_\_\_\_\_

I hereby express my willingness to be considered for promotion under CAS in accordance with the regulations.

Old Regulations (i.e., UGC Regulations 2010 and G.O. Ms. No. 38, dated 23.06.2016)

Or

New Regulations (i.e. UGC Regulations 2018 and G.O. Ms. No. 14 Higher Education (UE) Dept., dt.13.02.2019.

**Signature of the applicant**

**APPLICATION FOR PROMOTION**

**UNDER CAREER ADVANCEMENT SCHEME (CAS)**

**From ----- (Level: ) To ----- (Level: )**

**{As per Govt. of A.P.G.O.Ms.No.14. Dt.13-02-2019}**

1. Name of the faculty :  
(In Capital Letters)  
As per Service Register
2. Department :
3. Present Designation & Pay :
4. Date of last promotion :
5. Scale of pay seeking under CAS :
6. Date of eligibility for promotion :
7. Social category  
(OC/SC/ST/OBC) :
8. Address for correspondence (with Pin code):

Telephone No. :

E-mail ID :

9. Academic Qualifications :

<b>Degree(s)</b>	<b>Subject</b>	<b>Year of Passing</b>	<b>Percentage of Marks obtained</b>	<b>Division/class</b>	<b>Name of the University</b>

10. Research Degree(s)

<b>Degree(s)</b>	<b>Title</b>	<b>Date of award</b>	<b>University/Institution</b>

11. Appointments held prior to joining this institution:

<b>Designation</b>	<b>Name of Employer</b>	<b>Date of Joining</b>		<b>Salary with Grade</b>	<b>Reason of Leaving</b>
		<b>Joining</b>	<b>Leaving</b>		

12. Designations held after appointment at this institution:

<b>Designation</b>	<b>Department</b>	<b>Date of actual Joining</b>		<b>Level of pay</b>
		<b>From</b>	<b>To</b>	
Assistant Professor				
Assistant Professor				

13. Period of teaching experience: P.G. Classes (in years) :

U.G. Classes (in years) :

14. Research experience excluding years spent in M.Phil./Ph.D.(in years):

15. Field of Specialization under the Subject/ Discipline:

16. Orientation/ Refresher Course/Workshops/Other courses attended

*(Min of 5 days)*

*(During the Assessment Period)*

<b>Name of the Course/ Summer School</b>	<b>Organization &amp; Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

**PROFORMA FOR PROMOTION**

**From ----- (Level:     ) To ----- (Level:     )**

**UNDER CAREER ADVANCEMENT SCHEME (CAS)**

CAS circular No.	
Name of the Applicant	
Assessment Period	
Name of the Department	

**TABLE 1: ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHERS**

<b>1</b>	<b>Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)</b>			
<b>S. No.</b>	<b>Assessment Year &amp; Class/Semester</b>	<b>No. of Classes taught/ to total classes</b>	<b>Score</b>	<b>Grade</b>
1				
2				
3				
4				
5				
6				
7				
	<b>Overall Grading :</b>			
	80% & above - Good Below 80% but 70% & above Satisfactory Less than 70% - Not satisfactory			
<b>2</b>	<b>Involvement in the students related activities/research activities at University level)</b>			
a	Administrative responsibilities held - such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.			
	<b>Designation &amp; Responsibility</b>	<b>Duration</b>	<b>Evidence</b>	<b>Page No.</b>

b	Attending examination duties assigned by the College/University including paper evaluation.		
c	Involvement in student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
d	Organizing Seminars/ Conferences/ Workshops, other College/University activities.		
e	Evidence of actively involved in guiding Ph.D students		
f	Conducting Minor or Major Research Project sponsored by National or International Agencies		
g	At least one single or joint publication in Peer-reviewed or UGC list of Journals		
<b>Overall Grading</b>			

Good - Involved in at least 3 activities, Satisfactory - 1-2 activities Not-satisfactory - Not involved /undertaken any of the activities

Note: Number of activities can be within or across the broad categories of activities

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sl.No.2. **(or)**

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

**Not Satisfactory:** If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the Acts, Statutes and Ordinances of the parent institution.

**Table 2**

**ACADEMIC/RESEARCH ACTIVITY**

**Format: Methodology for University for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, M.Phil./Ph.D. award Notification.)

**1. Research Papers in Peer-Reviewed or UGC listed Journals**

{Faculty of Sciences & Engg. 08 per Paper}

{Faculty of Languages Arts/Commerce/Management: 10 per Paper}

List of Publications during the Assessment Period								
Sl. No	Title of the Paper	Author(s)	Details of publication			Evidence Page Nos.	Claimed Score	Verified Score
			Year	ISSN No.	Vol. No. Page No.			
1								
2								
3								
4								
5								
<b>Total Score in Sub-Category 1</b>								

Note: Add additional rows if required.

