



OFFICE OF THE DEAN ACADEMIC AFFAIRS  
ADIKAVI NANNAYA UNIVERSITY  
RAJAMAHENDRAVARAM

No. ANUR/AA/CAS/2017

February 10, 2017

**CIRCULAR**

Sub: ANUR – AA – University Teachers – UGCRPS- 2006 – Career Advancement Scheme – Applications for award of next higher-grade (AGP) and promotion of Associate Professor/Professor – Called for –Circular – Issued.

Ref: 1. G.O.Ms.No.14, Higher Education (UE.II) Dept., dated 20/02/2010.  
2. Orders of the Vice-Chancellor Dated :19.08.2016  
3. Draft Circular approval dated : 10.02.2016

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It is proposed to consider the promotion/award of next higher grade of the university teachers, whose eligibility falls on or before **31.01.2017**, under Career Advancement Scheme in terms of the Govt. Orders and UGC guidelines issued from time to time. Therefore, applications from the Assistant Professors/Associate Professors who are eligible for the following next higher grade/promotion, as the case may be, are called for in the prescribed proforma and supporting documents etc., in quadruplicate through proper channel to the Dean, Academic Affairs along with soft copy on or before **27.02.2017** for consideration as per rules :

- 1) Assistant Professor Rs.15600-39100 + AGPRs. 7,000/-
- 2) Assistant Professor Rs.15600-39100 + AGPRs. 8,000/-
- 3) Associate Professor Rs.37400-67000 + AGPRs. 9,000/-
- 4) Professor Rs.37400-67000 + AGPRs. 10,000/-

The University will not process the applications of those who do not fulfill the required eligibility criteria as prescribed in various Govt. Orders/UGC guidelines/clarifications issued for the purpose from time to time.

The Bio-Data, Performance Based Appraisal Report can be downloaded from the ANUR Website at [www.nannayauniversity.info](http://www.nannayauniversity.info)

The teachers are requested to refer to the G.O.Ms.No.14, Higher Education (UE.II) Department, dated 20/02/2010 and 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 - 2010 ([www.ugc.ac.in](http://www.ugc.ac.in)).

*S. Teki*

(S. Teki)

Dean, Academic Affairs

To

All the Principals of University Colleges  
All the Heads of Departments

With a request to circulate among the staff members

Copy to:-

1. All the Deans.
2. The Web Master, University Website with a request to place the Bio-data, Performance Based Appraisal Report in the University Website.
3. The Finance Officer
4. The Deputy Registrar
5. The Supdt. ( Estt)
6. The Secretary to the Vice-Chancellor
7. PA to Registrar.
8. OOF

**ELIGIBILITY CONDITIONS FOR PROMOTIONS UNDER C.A.S.**

**Minimum Academic Performance and Service Requirements for Promotion of Teachers in Universities and Colleges**

S. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses	<ul style="list-style-type: none"> <li>(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III.</li> <li>(ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.</li> <li>(iii) Screening cum Verification process for recommending promotion.</li> </ul>
2.	Assistant Professor / equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III</li> <li>(ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.</li> <li>(iii) Screening cum Verification process for recommending promotion.</li> </ul>
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<ul style="list-style-type: none"> <li>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table IIA/II(B) of Appendix III.</li> <li>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.</li> <li>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</li> <li>(iv) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</li> </ul>

S. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II(A)/II(B) of Appendix III. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix III.</p>

**\*NOTE:** For any further details, please go through the University Grants Commission website

**MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)**

		Assistant Professor/ equivalent cadres Stage 1 to Stage 2:	Assistant Professor/ equivalent cadres: Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching-learning, Evaluation Related Activities (Category – I)	75/Year	75/Year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices. 20% - Interview performance	30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance

\* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

**ADIKAVI NANNAYA UNIVERSITY**

**APPLICATION FOR PROMOTION FROM \_\_\_\_\_ TO \_\_\_\_\_  
UNDER CAREER ADVANCEMENT SCHEME (CAS)**

***Candidates eligible for promotion up to 31.01.2017 can apply  
Last Date for Submission of Application – 27.02.2017***

1. Name of the Teacher (in Capital Letters) :
2. Present Designation / Department / College :
3. Date of joining AU service in first Teaching post :
4. Date of joining in the present Stage/Position :
5. Date of eligibility for promotion :
6. Present Pay Band + AGP in Revised Applicable Pay Band :
7. Effective date of Present Pay Band + AGP in Revised Applicable Pay Band :
8. Details of qualifying service already rendered up to the present Stage/ Position :

S. No.	Designation / Stage	Qualifying Service		Total Number of years
		From	To	

9. Academic Qualifications (Starting from Matriculation / SSC) :

Examination Passed	Name of the University	Year of Passing	Class Secured	% of Marks	Rank	Subjects / Specialization

10. Research Qualification, i.e., Ph.D./ M. Phil. / LLM / M. Tech. / M.E. :  
Give full details with Subject Specialization; date of award and name of the Guide & University under whom worked (attested copies to be enclosed)

