



**OSMANIA UNIVERSITY
HYDERABAD – 500 007**

**APPLICATION FORM FOR PROMOTION
UNDER CAREER ADVANCEMENT SCHEME OF THE UGC RSP – 2006
FOR TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY
(TO BE SUBMITTED IN DUPLICATE)**

OU Circular No. MR-364/360/2017/Adm.II-1, dated 12-09-2017

- i) Assistant Professor Rs.15,600-39,100+AGP Rs.7,000
- ii) Assistant Professor Rs.15,600-39,100+AGP Rs.8,000
- iii) Associate Professor Rs.37,400-67,000+AGP Rs.9,000
- iv) Professor Rs.37,400-67,000+AGP Rs.10,000

(Tick whichever is applicable)

Demand Draft No., dated, Rs. Bank:

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

- 1. Name (in Block Letters) :
- 2. a. Father's Name :
- b. Mother's Name :
- 3. Place of work :
- 4. Department & College :
- 5. Date of appointment as
 - a. Assistant Professor with AGP Rs.6,000/- :
 - b. Assistant Professor with AGP Rs.7,000/- :
 - c. Assistant Professor with AGP Rs.8,000/- :
 - d. Associate Professor with AGP Rs.9,000/- :
- 6. Current Designation &AGP :
- 7. Position and Academic Grade Pay applied for under CAS of UGC RSP 2006 :
- 8. Date of eligibility for promotion :

9. Date and Place of Birth :
 10. Gender : Male / Female
 11. Marital Status :
 12. Nationality :
 13. Category (tick the category) : OC / SC / ST / BC (A,B,C,D,E)
 14. Address for correspondence (with Pin code) :

15. Permanent Address (with Pin code) :

Mobile No. Landline No.

Email:

16. Academic Qualifications (copies of certificates to be enclosed):

| Examination | Subject(s) | Name of the Board / University | Year of Passing | Percentage of marks obtained | Division / Class / Grade |
|---------------------------|------------|--------------------------------|-----------------|------------------------------|--------------------------|
| High School / Metric | | | | | |
| Intermediate | | | | | |
| Undergraduate | | | | | |
| Post-Graduate | | | | | |
| Other examination, if any | | | | | |

17. Research Degree (s) (copies of certificates to be enclosed):

| Degrees | Title | Date and year of award | University |
|-----------------|-------|------------------------|------------|
| M.Phil. | | | |
| Ph.D. | | | |
| D.Sc. / D.Litt. | | | |

18. Appointments held prior to joining the Osmania University service:

[Enclose copies of a) Appointment Orders b) Relieving Orders c) Proceedings of the Selection Committee d) Service Certificate, etc.]

| Designation | Name of the Employer | Date of joining | Date of leaving | Salary with Grade pay | Reason for Leaving |
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19. Appointments after joining in the Osmania University:

(Enclose copies of the orders)

| Designation | Department | Date of actual joining | | Grade pay |
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20. Teaching experience:

P.G. level : years

U.G. level : years

21. Research Experience excluding years spent in pursuing M.Phil. / Ph. D : Years

22. Fields of Specification under the Subject / Discipline:

(a)

(b)

23. Orientation / Refresher Courses attended at Academic Staff Colleges:

(Enclose copies of the courses attended)

| Name of the Course | Academic Staff College / University | Duration | Sponsoring Agency |
|---------------------------|--|-----------------|--------------------------|
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Date:

Signature of the Teacher

PART B: ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC RSP 2006

[For details, see the UGC (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education)(4th Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11th July, 2016]

| | Direct Teaching Hours per week |
|---------------------|--------------------------------|
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

Category I : Teaching, Learning and Evaluation Related Activities

a) Direct teaching :

| Academic year | No. of hours allotted during the Academic year | Actual No. of hours spent during the Academic year | API Score: Actual hours spent \div 7.5 for (Asst. Prof) & 7.75 for (Assoc. Prof) |
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| Total API Score (for Assessment period) | | | |

Max. API score: 70/Academic year for Asst. Professor and 60/Academic year for Assoc. Professor

b) Examination duties (question paper setting, invigilation and evaluation of answer scripts):

| Academic Year | No. of hours spent on paper setting | No. of hours spent on invigilation | No. of hours spent on evaluation of Answer scripts | API Score: Actual hours spent \div 10 |
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| Total API Score (for Assessment period) | | | | |

Max. API score: 20/Academic year for all.

c) Innovative teaching-learning methodologies, updating of subject content/courses, mentoring, etc. :

| Academic Year | No. of hours spent during Academic year | API Score: Actual hours spent \div 10 |
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| Total API Score (for Assessment period) | | |

Max. API score: 10/Academic year for Asst. Professor and 15/Academic year for Assoc. Professor

Category II : Professional Development, Co-curricular and Extension activities

a) Student related co-curricular extension and field based activities:

| Academic Year | Actual hours spent in each of the following activity | | | Actual API Score: Total Actual hours spent per Academic year ÷ 10 |
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| | Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminars and other events) | Other co-curricular activities (cultural, sports, NSS, NCC, etc.) | Extension and dissemination activities (public / popular lectures / talks / seminars, etc.) | |
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| Total API Score (for Assessment period) | | | | |

Max. API score: 15/Academic year

b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities :

| Academic Year | Actual hours spent in each of the following activity | | Actual API Score: Actual hours spent per Academic year ÷ 10 |
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| | Administrative responsibilities (including as Dean / Principal / Head / Convenor/ similar other duties that require regular office hours for its discharge) | Participation in Board of Studies, Academic and administrative Committees | |
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| Total API Score (for Assessment period) | | | |

Max. API score: 15/Academic year

c) Professional development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination of knowledge and publication of general articles and any other contribution) :

| Academic Year | No. of hours spent during Academic year | Actual API Score: Actual hours spent ÷ 10 |
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| Total API Score (for Assessment period) | | |

Max. API score: 15/Academic year

Category III : Research and Academic Contributions

Note-1:

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

- (i) papers 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.

Note-2:

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.

A) Research papers published:

(Enclose the list and copies of the relevant research publications)

| Year | Activity | API Score | |
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| | Research Publications | Refereed journals as notified by the UGC <i>(Max. 25 per Publication)</i> | Other journals of repute as notified by the UGC <i>(Max. 10 per Publication)</i> |
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| Total API Score (for Assessment period) | | | |

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

(Enclose the list and copies of the relevant publications)

| Year | <u>Activity:</u> Text/Reference books published by International Publishers, with ISBN/ISSN number | <u>API Score:</u> <i>(Max. 30 per book for single author)</i> |
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| Total API Score (for Assessment period) | | |

| Year | <u>Activity:</u> Subject books published by National Level publishers, with ISBN/ISSN number or state / Central Government publications | <u>API Score:</u> (Max. 20 per book for single author) |
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| Total API Score (for Assessment period) | | |

| Year | <u>Activity:</u> Subject books published by other local publishers, with ISBN/ISSN number | <u>API Score:</u> (Max. 15 per book for single author) |
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| Total API Score (for Assessment period) | | |

| Year | <u>Activity:</u> Chapters in books published by National and International Level publishers, with ISBN/ISSN number | <u>API Score for</u> (Max. API Score: International-10 per Chapter and National-05 per chapter) |
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| Total API Score (for Assessment period) | | |

C) Research Projects (Enclose the copies of the relevant sanction letters of the projects):

| Year | Activity | API Score for Faculties of Science / Engineering / Technology <i>(API Score for major projects with grants above Rs. 30 lakhs is 20 per project, for those with grants above Rs. 5 lakhs up to 30 lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 5 lakhs is 10 per project)</i> | API Score for Faculties of Arts / Social Sciences/ Law/ Education/ Commerce / Management <i>(API Score for major projects with grants above Rs. 5 lakhs is 20 per project, for those with grants above Rs. 3 lakhs up to 5 lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 3 lakhs is 10 per project)</i> |
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| | Sponsored Projects | | |
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| Total API Score (for Assessment period) | | | |

| Year | Activity | API Score for Faculties of Science/ Engineering/Technology <i>(API Score for amount mobilized with a minimum of Rs. 10 lakhs is 10 for every Rs. 10 lakhs)</i> | API Score for Faculties of Arts/ Social Sciences/ Law/ Education/ Commerce/ Management <i>(API Score for amount mobilized with a minimum of Rs. 2 lakhs is 10 for every Rs. 2 lakhs)</i> |
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| | Consultancy Projects | | |
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| Total API Score (for Assessment period) | | | |

| Year | Activity | API Score for Faculties of Science/ Engineering/ Technology <i>(API Score for Patent/ Technology transfer/ Product/ Process : 30 for each International and 20 for each National level Patent or Output)</i> | API Score for Faculties of Arts/ Social Sciences/ Law/ Education/ Commerce/ Management <i>(API Score for Major policy documents prepared for International bodies like WHO/ UNO/ UNESCO/ UNICEF, etc and for Central/ State/Local bodies: 30 for International bodies, 20 for Central Govt., 10 for State Govt. and 5 for Local bodies)</i> |
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| | Projects Outcome / Outputs <i>(Enclose the relevant documents)</i> | | |
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| Total API Score (for Assessment period) | | | |

D) Research Guidance (Enclose the list candidates awarded/submitted):

| Year | Activity: Guiding Ph.D. / M.Phil. | API Score: <i>(API Score: 15 for each Ph.D. degree awarded, 10 if the Ph.D. thesis is submitted and 5 for each M.Phil. degree awarded)</i> |
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| Total API Score (for Assessment period) | | |

E) Fellowships/Awards and Invited Lectures delivered in conferences/seminars:

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

| Year | Activity: Fellowships/Awards from academic bodies / academic associations <i>(Enclose the copies of the certificates)</i> | API Score: <i>(API Score: 15 for International Award/Fellowship, 10 for National Award/Fellowship and 5 for State/University level Award)</i> |
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| Total API Score (for Assessment period) | | |

| Year | Activity: Invited Lectures / Paper presentations <i>(Enclose the copies of the certificates)</i> | API Score: <i>(API Score: 7 per lecture and 5 per paper presented at International level, 5 per lecture and 3 per paper presented at National level, and 3 per lecture and 2 per paper presented at State/University level)</i> |
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| Total API Score (for Assessment period) | | |

F) Development of e-learning delivery process / material:

| Year | E-learning modules / material developed | API Score: (10 per Module developed) |
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| Total API Score (for Assessment period) | | |

Summary of API Scores

| Category | Criteria | Last Academic Year | Total API Score for Assessment period | Annual average API score for Assessment period |
|-----------------|--|---------------------------|--|---|
| I | Teaching Learning and Evaluation related activities | | | |
| II | Professional development Co-curricular and Extension activities | | | |
| III | Research and Academic Contributions | | | |
| | Total : II + III | | | |

PART C: OTHER RELEVANT INFORMATION

(Give details of any other credentials, significant contributions, awards received, etc. that are not mentioned in the application form)

| Year | Details (enclose copies of relevant certificates/documents) |
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List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

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| 1. | 6. |
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| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher
Designation

Counter signed by:

Head of the Department

Principal
with College seal

Note:

1. The Individual API proforma duly filled along with all enclosures will only be verified by the University and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.
2. The applicants of Library Information and Science may refer to Appendix– III, Table- VII of UGC (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education)(4th Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11th July, 2016 (available in the University website) for weightages and API Scores.
3. For further information, the applicants may go through the above cited UGC Regulations (4th Ammendment) issued on 11.07.2016.