

**KRISHNA UNIVERSITY****MACHILIPATNAM****Eligibility and Instruction for filling up of the Application****A. ELIGIBILITY**

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 LL.M, M.Tech., M.V.Sc., M.D. or six years of service who are without Ph.D./ M.Phil. / PG Degree in Professional Courses.	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC. (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3.	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC. (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. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professor with completed service of three years in Stage 3.	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC. (ii) At least three publications in the entire period as Assistant Professor. (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. (iv) A selection committee process as specified by UGC.

4	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with completed service of three years in Stage 4.	<p>(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) At least five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as specified by UGC.</p>
5	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service.	<p>(i) Minimum cumulative API scores for the assessment period using PBAS scoring proforma developed by the UGC.</p> <p>(ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) additional research degrees like D.Sc., D.Litt., LL.D., etc.</p> <p>(iii) A review process by an Expert Committee as specified by UGC.</p>

NB: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs 6000, 7000, 8000, 9000, 10000 and 12000, respectively.

B. INSTRUCTIONS FOR FILLING APPLICATION

1. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting application and the required PBAS proforma.
2. 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.
3. (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.
(b) 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.
4. The applicant should have completed the minimum eligibility period of service and other mandatory requirements regarding the minimum API scores as per the latest regulations of UGC.
5. For categories II and III API score has to be computed for the entire assessment period.
6. The required number of assessment year for each category will be considered before the date of eligibility. So the applicant has to provide details accordingly.
7. Document evidences must be submitted for all claims.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee.

Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor		Self Assessment Score (to be filled by the Candidate)	Verified API Score (For Office use)	Annexure along with description on a separate page (Page No.)
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score			
	a) Direct Teaching	70	Actual hours spent per academic year ÷ 7.5	60	Actual hours spent per academic year ÷ 7.75	60	Actual hours spent per academic year ÷ 7.75			
	b) Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10			
	c) Innovative Teaching – learning methodologies, Updating of subject contents /courses, mentoring etc.	10	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10			

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Brief Explanation: Based on the teacher’s self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category – II	Nature of Activity	Maximum API Score	Actual Score	Self Assessment Score (to be filled by the Candidate)	Verified API Score (For Office use)	Annexure along with description on a separate page (Page No.)
a.	Student related co-curricular, extension and field based activities.	15	Actual hours spent per academic year			
	(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)		÷ 10			
	(ii) Other co-curricular activities (Cultural,					

	Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public / popular lectures / talks / seminars etc.)					
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10			
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10			

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*	Self Assessment Score (To be filled by applicant)	Verified API Score (For official use)	Annexure along with description on a separate page (Page No.)
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	25 per Publication			
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10 per Publication			
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.	Text/Reference Books, published by International Publishers, with ISBN/ ISSN number as approved by the University and posted on its website.	30 per Book for Single Author			
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/ Central Govt. Publications as approved by the University and posted on its websites.	Subject Books, published by National Level publishers, with ISBN/ISSN number or State /Central Govt. Publications As approved by the University and posted on its website.	20 per Book for Single Author			
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.	15 per Book for Single Author			
		Chapters in Books, published by National and	Chapters in Books, published by National and International	International –10 per Chapter			

		International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.	level publishers, with ISBN/ISSN number as approved by the University and posted on its website.	National – 5 per Chapter			
III (C)	RESEARCH PROJECTS						
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project			
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project			
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project			
III (C)(ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively			
III(C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./LocalBodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.- 10 Local bodies – 5			
III(D)	RESEARCH GUIDANCE						
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate			
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate			
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars						
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship			
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship			
		State/University	State/University level Award	5 Per Award			

		level Award from academic bodies	from academic bodies/associations				
III (E)(ii)	Invited lectures / papers	International level	International level	7 per lecture / 5 per paper presented			
		National level	National level	5 per lecture / 3 per paper presented			
		State/University level	State/University level	3 per lecture / 2 per paper presented			
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any Assessment period							
III(F)	Development of e-learning delivery process/material			10 per module			

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

Total API Score under CATEGORY – III of UGC Format

(Faculties of Sciences / Languages / Humanities/ Arts / Social Science / Management)

Category - III	Nature of activity	API Score Claimed	Total	Office Use Only		
				API Score verified	Total	Remarks
A	Research Papers published in					
	a. Referred Journals					
	b. Other Reputed Journals					
B	Publication other than journal articles (Books, Chapters in books)					
	a) Text/Reference, published by International Publishers					
	b) Subject Books, published by National Level Publishers					
	c) Subject Books, published by Other Local Publishers					
	d) Chapters in Books, published by National & International Level Publishers					
C	Research Projects					
	i. Sponsored Projects					
	a) i. Major Projects with grants above Rs. 30.00 lakhs ii. Major Projects with grants above Rs. 5.00 lakhs					
	b) i. Major Projects with grants above Rs. 5.00 lakhs up to Rs. 30.00 lakhs ii. Major Projects with grants above Rs. 3.00 lakhs up to Rs. 5.00 lakhs					
	c) i. Minor Projects with grants above Rs. 1.00 lakhs up to Rs. 5.00 lakhs ii. Minor Projects with grants above Rs. 1.00 lakhs up to Rs. 3.00 lakhs					
	ii. Consultancy Projects					
	a. Amount mobilized a minimum Rs. 10.00 lakhs b. Amount mobilized a minimum Rs. 2.00 lakhs					
	iii. Projects outcome / outputs					
	a. Patent / Technology transfer / Product/ Process b. Major Policy document prepared for International Bodies like WHO /					

	UNO / UNESCO / UNICEF etc., Central, State, Govt. / Local Bodies					
D	Research Guidance					
	i. M.Phil. (Degree Awarded)					
	ii. Ph.D. Degree Awarded					
	Thesis Submitted					
E	Fellowships, Awards and Invited lecturers delivered in conferences / seminars					
	i. Fellowships / Awards					
	a) International Award / Fellowship from academic bodies / associations					
	b) National Award / Fellowship from academic bodies					
	c) State / University level Award from academic bodies					
	ii. Invited Lecturers / papers					
	a) International					
	b) National					
	c) State / University level					
F	Development of e-learning delivery process / material					
Total :						

SUMMARY OF API SCORES

Sl. No.	Category	API Score for the Assessment Period
1.	CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	
2.	CATEGORY - II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES	
3.	CATEGORY - III: RESEARCH AND ACADEMIC CONTRIBUTIONS	
Consolidated API Score (Category I + II + III)		

DECLARATION

I hereby declare that the statements made in this application are true to the best of my knowledge and belief. If at any stage it is found that the particulars furnished by me are false my candidature / application / appointment, if any may be cancelled.

Date :

Signature of the Applicant

ENDORSEMENT

(Endorsement by the Principal / Head of the Institution)

FORWARDED to the Registrar, Krishna University, Machilipatnam.

The applicant holds a permanent / temporary post in this Institution, His / Her character, as far as is known to me, is good and his / her work is satisfactory. The facts stated in the above application have been verified and found correct, as per the records with this institution. This institution / Organization has no objection to the candidature of the applicant being considered for the position he / she has applied for.

Place :

Date :

SIGNATURE OF THE FORWARDING OFFICER
(WITH SEAL & ADDRESS)

Minimum AIPs to be Applied for the Promotion of Teachers Under Career Advancement Scheme (CAS) in University Departments

Category and Activity	Assistant Professor (Stage 1 to Stage 2)	Assistant Professor (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Associate Professor (Stage 4) to Professor (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
Category I: Teaching, Learning and Evaluation Related Activities	80/Year	80/Year	75/Year	70/Year	70/Year
Category II: Professional Development, Co-Curricular and Extension Activities	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period	100 / Assessment Period
Category III: Research and Academic Contributions	20 / Assessment Period	50 / Assessment Period	75 / Assessment Period	100 / Assessment Period	400 / Assessment Period
Category II + Category III*	90 / Assessment Period	120 / Assessment Period	150 / Assessment Period	180 / Assessment Period	600 / Assessment Period
Category IV: Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection committee	Selection committee	Expert committee
Category V: Percentage of 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.	30% -- Research contribution 50% -- Assessment of domain knowledge & teaching practices. 20% -- Interview performance	50% -- Research contribution 30% -- Assessment of domain knowledge & teaching practices. 20% -- Interview performance	50% -- Research contribution 50% -- Performance evaluation and other credential by referral procedure.

* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under category II + III.

- **NB:** Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs 6000, 7000, 8000, 9000, 10000 and 12000, respectively.