**The Research score for Research papers would be augmented as follows:**

Peer-Reviewed or UGC-listed Journals

(Impact factor to be determined as per Thomson Reuter's list):

- i) Paper in refereed journals without impact factor : 5 Points
- ii) Paper with impact factor less than 1 : 10 Points
- iii) Paper with impact factor between 1 and 2 : 15 Points
- iv) Paper with impact factor between 2 and 5 : 20 Points
- v) Paper with impact factor between 5 and 10 : 25 Points
- vi) Paper with impact factor >10 : 30 Points

(a) Two authors: 70% of total value of publication for each author.

(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.

(c) Joint Projects: Principal Investigator and Co-investigator would get 50% each

## 2. Publications (Other than Research Papers)

SL. No	Book/ Chapter	Author(s)	Title of the Book	Publisher	Year/ ISBN	Evidence Page No.	Claimed Score	Verified Score
<b>a) Books authored and published by</b>								
	International publishers {12 Points for each book}							
	National Publishers {10 Points for each book }							
	Chapter in Edited Book { 05 Points for each book }							
	Editor of Book by International Publisher {10 Points}							
	Editor of Book by National Publisher { 08 Points}							
<b>(b) Translation works in Indian and Foreign Languages faculties</b>								
	Chapter or Research paper {03 Points}							
	Book {08 Points}							
<b>Total Score in Sub-Category 2</b>								

**Note: Paper presented if part of edited book or proceeding, then it can be claimed only once**

## 3. Creation of ICT mediated Teaching Learning Pedagogy and content development of New and Innovative Courses and Curricula:

Sl .No	Mod ules / Playl ists	Channel /Platform	e-Content Titles	Year	Evid ence Page No.	Clai med Scor e	Verifi ed Score
<b>(a) Development of Innovative Pedagogy { 05 Points}</b>							

<b>(b) Design of New Curricula and Courses</b> { 02 Per Curricula Per Course}									
<b>(c) MOOCs</b>									
Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit) { 20 Points}									
MOOCs (developed in 4 quadrant) per module/lecture : {02 Per Curricula per Course}									
Content writer/subject matter expert for each module of MOOCs (at least one quadrant){02 Points}									
Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) {08 Points}									
<b>(d) E-Content</b>									
Development of e-Content in 4 quadrants for a complete course/e- book {12 Points}									
e-Content (developed in 4 quadrants) per module { 05 Points}									
Contribution to development of e- content module in complete course/paper/e-book (at least one quadrant) {02 Points}									
Editor of e-content for complete course/ paper /e-book { 10 Points}									
<b>Total Score in Sub-Category 3</b>									

**4. (a) Research Guidance:**

Sl. No	Ph.D./ M.Phil	Title of the Thesis	Student Name	Year of Award	Evidence page No.	Claimed Score	Verified Score
Ph.D. {10 points per Degree Awarded, 05 per Thesis submitted}							
M.Phil./P.G Dissertation { 02 points per Degree Awarded}							

**4 (b) Research Projects Completed:**

Sl.No	Name of the Project	Funding Agency	Funding In Rs.	Year	Evidence Page No.	Claimed Score	Verified Score
More than Rs. 10 Lakh { 10 Points }							
Less than Rs. 10 lakh { 05 Points }							
<b>4(c) Research Projects Ongoing :</b>							
More than Rs. 10 lakh { 05 Points}							
Less than Rs. 10 lakh { 02 Points}							
<b>4(d) Consultancy { 03 Points}</b>							
<b>Total Score in Sub-Category 4</b>							

**Note: For joint supervision of Research Students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.**

**Joint Projects: Principal Investigator and Co-investigator shall get 50% each.**

**5. Patents/Policy Documents/Awards/Fellowship:**

<b>5 (a) Patents</b>						
International { 10 Points}						
S.N	Title of the Patent	Year	Ack/Ref. No	Evidence Page No.	Claimed Score	Verified Score
National { 07 Points}						
<b>5 (b) *Policy Document (Submitted to an International body/Organizations like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>						
S. No.	Name of the Policy Document	Reference No.	Members	Evidence Page No.	Claimed Score	Verified Score
International { 10 Points}						
National { 07 Points}						
State { 04 Points}						
<b>5 (c) Awards/Fellowship</b>						
S.No	Name of the Award	Awarding Agency	Year	Evidence Page No.	Claimed Score	Verified Score
International { 07 Points}						
National { 05 Points}						
<b>Total Score in Sub-Category 5</b>						

**NOTE: \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.**

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)							
Sl. No.	Title	Organizer	Name of the Event	Year	Evidence Page No.	Claimed Score	Verified Score
<b>International (Abroad) { 07 Points}</b>							
<b>International (within Country) {05 Points}</b>							
<b>National { 03 Points}</b>							
<b>State/University {02 Points}</b>							
<b>Total Score in Sub-Category 6</b>							

**Final Research Score during the Assessment Period:**

Table II : Research and Academic contributions							
Sub-Category	1	2	3	4	5	6	Total
Claimed Score							

**Note:** The research score shall be from the minimum of THREE categories out of SIX categories.

**Declaration**

I solemnly affirm and state that the above information/particulars provided by me, are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant

**Forwarded Through the Proper Channel**

Place:

Date:

Signature of the Head of the Department

Place:

Date:

Signature of the Principal