



SRI VENKATESWARA UNIVERSITY: TIRUPATI

(www.svuniversity.edu.in) (NAAC "A+" Grade)

APPLICATION FOR PROMOTION FROM _____

TO _____ UNDER CAREER ADVANCEMENT SCHEME (CAS)

Last Date for Submission of Application –

1. Name of the faculty :
(in Capital Letters)
2. Department :
3. Present Designation & scale of pay :
4. Date of last promotion :
5. Scale of pay seeking under CAS :
6. Date of Eligibility for promotion :
7. Indicate whether belongs to SC/ST/OBC category :
8. Address for correspondence (with Pin code) :

Telephone No. :

E-mail ID :

9. Academic Qualifications :

Degrees	Subject	Year of Passing	Percentage of Marks obtained	Division/class/Grade	Name of the Board/ University
B.A./ B.Com./Others					
M.A./ M.Com./MBA Others					
Others Degrees, if any					

10. Research Degree(s)

Degrees	Title	Date of award	University/Institution
M.Phil.			
Ph.D./ D.Phil.			

11. Appointments held prior to joining this institution:

Faculty of Languages/Humanities/ Arts/Social/Sciences/Commerce/ Management/ & other related discipline

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of Leaving
		Joining	Leaving		

12. Positions held after appointment at this institution:

Designation	Department	Date of actual Joining		Level of pay
		From	To	

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. Fields of Specialization under the Subject/ Discipline :

16. Orientation/ Refresher Course/Workshops/Other courses attended (Minimum of 5 days)

Name of the Course/ Summer School	Organization & Place	Duration	Sponsoring Agency

17. Summary of API score

Table	Criteria	Academic Years			Total API for assessment period
		2017-18	2018-19	2019-20	
II	Research and academic contributions				

18. OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S.No.	Details

I certify that the information provided is correct as per records available with the university and/ or documents enclosed along with the duly filled Academic/Research Score Proforma

Place :

Signature of the faculty

Date :

Signature of HOD



SRI VENKATESWARA UNIVERSITY: TIRUPATI

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Proforma for submitting information on Academic Performance Indicators (APIs) for University Teachers for the last academic years during assessment period

(For Faculty of (For Faculty of Languages/Humanities/
Arts/Social/Sciences/Commerce/Management & other related discipline)
(to be submitted through proper channel)

1. Name of the faculty :
2. Designation :
3. Department :
4. College :

Table 1
Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2	Involvement in the University/College students related activities/research activities) (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students.	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

	<p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.</p>	
<p>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.</p>		

Table 2
Methodology for University and College Teachers for calculating
Academic/Research Score
(For the assessment period)

(For Faculty of Languages/Humanities/ Arts/Social/Sciences/Commerce/Management & other related discipline)

(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, students' Ph.D. award letter, etc.,)

S.No.	Academic/Research Activity	Impact factor	API Score	Cap for S. No. 5b & 6	Evidence No.
1	Research Papers in Peer-Reviewed or UGC listed Journals		10/ paper		
	Sub Total				
2	Publications (other than Research papers)	12			
	(a) Books authored which are published by; International publishers				
	National publishers	10			
	Chapter in Edited Book	05			
	Editor of Book by International Publisher	10			
	Editor of Book by National Publisher	08			
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03			
	Book	08			
	Sub Total				
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05			
	(b) Design of new curricula and courses	02/curricula/ course			
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20			
	MOOCs (developed in 4 quadrant) per module/lecture	05			
	Content writer/subject matter expert for	02			

	each module of MOOCs (at least one quadrant)				
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08			
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/ebook	12			
	e-Content (developed in 4 quadrants) per module	05			
	Contribution to development of econtent module in complete course/paper/e-book (at least one quadrant) Editor of e-content for complete course/ paper /e-book	02			
	Sub Total				
4	a) Research guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted			
	M.Phil./P.G dissertation	02 per degree awarded			
	b) Research Projects Completed				
	More than 10 lakhs	10			
	Less than 10 lakhs	05			
	(c) Research Projects Ongoing :				
	More than 10 lakhs	05			
	Less than 10 lakhs	02			
	(d) Consultancy	03			
	Sub Total				
5	(a) Patents				
	International	10			
	National	07			
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International	10			
	National	07			
	State	04			
	c)Awards/Fellowship				

	International	07			
	National	05			
	Sub Total				
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)				
	International (Abroad)	07			
	International (within country)	05			
	National	03			
	Sub Total				
The combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.					
	State/University	02			
	Total				

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 Reuters 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.

