



**OSMANIA UNIVERSITY
HYDERABAD – 500 007**

**APPLICATION 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- 270/58/2022-23/Adm-II.1, Dated 31-12-2022

- i) Assistant Professor with Academic Level – 11 – Pay Scale: Rs.68,900-2,05,500**
 - ii) Assistant Professor with Academic Level – 12 – Pay Scale: Rs.79,800-2,11,500**
 - iii) Associate Professor with Academic Level – 13A – Pay Scale: Rs.1,31,400-2,17,100**
 - iv) Professor with Academic Level – 14 – Pay Scale: Rs.1,44,200-2,18,200**
- (Tick whichever is applicable)*

Demand Draft No., dated, Rs. 5000/. 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 (Department & College) :**
- 4. Date of appointment as**
 - a. Assistant Professor with Academic Level – 10 - :**
 - b. Assistant Professor with Academic Level – 11 - :**
 - c. Assistant Professor with – Academic Level – 12 - :**
 - d. Associate Professor with Academic Level – 13A - :**
- 5. Current Designation & with Academic Level :**
- 6. Applied for Academic Level :**
- 7. Date of eligibility for upgradation/promotion :**
- 8. Date and Place of Birth :**
- 9. Gender : Male / Female**

- 10. Marital Status** :
- 11. Nationality** :
- 12. Category (tick the category)** : **OC / SC / ST / BC (A,B,C,D,E)**
- 13. Address for correspondence (with Pin code)** :
- 14. Permanent Address (with Pin code)** :

Mobile No. Land line No.

Email:

15. 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/X th Std.					
Intermediate/ XII th Std.					
Undergraduate					
Post-Graduate					
Other examinations, if any					

16. 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.			

17. 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

18. Appointments after joining in the Osmania University:

(Enclose copies of the orders)

Designation	Department	Date of actual joining		Grade pay
		From	To	

19. Teaching experience:

P.G. level : years

U.G. level : years

20. Research Experience excluding years spent in pursuing M.Phil. / Ph. D

: Years

21. Fields of Specification under the Subject / Discipline:

(a)

(b)

22. 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

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

a) Teaching :

Academic year	Total classes taught and No. of hours spent during the Academic year	Total classes assigned	$2 \div 3 \times 100\%$	Grading
(1)	(2)	(3)	(4)	(5)

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)

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

Academic Year	Administrative Responsibilities	Grading

Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and not involved in any Activities: Not Satisfactory

b) Examination and Evaluation duties assigned by the college / University or attending the examination papers evaluation:

Academic Year	Nature of duties attended	Grading

Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and not involved in any Activities: Not Satisfactory

c) 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

Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and not involved in any Activities: Not Satisfactory

d) Organizing Seminars/ Conferences/ Workshops, other College / University activities

Academic Year	Seminars/ Conferences/ Workshops Organized	Grading

Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and not involved in any Activities: Not Satisfactory

e) Evidence of actively involved in guiding Ph.D. students :

Academic Year	Number of students Guided during the Assessment Period	Grading

Grading Criteria - At least 3: Good, 1-2: Satisfactory and not guided: Not Satisfactory

f) **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

Grading Criteria - At least 3: Good, 1-2: Satisfactory and none: Not Satisfactory

g) **At least one single or joint publication in peer reviewed or UGC list of journals :**

Academic Year	Peer-Reviewed / UGC listed journals	Grading

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):*
 - (i) *Papers in refereed journals without impact factor - 5 Points*
 - (ii) *Papers with impact factor less than 1 - 10 Points*
 - (iii) *Papers with impact factor between 1 and 2 - 15 Points*
 - (iv) *Papers with impact factor between 2 and 5 - 20 Points*
 - (v) *Papers with impact factor between 5 and 10 - 25 Points*
 - (vi) *Papers with impact factor above 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.*
- *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)

2) 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				

3. 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	
	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
	Total Research Score				

3 (d) e-content

(Enclose the list and copies of the relevant documents)

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
	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		
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	
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	
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	
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	
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 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