

VIKRAMA SIMHAPURI UNIVERSITY
KAKUTUR, NELLORE – 524 324



Dr.P.Ramachandra Reddy
REGISTRAR

Email: vsuregistrar1@gmail.com

No. VSU/Estt./CAS/Circular/2022-2023

Date: 12.10.2022

CIRCULAR

Sub: VSU, Nellore - Teaching Establishment –Career Advancement Scheme (CAS)
– Applications called for –Reg.

- Ref:
1. UGC Regulations on minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and colleges and measures for the Maintenance of Standards in Higher Education 2018, dated. 18.07.2018.
 2. G.O.Ms.No.14, Higher Education (UE.I) department, dated. 13.02.2019
 3. Vice-Chancellor orders dated. 12.10.2022

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Applications are invited in the prescribed format with all supporting documents through proper channel from the teachers of V.S.University College, Nellore and Kavali who are eligible for consideration for the following next higher grade / promotion under Career Advancement Scheme (CAS), as per A.P. Revised UGC Scale of Pay, 2019.

1. Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11)
2. Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12)
3. Assistant Professor (Academic level 12) to Associate Professor level 13A)
4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)
5. Professor (Academic level 14) to Senior Professor (Academic Level 15)

The teachers eligible for the above promotions under CAS are requested to download the applications from the website www.vsu.ac.in and submit 4 sets of the filled in applications along with necessary documents (each application and enclosures in paper bound book form) so as reach the office of the Registrar, VSU, Nellore on or before 11.11.2022. The applications received after the due date will be rejected without any notice.


REGISTRAR

Copy to the Principal (I/c), V.S. University College, Nellore for information
Copy to the Principal, V.S. University College, Kavali for information
Copy to PA to the Vice-Chancellor/ Registrar, VSU, Nellore for information
Copy to file



**VIKRAMA SIMHAPURI UNIVERSITY
NELLORE-524320**

No.VSU/T.Estt./E-1/CAS/Exten.Acad.Level 10-15/2021

Date: 19.11.2021

From
The Registrar
Vikrama Simhapuri University
Nellore-524 320

To
1. The Principal, VSU College,
Nellore-524 320.
2. The Principal, VSU College,
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, 2016) - Invited – Reg.

Ref:-
1. UGC Regulations 18.07.2018.
2. G.O.Ms.No.14, Higher Education (UE.I) Department dated 13-02-2019.
3. Vice-Chancellor's Orders dated 18.11.2021.

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I am to inform that the teachers who will become eligible and wishes to be considered for promotion under CAS, for moving from Academic level 10-11 / 57700-182400 to 68900-205500 (Grade Pay 6000 to 7000), Academic level 11-12 / 68900-205500 to 79800-211500 (Grade Pay 7000 to 8000), Academic level 12-13A / 79800-211500 to 131400-217100 (Grade Pay 8000 to 9000)/Academic level 13A-14 / 131400-217100 to 144200-218200 (Grade Pay 9000 to 10000) and Academic level 14-15/ 144200-218200 to 182200-224100 the University to issue notification fixing CUT-OFF date *i.e.*, **31.12.2021** 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 **10.12.2021**

*** However, the eligible candidates can apply three months in advance irrespective of the cutoff date..**

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.

[p.t.o]

In this context, I am to request you to obtain and forward the applications in the **PBAS** proforma submitted by the eligible teachers of VSU College, Nellore and VSU College, Kavali, duly supported by all credentials as per the **API** guidelines so as to reach the University Office on or before **10.12.2021** for taking further action.

U.G.C. Guidelines

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 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.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) 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
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective University;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the 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 web :
www.simhapuriuniv.ac.in which may please be downloaded.

Copy to Dean, CDC for information

Copy to Dean Faculty of Science / Arts / Commerce & Management for information

Copy to Assistant Registrar for information and necessary action

Copy to Establishment / Finance / Accounts for information and necessary action

Copy to file

GUIDELINES FOR CAS PROMOTIONS

(As per G.O. Ms. No 14, Higher Education (UE) Department, dated: 13.02.2019)

Minimum API requirement for the promotion of teachers under CAS in University Departments