11. Publications :  
Journals (reputed national/international with impact factor, Books, etc.)  
(Pl. see Appendix for details)
12. Details of participation in Orientation/ Refresher Courses / Summer Institutes of approved duration :
13. Address for Communication :  
e-Mail / Telephone / Mobile of the Teacher
14. Have you previously applied for the same post after getting eligibility : Yes / No

Station :

**SIGNATURE OF THE APPLICANT**

## APPENDIX

**PERFORMANCE-BASED APPRAISAL SYSTEM (PBAS) &  
ACADEMIC PERFORMANCE INDICATORS (APIS)  
FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)  
(FACULTIES OF ARTS & COMMERCE / LAW / SCIENCES / PHARMACEUTICAL  
SCIENCES / ENGINEERING)**

### SECTION – A : GENERAL

1.	Name and Designation of the Faculty	:	
2.	Name of the Department / College	:	
3.	Address for Communication e-Mail / Telephone / Mobile of the Faculty	:	
4.	YEAR OF PERFORMANCE APPRAISAL <b>[To be submitted year wise]</b>	:	

### SECTION – B :

#### CATEGORY – I : TEACHING, LEARNING AND EVALUATION-RELATED ACTIVITIES

CATEGORY – I (A) : ESSENTIAL				
S. No.	Nature of Activity	Details of the activity to be provided by the applicant along with copies of evidence	Maximum API Score	Score awarded by the University
1.	Lectures taken as percentage of lectures allocated		20*	
2.	Seminars, tutorials, practicals, contact and counseling hours undertaken as percentage of those actual allocated		20@	
3.	Lectures or other teaching duties / Additional Workload in excess of UGC norms		10	
4.	Imparting of knowledge / instruction vis a vis with the prescribed material (Text book / Manual etc) and methodology of the curriculum		20\$	
5.	College / University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted		10#	
6.	College / University examination / Evaluation duties for internal/continuous assessment work as allotted		10%	
7.	Additional examination work such as coordination, invigilation, flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty)		10&	
			<b>100</b>	

* Below 75% = 0; 76-80% = 8; 81-85% = 12; 86-90% = 14; 91-95% = 16; 96-100% = 20
@ Seminars = 10; Tutorials / Practicals = 10; Counseling / Contact hours = 5 (Up to a maximum of 20)
\$ Lesson Plans/Teaching Schedule = 10; Students' Feedback = 10
# University examination duties = 5; Question Bank & Evaluation of answer scripts = 5
% Assignment = 5 Internal Assessment = 5
& Invigilation = 5; Chief Teacher Associate / Observer/Squad member etc. = 5

**CATEGORY – I (B) : DESIRABLE**

S. No.	Nature of Activity	Details of the activity to be provided by the applicant along with copies of evidence	Maximum API Score	Score awarded by the University
1.	Use of Innovative teaching-learning methodologies, use of ICT; Updated subject content and course improvement (each 5 marks up to a maximum of 10) : a. ICT Based Teaching material : b. Interactive Courses : c. Participatory Learning modules :		10	
2.	Developing and imparting Remedial / Bridge Courses and Counseling modules		10*	
3.	Developing and imparting soft skills/communication skills/personality development courses/modules		10**	
4.	Developing and imparting specialized teaching – learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas/ preparing students for seminars/posters/ G.Discussions etc.		10	
5.	Organizing and conduction of popularization programmes / training courses in computer assisted teaching / web-based learning and e-library skills to students		10	
			<b>50</b>	
* Remedial = 5; Bridge Course & Counseling = 5				
** Soft Skills = 5; Communication skills/Personality Development courses/Modules = 5				

**CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES**

**CATEGORY – II (A) : CO-CURRICULAR AND EXTENSION ACTIVITIES**

S. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score	Score awarded by the University
1.	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes.		10	

2.	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity / Exhibition		10	
3.	Community Service, Social Orientation and other Student Mentoring Activities through NSS/NCC/NSO/other Governmental and non-Governmental channels		10	
4.	Students and Staff Related Socio Cultural and Sports Programmes (intra/interdepartmental and intercollegiate)		05	
5.	Professional Ethics and Campus Development Activities like Institutional infrastructure projects, Co-curricular student educational programme like Environmental Education etc. and value based programmes, and Programmes in the TV/Radio Channels.		05	
			<b>40</b>	

**CATEGORY – II (B) : PROFESSION-RELATED CONTRIBUTION**

S. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score	Score awarded by the University
1.	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator and any other membership of 10 institutional Committees		10	
2.	Membership in profession related committees at state and national level		10	
3.	Participation in subject associations, conferences, seminars without paper presentation		05	
4.	Participation in short-term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance		05	
5.	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications.		05	
			<b>35</b>	



<b>CATEGORY – III : RESEARCH AND ACADEMIC CONTRIBUTIONS</b>				
S. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score (per each publication)	Score awarded by the University
<b>III(A) – Research Publications (Journals)</b>				
1.	Referred Journals with impact factor 1.0 and below 2.0		22	
2.	Referred Journals with impact factor 2.1 and below 5.0		25	
3.	Referred Journals with impact factor 5.1 and below 10.0		30	
4.	Referred Journals with impact factor less than one indexed		18	
5.	Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by the university and hosted in its website		15	
6.	Non impact factor National level research papers in non-Referred/ journals but having ISBN/ISSN numbers and the list of journals prepared by the UGC and hosted in its website		15	
7.	Full papers in conference proceedings, etc. (Abstracts not to be included)		10	
			135	
<b>III(B) – Research Publications (Books, chapters in books, other than referred journal articles)</b>				
8.	Text or Reference Books Published by International Publishers with an established peer review system		50 / sole author; 10 / chapter in an edited Book	
9.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers		25 /sole author, and 5/ chapter in edited books	
0.	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories		5 / Chapter	

<b>III(C) - Research Projects</b>				
S. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score (per each Project)	Score awarded by the University
<b>III (C) (i) – Sponsored Projects carried out / ongoing</b>				
1.	(a) Major Projects amount mobilized with grants above 30.00 lakhs		20	
	(b) Major Projects amount mobilized with grants above 5.00 lakhs up to Rs.30.00 lakhs		15	
	(c) Minor projects from central / state funding agencies with grants below Rs.5.00 lakhs		10	
<b>III (C) (ii) - Consultancy Projects Carried out / On-going :</b>				
1.	Amount mobilized with minimum of Rs.5.00 lakhs		10 per every Rs.5.00 Lakhs	
<b>III (C) (iii) - Completed Projects : Quality Evaluation</b>				
1.	Completed project Report (Acceptance from funding agency)		20 /each major project and 10 each minor project	
<b>III (C) (iv) - Projects Outcome / Outputs</b>				
1.	Patent/Technology transfer/ Product/Process		30 each output or outcome for national patents etc / 50 each for International patents etc.	
<b>III (D) - Research Guidance :</b>				
<b>III (D) (i) - M. Phils./M. Tech. / M. Pharm</b>				
	Degree awarded		5 / each	
	Thesis submitted		2 / each	
<b>III (D) (ii) - Ph.Ds.</b>				
	Degree awarded		10 / each	
	Thesis submitted		7 / each	
<b>III(E) - Training Courses and Conference / Seminar/ Workshop Papers</b>				
<b>III(E)(i) – Research Methodology / Workshops</b>				
	a. Research Methodology course (not less than three weeks) / Workshops of not less than one week duration		20 / each event	

<b>III (E) (ii) - Conferences / Seminars / Workshops, etc. conducted</b>				
	b. International conference / Seminar / Symposia		20 / each	
	c. National conference / Seminar / Symposia		10 / each	
	d. State level / University / College level seminar / conference / symposia		5 / each	
<b>III (E) (iii) – Papers presented in Conferences/Seminars/Workshops, etc.</b>				
	Participation and Presentation of research papers (oral/poster) in			
	a) International / Foreign conference etc.,		7.5 Each	
	b) National		7.5 Each	
	c) Regional /State level		5 each	
	d) Local – University / College level		3 each	
<b>III(E) (iv) - Invitations for Conferences/Seminars/Workshops/Symposia to deliver lectures/and/or chair sessions</b>				
	a) International /Foreign conference etc.		10 Each	
	b) National		7.5 Each	
	c) Regional /State level		5 each	
	d) Local – University / College level		5 each	
<b>III(F) (i) - Awards / Honours / Recognitions / Fellowship titles / Post-doctoral Research degrees like D.Sc., D.Litt., etc.</b>				
S. No.	Nature of Activity	Details of the activity to be provided by the applicant	Maximum API Score	Score awarded by the University
	a. Awards by Foreign Universities / Accredited International Bodies		50 / each	
	b. National: by UGC,CSIR, DST, DBT, ICAR & other Government bodies and Professional Academies like Bhatnagar Award etc.		50 / each	
	c. State/University level		20 / each	
	d. Regional / local		10 / each	
<b>III(F) (ii) - Honours / Recognitions :</b>				
	a. Foreign countries / Governments & International bodies like UNESCO etc.		50 / each	
	b. National like Padma Sri etc.			
	c. State level/University level		50 / each	
	d. Regional/local by GO/NGOs/Rotary/ Lions etc.		20 / each	
	e. Professional Subject Based Associations		5 / each	
			5 / each	

<b>III(F) (iii) - Fellowship Titles</b>			
	a. Foreign universities/bodies like FRCP, FRCS, etc.		50 / each
	b. Indian Science & other Academies like Fellow of Indian National Science Academy, FNA, FNASC, FAMS etc.		50 / each
	c. Discipline specific National level Associations		10 / each
<b>III(F) (iv) - Postdoctoral Degrees</b>			
	D. Sc from a university based on post-doctoral thesis		50 / each