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

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- 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.
- * For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation 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.

**PROFORMA FOR THE POST OF PROFESSOR/ASSOCIATE
PROFESSOR/ASSISTANT PROFESSOR UNDER CAS (Enclosures)**

PERFORMANCE BASED APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR
APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF AS PER UGC REGULATIONS, 2018

CAS circular No.	
Name of the Applicant	
Promotion stage	
Name of the Department	

TABLE 1: ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHERS

S.No.	Nature of Activity	No. of hours spent and score	Evidence No.
1	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)		
	2017-18		
	2018-19		
	2019-20		
2	Involvement in the University students related activities/research activities)		
a	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
	2017-18		
	2018-19		
	2019-20		
b	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.		
	2017-18		
	2018-19		
	2019-20		
c	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.		
	2017-18		
	2018-19		
	2019-20		
d	Organizing seminars/ conferences/ workshops, other college/university activities.		

	2017-18	
	2018-19	
	2019-20	
e	Evidence of actively involved in guiding Ph.D students	
	2017-18	
	2018-19	
	2019-20	
f	Conducting minor or major research project sponsored by national or international agencies	
	2017-18	
	2018-19	
	2019-20	
g	At least one single or joint publication in peer-reviewed or UGC list of Journals	
	2017-18	
	2018-19	
	2019-20	

**PROFORMA FOR THE POST OF PROFESSOR/ASSOCIATE
PROFESSOR/ASSISTANT PROFESSOR UNDER CAS (Enclosures)**

PERFORMANCE BASED APPRAISAL SYSTEM TO BE SUBMITTED BY EACH APPLICANT FOR
APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF AS PER UGC REGULATIONS, 2018

CAS circular No.	
Name of the Applicant	
Promotion stage	
Name of the Department	

**TABLE 2: METHODOLOGY FOR UNIVERSITY TEACHERS FOR
CALCULATING/ACADEMIC/RESEARCH SCORE (Enclosures)**

S.No.	Details of Article/paper published	Impact factor	API Score	Evidence No.
1	Research Papers in Peer-Reviewed or UGC listed Journals			
1.				
	Sub Total			
2	Publications (other than Research papers)			
1.	(a) Books authored which are published by;			
2.	International publishers			
	National publishers			
	Chapter in Edited Book			
	Editor of Book by International Publisher			
	Editor of Book by National Publisher			

	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper			
	Book			
	Sub Total			
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative pedagogy			
	(b) Design of new curricula and courses			
	(c) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)			
	MOOCs (developed in 4 quadrant) per module/lecture			
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)			
	(d) E-Content			
	Development of e-Content in 4 quadrants for a complete course/ebook			
	e-Content (developed in 4 quadrants) per module			
	Contribution to development of econtent module in complete course/paper/e-book (at least one quadrant) Editor of e-content for complete course/ paper /e-book			
4	a) Research guidance			
	Ph.D.			
	M.Phil./P.G dissertation			

	b) Research Projects Completed			
	More than 10 lakhs			
	Less than 10 lakhs			
	(c) Research Projects Ongoing :			
	More than 10 lakhs			
	Less than 10 lakhs			
	(d) Consultancy			
	Sub Total			
5	(a) Patents			
	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)			
	International			
	National			
	State			
	c) Awards/Fellowship			
	International			

	National			
	Sub Total			
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)			
	International (Abroad)			
	International (within country)			
	National			
	Sub Total			
The combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.				
	State/University			
	Sub Total			
	Total Research Score			

As per UGC rules, augmented score was added to the refereed journals having impact factor.