S. No.		Eligibility	CAS Promotion Criteria
1	Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale / Academic Level 11) (or) Assistant Professor (Stage 1 / AGP Rs.6000/- to Stage 2 / AGP Rs.7000/-)	<p>(i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:</p> <p>(ii) Attended one Orientation course of 21 days duration on teaching methodology;</p> <p>(iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching- Learning-Evaluation, Technology programmes / Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants /MOOC's course during the assessment period; and</p> <p>(vi) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.</p>	<p>(i) He / she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;</p> <p>(ii) The promotion is recommended by the screening-cum evaluation committee Category I and Category II : He / she gets a 'satisfactory' or 'good' grade Category III- Research and Academic contribution: 40/ assessment period</p>
II	Assistant Professor (Senior Scale / Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12) or Assistant Professor (Stage 2 / AGP Rs.7000/- to Stage 3 / AGP Rs.8000/-)	<p>(i) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.</p> <p>(ii) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/ programmes from among the categories of Refresher Courses/ Research Methodology course/ Workshops/ Syllabus Up Gradation Workshop/ Teaching-Learning-</p>	<p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports five years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;</p>

		<p>Evaluation/Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.</p>	<p>(ii) The promotion is recommended by the screening-cum valuation committee</p> <p>Category I and Category II : He / she gets a ‘satisfactory‘ or ‘good‘ grade</p> <p>Category III- Research and Academic contribution: 100 / assessment period</p>
III	<p>Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A) Or Assistant Professor (Stage 3/ AGP Rs. 8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)</p>	<p>1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.</p> <p>2) A Ph.D. degree in subject relevant /allied/relevant discipline.</p> <p>3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop / Teaching-Learning-Evaluation Technology Programme / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e- contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/</p>	<p>(i) He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of three years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;</p> <p>(ii) The promotion is recommended by the Selection Committee</p> <p>Category I and Category II : He/she gets a ‘satisfactory‘ or ‘good‘ grade</p> <p>Category III- Research and Academic contribution: 90/ assessment period</p>

		contribution towards conduct of a MOOCs course during the period of assessment	
IV	Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Associate Professor (Stage 4 / AGP Rs. 9000/-) to Professor (Stage 5 / AGP Rs. 10000/-)	<p>1) An Associate Professor who has completed three years of service in Academic Level 13 A.</p> <p>2) A Ph.D degree in the subject concerned/allied/relevant discipline.</p> <p>3) A minimum of ten research publications in the peer reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>4) Evidence of having successfully guided doctoral candidate.</p> <p>5) A minimum of 110 Research Score as per Appendix II, Table 2</p>	<p>(i) He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of three years* of the assessment period as the case may be (as provided in Appendix II, Table 1), and;</p> <p>(ii) The promotion is recommended by the Selection Committee Category I and Category II : He/she gets a ‘satisfactory’ or ‘good’ grade Category III- Research and Academic contribution: 110/ assessment period</p>
V	Professor (Academic Level 14) to Senior Professor (Academic Level 15)	<p>(i) Ten years’ experience as a Professor.</p> <p>(ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and</p> <p>iii) Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.</p>	<p>A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years’ of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations</p>

Appendix II (As per A.P. Go. Ms No 14 dated 13.2.2019)

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) (i) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (ii) Examination and evaluation duties assigned by the college / University or attending the examination paper evaluation. (iii) 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. (iv) Organizing seminars/ conferences/ workshops, other college/University activities. (v) Evidence of actively involved in guiding Ph.D students. (vi) Conducting minor or major research project sponsored by national or international agencies. (vii) At least one single or joint publication in peer reviewed or UGC list of Journals.	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>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 (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	Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
1	Research Papers in Peer-Reviewed or UGC listed Journals		
2	Publications (other than Research papers)		
	(a) Books authored which are published by	12	12
	International publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
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	05
	(b) Design of new curricula and courses	02 per curricula/ course	02 per 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	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/ e book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10

4	(a) Research Guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil.	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
	(a) Patents		
	International	10	10
	National	07	07
	(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	10	10
	National	07	07
	State	04	04
	(c) Awards / Fellowship		
	International	07	07
	National	05	05
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	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**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:

- a) Paper presented if part of edited book or proceeding then it can be claimed only once.
- b) 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
- c) *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.
- d) The research score shall be from the minimum of three categories out of six categories.

Table: 3 A
Criteria for Short listing of candidates for Interview for the Post of Assistant Professors in Universities

S.No.	Academic Record	Score			
1	Gradation	80% & Above = 15	60% to less than 80% =13	55% to less than 60%=10	45% to less than 55%=05
2	Post-Graduation	80% & Above = 25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non-creamy layer) /PWD) to less than 60%=20	
3		60% & above = 07	55% to less than 60% = 05		
4	Ph.D	30			
5	NET with JRE	07			
	NET	05			
	SLET/SET	03			
6	Research Publications (2 marks for each research published in Peer-Reviewed or UGC-listed Journals)	10			
7	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8	Awards				
	International/ National Level (Awards given by International Organisations/ Government of India/ Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (a) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (b) Number of candidates to be called for interview shall be decided by the concerned Universities.
- (c)
- | | |
|-----------------------|------|
| Academic Score | - 80 |
| Research Publications | - 10 |
| Teaching Experience | - 10 |

Total – 100

- (d) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges / Institutions only

Table 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <p>(i) Library Resource and Organization and maintenance of books, journals and reports.</p> <p>(ii) Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</p> <p>(iii) Assistance towards updating institutional website</p>	<p>90% and above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar</p> <p>Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop +1 institution level seminar/ workshop or 4 institution seminar/ workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory-90% catalogue database made up to date</p> <p>Unsatisfactory – Catalogue database not up to mark.</p> <p>(To be verifies in random by the CAS Promotion Committee)</p>
4	<p>Checking inventory and extent missing books</p>	<p>Good : Checked inventory and mission book less than 0.5%</p> <p>Satisfactory – Checked inventory and missing books less than 1%</p> <p>Unsatisfactory – Did not check inventory OR Checked inventory and mission books 1% or more.</p>

5	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved / undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/ good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4. Not satisfactory: It neither good nor satisfactory in overall grading.	
Note: 1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. 2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. 3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

Table 5
Assessment Criteria and Methodology for Directors of Physical Education and Sports

S.No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above – Good Above 80 but below 90- Satisfactory. Less than 80- Not satisfactory
2	Organizing intra college competition	Good – Intra college competition in more than 5 disciplines. Satisfactory – Intra college competition in 3-5 disciplines. Unsatisfactory–Neither good nor satisfactory
3	Institution participating in external competitions	Good – National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory
4	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee
5	(i) At least one student of the institution participating in national/ state/ University/ (for college levels only) teams. Organizing State/National/ inter University/ inter college level competition. (ii) Being invited for coaching at state/ national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and Governance related work including work done during admissions, examinations and Extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory: Not involved/ undertaken any of the activities
Overall Grading	Good: Good in Item 1 and satisfactory/good in any other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading	

Note:

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.



VIKRAMA SIMHAPURI UNIVERSITY

NELLORE-524 320

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

PART-A

Application for promotion from: Assistant Professor (Academic Level 10 to Assistant Professor (Senior Scale / Academic Level 11) Or Assistant Professor (Stage 1 / AGP Rs.6000/- to Stage 2 / AGP Rs.7000/-), Assistant Professor (Senior Scale / Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12) Or Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3 / AGP Rs.8000/-), Assistant Professor (Selection Grade / Academic Level 12) to Associate Professor (Academic Level 13A) Or Assistant Professor (Stage 3 / AGP Rs.8000/-) to Associate Professor (Stage 4/ AGP Rs.9000/-), Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Or Associate Professor (Stage 4/AGP Rs.9000/-) to Professor (Stage 5 / AGP Rs.10000/-), Professor (Academic Level 14) to Senior Professor (Academic Level 15) Or Professor (Stage 5 / AGP 10000/-) to Senior Professor (Stage 6 / AGP Rs.12000/-) _____ (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)

S.No	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:**

Date _____

Signature of the Applicant

COUNTERSIGNED
Head of the Department
(Office Stamp)

PRINCIPAL
VSU COLLEGE, NELLORE / VSU COLLEGE, KAVALI
(Office Stamp)

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester- wise details, where necessary)

S.No	Course/ Paper	Level	Mode of teaching*	No.of classes per week allotted	No. of Classes conducted	% of classes/ Practicals taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

80% & above - Good	API Score
Below 80% but 70% & above- Satisfactory , Less than 70% - Not satisfactory	Good / Satisfactory

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students

S.No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory				API Score Good/ Satisfactory

(iii) Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.

S.No.	Short Description	Details
	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory	API Score : Good/ Satisfactory

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

(Please mention your contribution to any of the following):

S.No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		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
	(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.		
	(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.		

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.

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

I (i) Research Papers in Peer-Reviewed or UGC listed (But Not Refereed)

Journals without Impact Factor

(ii) Research Papers in Peer-Reviewed or UGC listed (Refereed)

Journals without Impact Factor

(iii) Research Papers in Peer-Reviewed or UGC listed with Impact Factor less than 1

**(iv) Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 1 and 2
(Include 1 & 2)**

**(v) Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5
(Don't Include 2)**

**(vi) Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10
(Don't Include 5)**

**(vii) Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10
(Don't Include 10)**

S. No	Title of publications	Authors Total No. of Authors (first/ corresponding author in bold)	Name of the publishers	Year of publication	ISSN: No /etc., UGC No.	Impact Factor (as per Thomson Reuters list)	API score
1 (i)							
(ii)							
(iii)							
(iv)							
(v)							
(vi)							
(vii)							

2 (a) (i) Books Authored published by International Publishers

(ii) Books Authored published by National Publishers

(iii) Publication of Chapter in Edited Books (Not Paper/Article in Edited Books)

(iv) Editor of Book by International Publishers

(v) Editor of Book by national Publishers

2 (b) (i) Translation Work of Chapter or Research Paper

(ii) Translation Work of Book

S.No.	Book Title, editor & publisher	ISSN/ ISBN No	Whether peer reviewed	Authors	No. of co- authors	API Score
2(a) (i)						
(ii)						
(iii)						
(iv)						
(v)						
2(b) (i)						
(ii)						

- 3 (a) Development of Innovative pedagogy
- 3 (b) Design of New Curricula and Courses (ICT Based)
- 3 (c)(i) Development of Complete MOOC's in 4 Quadrant (4 Credit Course)
 - (ii) MOOCs (developed in 4 quadrant) per module / lecture
 - (iii) Content writer/subject matter expert for each module of MOOCs (at least one quadrant)
 - (iv) Course Coordinator for MOOCs
- 3 (d) (i) Development of E-Content in 4 quadrants for a Complete Course / E-Book
 - (ii) E-Content (developed in 4 quadrants) per module
 - (iii) Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least one quadrant)
 - (iv) Editor of E-Content for Complete Course / Paper / E-Book

S.No.	Book Title, editor & publisher/ MOOCs /E-content	ISSN/ ISBN No	Whether peer reviewed	Authors	No. of co- authors	API Score
3(a)						
3(b)						
3(c)						
3(d)						

- 4 (a) (i) Ph.D. Guidance (Degree Awarded)
(ii) Ph.D. Guidance (Thesis Submitted)
(iii) M.Phil./P.G Dissertation Guidance (Awarded)

S.No.	Name of the student	Title of the Thesis	Date of Award	Single/Co-guided	API Score
4(i)					
4 (ii)					
4(iii)					

- 4 (b) (i) Research Project Completed (More than 10 Lakhs)
(ii) Research Project Completed (Less than 10 Lakhs)
4 (c) (i) Research Project Ongoing (More than 10 Lakhs)
(ii) Research Project Ongoing (Less than 10 Lakhs)
4 (d) Consultancy

S.No	Title	PI/ Co-PI/ Coordinator/ dy coordinator/ member (DST/SAP etc)	Agency	Period	Grant/ Amount Mobilized (Rs Lakh)	API Score

5 (a) Patent Registered

(i) International

(ii) National

*5 (b) Policy Document (International Body/Organization/Central Govt. or State Govt.)

(i) International

(ii) National

(iii) State

S.No.	Name of the Patent / policy document	Authors Single/Co-guided	Date of Award	Date of submitted	API Score
5a					
5b					

5 (c) Awards / Fellowship

(i) International

(ii) National

S.No.	Name of the award	International/national/state	Date of Award	API Score
5c				

- *6 (a) Invited lectures
 - (i) International (abroad)
 - (ii) International (within Country)
 - (iii) National
 - (iv) State/University
- *6 (b) Resource Person
 - (i) International (abroad)
 - (ii) International (within Country)
 - (iii) National
 - (iv) State/University
- *6(c) paper presentation in Seminars/ Conferences
 - (i) International (abroad)
 - (ii) International (within Country)
 - (iii) National
 - (iv) State/University

S.No.	Title of the paper presented	Title of the Conference/ Seminar	Organized by	Whether international/ national/ state/regional/ college or university level	API Score
6a					
6b					
6c					

*6 (d) Full paper published in Conference

- (i) International (abroad)
- (ii) International (within Country)
- (iii) National
- (iv) State/University

S.No	Title with Page nos	Details of Conference Publication	ISSN/ ISBN No	No. of co-authors	Place & Dates	API Score
6a						
6b						
6c						
6d						

Total score (5b + 6)

Capping 30% of Total score (5b + 6)

Final Score : Category III

SUMMARY OF API SCORES

S.No	Criteria	Min. API	Total-API Score for Assessment Period	Remarks
I	Teaching, Learning and Evaluation related activities	Satisfactory or Good		
II	Co-curricular. Extension, Profess development etc	Satisfactory or Good		
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

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

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

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

S.No.	Details
1	
2	
3	
4	
5	
6	
7	

DECLARATION

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: