



VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524320

No.VSU/T.Estt./CAS/2018/I-II/II-III/III-IV/IV-V/Phase

Date: 29.10.2018

From
The Registrar
Vikrama Simhapuri University
Nellore-524 320

To
1. The Principal, VSU College,
Nellore-524 320.
2. The Special Officer, VSU PG Centre,
Kavali-524 201

Sir,

Sub:- Vikrama Simhapuri University, Nellore – Teaching Establishment –Application form for promotion under UGC Career Advancement Scheme (Revised Pay Scales for Teachers, 2006) - Invited – Reg.

Ref:-
1. G.O.Ms.No.14, Higher Education (UE.I) Department dated 20-02-2010.
2. G.O.Ms.No.38, Higher Education(UE) Department, dated 23-06-2016
3. UGC Regulations 4th amendment dated 11.07.2016
4. Vice-Chancellor's Orders dated 27.10.2018

I am by direction to inform that the teachers who will become eligible and wishes to be considered for promotion under CAS, for moving from Stage I to Stage II (AGP 6000 to 7000), Stage II to Stage III (AGP 7000 to 8000), Stage III to Stage IV (AGP 8000 to 9000), and Stage IV to V (AGP 9000 to 10000) as on the CUT-OFF date *i.e.*, **31.12.2018** may submit their applications in the Revised **Performance Based Appraisal System (PBAS)** Proforma developed for the purpose in terms of reference first, second and third cited. The last date for the receipt of filled in applications duly supported by all credentials as per the API guidelines is **30.11.2018**.

Candidates who do not fulfill the minimum score requirement under the API scoring system proposed in the above UGC Regulations or those who obtain less than 50% in the expert assessment of the selection process will have to be reassessed only **after a minimum period of one year**. The date of promotion shall be the date on which he / she successfully got re-assessed.

In this context, I am by direction to request you to obtain and forward the applications in the **PBAS** proforma submitted by the eligible Teachers of VSU College Nellore and VSU PG Centre, Kavali, duly supported by all credentials as per the **API** guidelines so as to reach the University Office on or before **30.11.2018** for taking further action.

(P.T.O)

U.G.C. Guidelines 2010

1. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre. (6.3.8.)
2. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection / CAS promotion.(6.3.9)
3. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables by submitting an application and the required PBAS proforma. Candidates who do not consider themselves eligible can also apply at a later date
4. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year. (6.3.11.)
 - a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility. (6.3.12).
 - b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
 - c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

Counting of Past Services for Direct Recruitment and Promotion under Career Advancement Scheme:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICMR, DBT, etc. should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III – Table No. II provided that:

- a. The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- b. The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- c. The candidate for direct recruitment has applied through proper channel only.
- d. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- e. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.
- f. The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:

Contd.. Next Page..

- i) The period of service was of more than one year duration;
 - ii) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.
- g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past service under this clause.

The teachers eligible for promotion under the Career Advancement Scheme should submit **FIVE(5)** copies of Application Form (Annexure II) along with Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) (Annexure -III) duly filled in all respect and other relevant documents in support of their claim by the stipulated date.

(BY ORDER)

REGISTRAR

Enclosures:

Annexure - I : Guidelines for CAS Promotions

Annexure - II: Application for CAS promotion – PART- A

Annexure - III : API on PBAS for CAS- PART-B

NOTE: Annexure-I to III are available in the university website; www.simhapuriuniv.ac.in which may please be downloaded.

(To G.O.Rt.No: 38, Higher Education (UE) Department, dated:23.06.2016)

APPENDIX – I

General

- (i) There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of Library and Physical Education Personnel at various levels.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and equivalent positions in Universities and Colleges shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied, have multiple opportunities for upward movement during their career.
- (iv) Posts of Professors shall be created in under-graduate (UG) colleges as well as in postgraduate (PG) colleges. The number of posts of Professors in a UG College shall be equivalent to 10 percent of the number of posts of Associate Professors in that College. There shall be as many posts of Professors in each PG College as the number of Departments in that College. No new Departments shall be created in UG or PG Colleges without prior approval of the UGC.
- (v) Up to 10% of the posts of Professors in universities shall be in the Scale of Rs.67,000 (annual increment @ 3%) – 79,000 with no grade pay with other eligibility conditions prescribed by the UGC. (as per UGC clarification Lr.No.F.1-2/2009(EC/PS), dated February 2011 published in the Gazette of India on 09.04.2011).
- (vi) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been/ or may be laid down by the UGC through its regulations, and so adopted by the University. NET shall not be required for such Masters' programmes in disciplines for which there is no NET.

1.6 TEACHING DAYS

- a. The Universities/Colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 day week.

The above is summarized as follows:-

Categorization	Number of Weeks: 6 days a week pattern		Number of weeks: 5 day a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	30 (180 days) weeks	30 (180 days) weeks
Admissions/Examinations preparation for Examination	12	10	8	8
Vacation	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

- b. In lieu of curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3 of the period will be credited as Earned Leave.

1.7. WORKLOAD

- a. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University/College for which necessary space and infrastructure should be provided by the University/College. Direct teaching-learning process hours should be as follows:-

Assistant Professor 16 hours
Associate Professor and Professor 14 hours

- b. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

6.4 STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/PROFESSORS.

- 6.4.1** Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid out in Clause 6.3. of this Regulation.
- 6.4.2.** An entry level Assistant Professor, possessing Ph. D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
- 6.4.3.** An entry level Assistant Professor possessing M.Phil. Degree or post- graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. / M.Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.
- 6.4.4.** An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.
- 6.4.5.** The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the UGC in this Regulation.
- 6.4.6.** Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade (stage 3).
- 6.4.7.** Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
- 6.4.8.** Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in Table I-III of Appendix IV stipulated in these Regulations, and (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor.
Provided that no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.
- 6.4.9.** In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to Clause 6.5.1.and 6.5.2 of this Regulation.
- 6.4.10.** Ten percent of the positions of Professors in a university, with a minimum of ten years of teaching and research experience as professor either in the pre- revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the

higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:

- a. post-doctoral research outputs of high standard;
- b. awards / honours /and recognitions;
- c. Additional research degrees like D.Sc., D.Litt., LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.

The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II(A) of Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.

6.4.11. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution based on the recommendations of selection committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

APPENDIX – III TABLE – I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

CATEGORY I:
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee. Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
I	a. Direct Teaching	70	academic year ÷ 7.5	60	academic year ÷ 7.75	60	academic year ÷ 7.75
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10
	c. Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	10	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10

Note:-

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

Category II	Nature of Activity	Maximum API Score	Actual score
a	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)	15	Actual hours spent per academic year ÷ 10

	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)		
b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) ii) Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences/ Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication

III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C) RESEARCH PROJECTS				
III (C) (i)	Sponsored Projects	a. Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		b. Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		c. Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/ UNO/ UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D) RESEARCH GUIDANCE				
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E				
Fellowships, Awards and Invited lectures delivered in conferences / seminars				
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award

III(E) (ii)	Invited lectures / papers	International	International	7 per lecture /5 per paper presented
		National level	National level	5 per lecture /3 per paper presented
		State/University level	State/University level	3 per lecture /2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper 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. 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.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend

APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period

II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

APPENDIX - III TABLE - II(B)

Minimum Scores for APIs for direct recruitment of teachers in university departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor (Stage 1)	Associate Professor (Stage 4)	Professor (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria / weightages (Total Weightages = 100)	<ul style="list-style-type: none"> a. Academic Record and Research Performance(50%). b. Assessment of Domain Knowledge & Teaching Skills (30%). c. Interview performance (20%) 	<ul style="list-style-type: none"> a. Academic Background (20%) b. Research performance based on API score and quality of publications (40%) c. Assessment of Domain Knowledge and Teaching Skills (20%) d. Interview performance: (20%) 	<ul style="list-style-type: none"> a. Academic Background (20%) b. Research performance based on API score and quality of publications (40%). c. Assessment of Domain knowledge and Teaching Skills (20%). d. Interview performance:(20%)

APPENDIX-III - TABLE: III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

4.	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3.</p> <p>(iii) A selection committee process as stipulated in the regulation and in Tables II (A).</p>
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (universities only)	<p>(i) Minimum cumulative API scores for the assessment period as per the norms provided in Table II (A).</p> <p>(ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D., etc.,</p> <p>(iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A)..</p>

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For universities /colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000,

Explanatory note for Tables II (a) and II (b)

1. All universities / colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the universities / colleges for follow up by the universities / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities/ colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011,

two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.

4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8.
 - a. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
 - b. If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.
 - c. If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320

Revised PBAS Proforma for promotion under UGC Career Advancement Scheme (CAS)

Application for promotion from: (Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5) and Professor (Stage 5 to Stage 6). _____

(Please indicate whichever is applicable)

Total API Score calculated as per ANNEXURE III: _____
Period of Assessment for the purpose of promotion (DD/MM/YYYY):
From _____ to _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	
2.	Father's Name/Mother's Name	
3.	Department	
4.	Faculty	
5.	Current Designation, Pay Band and Grade Pay	Designation: Pay band: Grade pay: Whether General or SFS? []
6.	Date of Last Promotion	
7.	Which position and grade pay are you an applicant under CAS?	
8.	Date of eligibility for promotion	
9.	Date and Place of Birth	
10.	Gender	
11.	Marital Status	
12.	Nationality	
13.	Indicate whether belongs to SC/ST/OBC/PH category	

14.	Address for correspondence (with PIN)	
15.	Permanent Address (with PIN)	
16.	Contact telephone Number	Land line: University Extension No.: Mobile:
17.	E-Mail	

18. Academic Qualifications (Matriculation onwards)

Examination	Board/University	Year	% of marks obtained	Division & Distinction
Matric (10 class)				
Intermediate (10+2)				
B.A./B.Sc./B.Com./other UG qualification _____				
M.A./M.Sc./M.Com./other PG qualification _____				
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Litt.				
Other Exams (if any)				
Whether NET qualified?	--		--	If yes, JRF or LS []

- In case of M.Phil/Ph.D. Examination, an attested copy of the degree & the result notification for the same be attached.

19. Degrees acquired after joining services of Vikrama Simhapuri

University, Nellore:

Examination	University	Year	% of marks obtained	Division & Distinction

20. Appointments held prior to joining Vikrama Simhapuri University, Nellore:

Designation	Name of Employer	Type of appointment (regular/temp/ fixed-term ad-hoc/leave vacancy)	Duration		Salary with Grade	Reason of leaving
			Joining	leaving		

21. Record of service in Vikrama Simhapuri University, Nellore:

Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/ Fixed term/ Temporary/ Ad-hoc)	Nature of Duties	Pay-Scale	Date of Actual joining	Total period of service Yr/Mo/Days

22. Period of teaching Experience: P.G. Classes (in Years)

U.G. Classes (in Years)

23. Research Experience excluding years spent in M.Phil./Ph.D. (in Years)

24. Fields of Specialization under the Subject/Discipline

a) _____

b) _____

25. Academic Staff College Orientation Programme / Refresher Course attended:

Nature of the Course/Summer School	Dates	Place	Duration (in weeks/days)	Sponsoring Agency

(Attach certificates)

26. Detail of publications attached (for the purpose of evaluation)

Sl.	Nature of publication (Book/review/research paper etc.)	Detail/Authors name, title, name of journal, year, volume, page no. (list authors as appeared in publication)	Role in publication (writer/editor/first (sole) author/co-author/corresponding author)	Name of publishers in case of book	ISSN/ ISBN of book/journal	Impact factor, in case of journal publication

27. **Any other relevant information:**

28. **Future plans**

(Please provide a brief resume of your future plans for teaching, research, student mentorship and corporate responsibility)

- i) **Teaching:**
- ii) **Research:**
- iii) **Student mentorship:**
- iii) **Corporate responsibility:**

Signature

Date _____

COUNTERSIGNED
Head of the Department
(Office Stamp)

ANNEXURE –III

VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524 003

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions before filling out this section)

CATEGORY- I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, seminars, tutorials, practical's, contact hours undertaken taken as percentage of lectures allocated

Sl No.	Course/ Paper	Level and strength		Mode of Teaching*	Hours per week allotted	Percentage of classes taken as per documented record		
		UG/ PG	Strength			Scheduled Classes	Classes held	%

*Lecture (L), Seminars (S), Tutorials (T), Practical (P), Contact classes (C)

(ii). Lectures or other teaching duties in excess of the UGC Norms

		API : Self-Appraisal Score (n x =)	Verified API Score
a.	Classes taken (max 50 for 100% performance & Proportionate Score upto 80% performance, below which no score may be given)		
b.	Teaching load in excess of UGC norm (max score:10)		

(iii) Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students

Sl. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided	
API Score based on preparation and imparting of knowledge/Instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max. score: 20)				API : Self-Appraisal Score (n x =)	Verified API Score

(iv). Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.

Sl. No.	Short Description	API : Self-Appraisal Score (n x =)	Verified API Score
	Total Score (Max. Score: 20)		

(v). **Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.**

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API : Self-Appraisal Score (n x =)	Verified API Score
	Total Score (Max. 25)				

Note: IQAC will incorporate score of students' feedback (Performance Appraisal of Teacher by Students) in overall score under this category with intimation to teacher concerned.

Remarks, if any by IQAC/Screening Committee:

Instructions:

1. Table of scoring system may be consulted before filling out the above table. (please consult Annexure-III).
2. Column on verified API score is to be filled by the IQAC/Screening Committee.
3. Copy of Time Table issued by the Head of the Department (HOD)/Dean may be enclosed for ascertaining the teaching load.
4. Examination duty chart issued by the Examination/Admission section/HOD/Dean may be enclosed.
5. Supporting documents with respect to additional teaching resources/innovative teaching methodology may be enclosed.

**CATEGORY : II CO-CURRICULAR, EXTENSION, PROFESSIONAL
DEVELOPMENT RELATED ACTIVITIES**

Sl. No.	Type of Activity	Average Hrs/week	API : Self-Appraisal Score (n x =)	Verified API Score
	(i). Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)			
	Total (Max.: 20)			
	(ii). Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	Yearly/Semester wise responsibility	API : Self-Appraisal Score (n x =)	Verified API Score
	Total (Max: 15)			
	(iii). Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)			
	Total (Max: 15)			
	Total Score (i + ii + iii) (Max: 25)			

Remarks, if any by IQAC/Screening Committee:

Instructions:

1. Table of scoring system may be consulted before filling out the above table. (please consult Annexure-III).
2. Column on verified API score is to be filled by the IQAC/Screening Committee.
3. Copy of office order with respect to Contribution to Corporate Life and management of the Institution
4. Supporting documents with respect to above activities may be enclosed.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

III A : Research Papers published in:

a. Refereed Journals as notified by the UGC#.

Sl. No.	Title of paper	Name of the Journal, volume, page no., year	ISSN/ ISBN No.	Whether peer - reviewed? Impact Factor, if any	List of authors; No. of co-author (s)	Whether you are the main Author (first/ corresponding)	API : Self-Appraisal Score (n x =)	Verified API Score

b. Other Reputed Journals as notified by the UGC#

Sl. No.	Title of paper	Name of the Journal, volume, page no., year	ISSN/ ISBN No.	Whether peer - reviewed? Impact Factor, if any	List of authors; No. of co-author (s)	Whether you are the main Author (first/ corresponding)	API : Self-Appraisal Score (n x =)	Verified API Score

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

- (i) **Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.**

Sl. No.	Title with page nos. and year	Type of Book/ Journal Proceeding & Author/ Editor	Publishers & ISSN/ISBN No	Whether peer-reviewed	Co-authors/ Co-editors, if any	Whether you are the main author	API : Self-Appraisal Score (n x =)	Verified API Score

- (ii) **Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.**

Sl. No.	Title with page nos. and year. In case of proceedings, name of conference/Seminar /symposium etc. may also be given	Book Title, editor & publishers	ISSN/ ISBN No.	Whether peer reviewed	List of authors; No. of co-author	Whether you are the main author	API : Self-Appraisal Score (n x =)	Verified API Score

- (iii) **Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.**

Sl. No.	Title with page nos. and year. In case of proceedings, name of conference/ Seminar/ symposium etc. may also be given	Book Title, editor & publishers	ISSN/ ISBN No.	Whether peer reviewed	List of authors; No. of co-author	Whether you are the main author	API : Self-Appraisal Score (n x =)	Verified API Score

- (iv) **Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.**

III (C) (ii)

Consultancy Projects : Amount mobilized with a minimum of Rs.10 lakhs

Sl. No.	Project or consultancy	Title	Funding Agency	Period (tenure) with dates	Grant/Amount Mobilized (Rs. Lakh)	API : Self-Appraisal Score (n x =)	Verified API Score

III (C) (iii)

Projects Outcome / Outputs

Sl. No.	Project or consultancy	Title	Funding Agency	Period (tenure) with dates	Grant/Amount Mobilized (Rs. Lakh)	API : Self-Appraisal Score (n x =)	Verified API Score

III (D) RESEARCH GUIDANCE

III (D)(i) : M.Phil. (Degree awarded only)

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	Supervisor/co-Supervisor	API : Self-Appraisal Score (n x =)	Verified API Score

(ii) Ph.D. (Degree awarded / Thesis submitted)

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	Supervisor/co-Supervisor	API : Self-Appraisal Score (n x =)	Verified API Score

--	--	--	--	--	--	--

III E (i) : Fellowships, Awards and Invited lectures delivered in conferences / seminars

Sl. No.	Name of the Fellowship / Award / Invited Lectures / Name of the Conference / Seminars	Name of the Agency	API : Self-Appraisal Score (n x =)	Verified API Score

III E (ii) : Invited lectures / papers

a. International

Sl. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc. with dates	Organised by	API : Self-Appraisal Score (n x =)	Verified API Score

b. National

Sl. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc. with dates	Organised by	API : Self-Appraisal Score (n x =)	Verified API Score

c. State/University level

Sl. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc. with dates	Organised by	API : Self-Appraisal Score (n x =)	Verified API Score

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

III(F): Development of e-learning delivery process/material (10 per module)

IV. SUMMARY OF THE API SCORES

Sl. No.	Criteria	Last Academic Year	Total – API Score for Assessment Period	Annual Average API Score for Assessment Period	Verified API Score
I	Teaching, learning and Evaluation related activities (category I)				
II	Co-curricular, Extension, Professional Development related activities (category II)				
	Total I+II*				
III	Research and Academic Contributions (category III)				

** A teacher may score additional 10 points from either Category I or II to achieve minimum score required under Category I + II.*

PART C: OTHER RELEVANT INFORMATION

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

Sl. No	Details (Mention year, value etc. wherever relevant)

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

Sl. No.	Detail
1	
2	
3	
4	
5	
6	
7	

I hereby declare that I have carefully read and understood the instructions and regulations referred herein and that all the statements made in this application are true and complete to the best of my knowledge and belief.

Signature of applicant

Name in full :

Date: