

**OSMANIA UNIVERSITY**

**HYDERABAD – 500 007**

**APPLICATION FORM FOR UPGRADATION / PROMOTION**

**UNDER CAREER ADVANCEMENT SCHEME OF THE UGC RSP – 2016**

**FOR TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY**

***(TO BE SUBMITTED IN DUPLICATE)***

**OU Circular No. MR-112/3/2024/Adm.II.1, dated 07.01.2025**

1. **Assistant Professor with Academic Level – 11 – Pay Scale: Rs.68,900-2,05,500**
2. **Assistant Professor with Academic Level – 12 – Pay Scale: Rs.79,800-2,11,500**
3. **Associate Professor with Academic Level – 13A – Pay Scale: Rs.1,31,400-2,17,100**
4. **Professor with Academic Level – 14 – Pay Scale: Rs.1,44,200-2,18,200**

***(Tick whichever is applicable)***

Transaction / Receipt No. .........................., dated ………………, for the payment of Rs.5000/-

Name of the Bank: …………….

**PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. **Name (in Block Letters) :**
2. **a. Father’s Name :**

**b. Mother’s Name :**

1. **Place of work (Department & College) :**

1. **Date of appointment as**
2. **Assistant Professor with Academic Level – 10 - :**
3. **Assistant Professor with Academic Level – 11 - :**
4. **Assistant Professor with – Academic Level – 12 - :**
5. **Associate Professor with Academic Level – 13A - :**
6. **Current Designation & with Academic Level :**
7. **Applied for Academic Level :**
8. **Date of eligibility for upgradation/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. ……………………………… Land line No. ……………………..

Email:

1. **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** |
| **SSC/Xth Std.** |  |  |  |  |  |
| **Intermediate/**  **XIIth Std.** |  |  |  |  |  |
| **Undergraduate** |  |  |  |  |  |
| **Post-Graduate** |  |  |  |  |  |
| **Other examinations,**  **if any** |  |  |  |  |  |

1. **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.** |  |  |  |

1. **Furnish the following Registration IDs:**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Particulars** | **Registration Number** |
| **1.** | **Google Scholar ID & Citations, H-Index, I-10 and I-20 Index** |  |
| **2.** | **Scopus ID** |  |
| **3.** | **Web of Science** |  |
| **4.** | **INFLIBNET-VIDWAN ID** |  |
| **5.** | **ORCID** |  |

1. **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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1. **Appointments after joining in the Osmania University:**

(Enclose copies of the orders)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Department** | **Date of actual joining** | | **Grade pay** |
| **From** | **To** |
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1. **Teaching experience:**

**P.G. level : Years**

**U.G. level : Years**

1. **Research Experience excluding years**

**spent in pursuing M.Phil. / Ph. D : Years**

1. **Fields of Specification under the Subject / Discipline:**

**(a)**

**(b)**

1. **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

Designation

**PART B:**

**ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHERS**

**FOR UPGRADATION/PROMOTION UNDER CAS OF UGC RSP 2016**

[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) UGC Regulation No. F.11-2/2017/CPS, dated 18th July, 2018.]

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

**Appendix-II**

**Table-I**

**Teaching**

1. **Teaching :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic year** | **Total classes taught and No. of hours spent during the Academic year** | **Total classes assigned** | **2÷ 3 × 100%** | **Grading** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
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**Grading Criteria - 80% and above: Good, Below 80% & above 70%: Satisfactory and**

**Less than 70%: Not satisfactory.**

**Involvement in the University / College students related activities / research Activities**

(Enclose the certificates / documents indicating evidence)

1. **Administrative responsibilities such as Head, Chairperson/ Dean / Director / Co-Ordinator, Warden, etc.**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Administrative Responsibilities** | **Grading** |
|  |  |  |
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**Grading Criteria - At least 3 Activities: Good, 1-2 Activities: *Satisfactory and***

**not involved in any Activities: Not Satisfactory**

1. **Examination and Evaluation duties assigned by the college / University or attending the**

**examination papers evaluation:**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Nature of duties attended** | **Grading** |
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**Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and**

**not involved in any Activities: Not Satisfactory**

1. **Student related co-curricular, extension and field based activities such as Student Clubs, Career Counseling, Study Visits, Students Seminars and other events, Cultural, Sports, NCC, NSS and Community Services:**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Nature of co-curricular Activities** | **Grading** |
|  |  |  |
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**Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and**

**not involved in any Activities: Not Satisfactory**

1. **Organizing Seminars/ Conferences/ Workshops, other College / University activities**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Seminars/ Conferences/ Workshops Organized** | **Grading** |
|  |  |  |
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|  |  |

**Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and**

**not involved in any Activities: Not Satisfactory**

1. **Evidence of actively involved in guiding Ph.D. students :**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Number of students Guided during the Assessment Period** | **Grading** |
|  |  |  |
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**Grading Criteria - At least 3: Good, 1-2: Satisfactory and**

**not guided: Not Satisfactory**

1. **Conducting Minor or Major Research Project sponsored by National or International Agencies :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Year** | **Minor Research Project**  **(National)** | **Minor Research Project**  **(International)** | **Major Research Project**  **(National)** | **Major Research Project**  **(International)** | **Grading** |
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**Grading Criteria - At least 3: Good, 1-2: Satisfactory and**

**none: Not Satisfactory**

1. **Al least one single or joint publication in peer reviewed or UGC list of journals :**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Peer-Reviewed / UGC listed journals** | **Grading** |
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**Grading Criteria - At least 3: Good, 1-2: Satisfactory and**

**none: Not Satisfactory**

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

**Overall Grading:**

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

***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 Category No.1 and Category No.II, 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.*

**Appendix-II**

**Table-II**

**Academic / Research Activities**:

**Note 1:**

*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):*

1. *Papers in refereed journals without impact factor - 5 Points*
2. *Papers with impact factor less than 1 - 10 Points*
3. *Papers with impact factor between 1 and 2 - 15 Points*
4. *Papers with impact factor between 2 and 5 - 20 Points*
5. *Papers with impact factor between 5 and 10 - 25 Points*
6. *Papers with impact factor above 10 - 30 Points.*
7. *Two authors: 70% of total value of publication for each author*
8. *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.*
* *Paper presented can be claimed only once if it is a part of edited book and/or proceedings.*
* *For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor, both shall get 7 marks each.*
* *\*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) on Policy Document and 6 on Invited lectures / Resource Person/Paper Presentation below shall have an upper capping of thirty percent of the total research score of the teacher concerned.*
* *The research score shall be from the minimum of three categories out of six categories.*

**Note 2:**

*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 acknowledgement for patent filing and approval letters, Students’ Ph.D award letter, etc.*

1. **Research papers published in Peer-Reviewed or UGC listed Journals:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Research Publications in Peer-reviewed or UGC-CARE listed Journals** | **Research Score** | | **Total**  **Research Score** | **Index**  **(Page No.)** |
| **Faculty of Sciences/ Engineering , informatics & Technology other related disciplines** | **Faculty of Arts/Languages/ Social Sciences/ library/ Education/ Physical Education/ Commerce / Management & other related disciplines** |
| **8 marks per paper** | **10 marks per paper** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Please attach separate sheet clearly indicating the names and page numbers of the publications / Journals, along with reprints of the complete publications.** | | | | | |
| **Total Research Score** | | |  |  |  |

**(See the Note given above for possible augmentation/sharing of Research score)**

1. **Publications (Other than Research papers)**

**(a) Books authored which are published by:**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Books authored** | | **05 marks per Chapters in Edited Book** | **Editor of Book** | | **Total**  **Research Score** |
| **12 marks per International Publishers** | **10 marks per National**  **Publishers** | **10 marks per International Publishers** | **08 marks per National Publishers** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Please attach separate sheet clearly indicating the names and page numbers of the publications along with reprints of the complete publications.** | | | | | |
| **Total Research Score** | | | | | |  |

**2(b) Translation works in Indian and Foreign languages by Qualified Faculties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Chapter or Research Paper/**  **Book** | **3 marks Per Chapter** | **8 marks Per Book** | **Total**  **Research Score** |
|  |  |  |  |  |
| **Please attach separate sheet clearly indicating the names and page numbers of the translation work.** | | | | |
| **Total Research Score** | | | |  |

1. **Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula**

***(Enclose the list and copies of the relevant documents)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **3 (a)** | **3 (b)** | **Total**  **Research Score** |
| **5 marks per Development of Innovative pedagogy** | **2 marks per each**  **Design of new curricula and courses** |
|  |  |  |  |
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|  | **Total Research Score** | |  |

**3 (c) MOOCs**

***(Enclose the list and copies of the relevant documents)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Development of complete MOOCs in 4 quadrants (4 credits course) ( In case of MOOCs of lesser credits 05 Marks/credit)**  **20 marks per completed MOOCs** | **MOOCs (developed in 4 quadrant)**  **5 marks per module/lecture** | **Content writer/Subject matter expert for each module of MOOCs (at least one quadrant)**  **2 marks per module** | **Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credits) 8 marks per course** | **Total**  **Research Score** |
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| **Total Research Score** | | | | |  |

**3 (d) e-content**

***(Enclose the list and copies of the relevant documents)***

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| --- | --- | --- | --- | --- | --- |
| **Year** | **Development of e-content in 4 quadrants for a complete course/ e-book**  **12 marks per e-content** | **e-content (developed in 4 quadrants)**  **05 marks per e-content module** | **Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)**  **02 marks per e-content module** | **Editor of e-content for complete course /paper/ e-book**  **10 marks per Editing** | **Total**  **Research Score** |
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| **Total Research Score** | | | | |  |

**4. a) Research Guidance:**

**(*Enclose evidence of Degree awarded / Thesis submitted)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Activity:** | | | **Total**  **Research Score** |
| **Guiding Ph.D** | | **Guiding M. Phil. / P.G. dissertation**  **2 marks per Degree awarded** |
| **10 marks per degree awarded** | **05 marks per thesis submitted** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please enclose the copies of press notes / dissertation of students** | | | | |
| **Total Research Score** | | | |  |

**4. Research Projects / Consultancy*:***

**(*Enclose the copies of the relevant sanction letters of the projects)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **4 (b) Research Projects completed** | | **4(C) Ongoing Research Projects** | | **4 (d) Consultancy**  **03 marks per Project** | **Total**  **Research Score** |
| **10 marks per Project more than 10 lakhs** | **05 marks per Project less than 10 lakhs** | **05 marks per Project more than 10 lakhs** | **02 marks per Project less than 10 lakhs** |
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| **Total Research Score** | | |  | | | |

**5. (a) Patents**

**(*Enclose the copies of the relevant documents)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Title of the Patent** | | **Total**  **Research Score** |
| **10 marks per International patent** | **7 marks per National patent** |
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| **Total Research Score** | | |  |

**5 (b) \*Policy Document (Submitted to an International body/organization like UNO/UNESCO/World bank/International monetary fund etc. or Central Government or State Government)**

**(*Enclose the copies of the relevant documents)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Name of the Policy document** | | | **Total**  **Research Score** |
| **10 marks per International Policy document** | **7 marks per National Policy document** | **4 marks per State Policy document** |
|  |  |  |  |  |
|  |  |  |  |  |
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| **Total Research Score** | | | |  |

\*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) on Policy Document above and 6 on Invited lectures / Resource Person/Paper Presentation below shall have an upper capping of thirty percent of the total research score of the teacher concerned.

**5 (c) Fellowships/Awards**

**(*Enclose the copies of the relevant documents)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Fellowships/Awards** | | **Total**  **Research Score** |
| **7 marks per International Fellowships/Awards** | **5 marks per national Fellowships/Awards** |
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|  |  |  |  |
| **Total Research Score** | | |  |

**6. \*Invited Lectures/ Resource Person/ Paper Presentation in Seminar/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)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Invited Lectures/ Resource Person/ Paper Presentation in Seminar/Conferences/Full Paper in Conference Proceedings** | | | | **Total**  **Research Score** |
| **07 marks per Paper International (Abroad)** | **05 marks per Paper International (within country)** | **03 marks per Paper National** | **02 marks per Paper State/University** |
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|  |  |  |  |  |  |
| **Total Research Score** | | | | |  |

**(*Enclose the copies of the relevant documents)***

\*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 above shall have an upper capping of thirty percent of the total research score of the teacher concerned.

**List of Enclosures:**

1. **6.**
2. **7.**
3. **8.**
4. **9.**
5. **10.**

**Undertaking:**

**I certify that, the above information provided is correct as per records available and to the best of my knowledge. If any of the above information is found to be incorrect at any point of time, the University may take disciplinary action against me as per University Rules.**

Date: Signature of the Teacher

Designation

**Counter signed by:**

Head of the Department Principal with College seal