**A N D H R A U N I V E R S I T Y**

Telegrams: UNIVERSITY

Telephone: 284 4000

Fax: 0891 2755324



All Official letters, Packages etc., should be addressed to the Registrar by designation and not by name.

|  |  |
| --- | --- |
| No. S.II (7)/CAS/2018 | Visakhapatnam , |
|  | Dt: 18-12-2018. |

**C I R C U L A R**

 The teachers working in various academic departments, A.U. Campuses and other establishments, eligible for promotion under Career Advancement Scheme (CAS) to various stages up to Stage-5 by 31-12-2018 are directed to submit their applications in the prescribed pro-forma to SII Section,CAO,AU on or before 31-12-2018.The Pro-forma can be downloaded from the University Website ([www.andhrauniversity.edu.in](http://www.andhrauniversity.edu.in))

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|  | **(T.V.SATYAVATHI DEVI)** |
|  | DEPUTY REGISTRAR (ACADEMIC) |

To

All the Principals of A.U. Colleges, Visakhapatnam.

All the Heads of the Departments of A.U. Colleges, Visakhapatnam.

The Special officer,A.U.Campus, Vizianagaram.

The Director, School of Distance Education, A.U., Visakhapatnam.

The Dean of Academic Affairs, A.U., Visakhapatnam.

Secretary to the Vice-Chancellor & P.A. to the Registrar, A.U., Visakhapatnam.

**ANDHRA UNIVERSITY**

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

***Candidates eligible for promotion up to*** 31-12-2018***can apply***

***Last Date for Submission of Application-*** 31-12-2018.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**: 2 :**

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/inter-

 national 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

Station: **SIGNATURE OF THE APPLICANT**

**A P P E N D I X**

**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 theFaculty | : |  |
| 4. | YEAR OF PERFORMANCE APPRAISAL | : |  |

**SECTION – B :**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. 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 seminars, tutorials, practical’s, contact hours under taken as percentage of lectures allocated  |  | 50 |  |
| 2. | Lectures or other teaching duties in excess of the UGC norms. |  | 10 |  |
| 3. | Preparation and imparting of knowledge by instruction as per curriculum; syllabus enrichment by providing additional resources to students |  | 20 |  |
| 4. | Use of participatory and innovative - teaching learning methodologies; updating of subject content, course improvement etc. |  | 20 |  |
| 5. | Exam duties, (invigilation; question paper setting, evaluation by assessment of answer scripts  |  | 25 |  |
|  | **125** |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Details of the activity to be provided by the applicant** | **Maximum API Score** | **Score awarded** **by the University** |
| 1. | Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels,, cultural activities, subject related events, advisement and counseling) |  | 20 |  |
| 2. | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. |  | 15 |  |
| 3. | Professional development activities (such as participation in seminars, conferences, short term, training courses, talks, lecturers, membership of associations, dissemination and general articles, not covered in category (IIII) |  | 15 |  |
|  | **50** |  |
| **CATEGORY – III(A) : RESEARCH AND ACADEMIC CONTRIBUTIONS** |
| **Sl. 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** |
| 1. | Referred Journals with impact factor  |  | 15 |  |
| 2. | Non- impact factor National level research papers |  | 10 |  |
| 3. | Full papers in conference proceedings |  | 10 |  |
| **III(B) – Research Publications (Books, chapters in books, other than referred journal articles)** |
|  1. | Text / Reference Books Published by International Publishers with an established peer review system. |  | 50 sole author;10 / chapter in an edited Book |  |
| 2. | Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers/local publishers |  | 20/15sole author, and 5/ 3 chapter inedited books |  |
|  3. | Chapters in knowledge based volumes in International/National level publishers with ISBN/ISSN numbers  |  | 10/5 / Chapter |  |
| **III(C) - Research Projects** |  |  |
| 1. |   Major Projects amount mobilized  with grants above 30.00 lakhs for Engineering /Rs.5.00-30.00 lakhs &  Major Projects amount mobilized   with grants above 5.00 lakhs for Arts, Law & Science/ Rs.3.00-5.00 lakhs Minor projects ( below Rs.5.00 lakhs) for Engineering/( below Rs.3.00 lakhs) for Arts, Law & Science |  | 20/15(each)20 /15(each)10 (each) |  |
| 2. |  Consultancy projects(Minimum Rs.10.00lakh) for Engineering(Minimum Rs.2.00lakh) for Arts, Law & Science |  |  10/per every Rs.10lakhs/2lakhs |  |
| 3. | Completed project report Major/Minor(Acceptance from funding agency) |  | 20/10 each |  |
| 4. | Projects outcome/output for national patents/international patents/state govt/local bodies |  | 30/50/10/5 (each) |  |

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| **III (D) - Research Guidance :** |
| **III (D) (i) - M. Phils./M. Tech. / M. Pharm**  |
|  | Degree awarded                             |  | 3/ each |  |
| **III (D) (ii) - Ph.Ds.**  |
|  | Degree awarded Thesis submitted |  | 10/ each 7 / each |  |
| III(E):Training courses and conference /seminar/workshop papers: |
| 1 | Refresher course, Methodology workshops, Training, Teaching-Learning evaluation Technology Programmes, soft skills development programmes, Faculty Development programmes(Max:30 points) |  | 20(each) not less than two weeks/ 10(each)one week duration |  |
| 2 | Papers in Conferences/Seminars/workshops etc...Participation and presentation of research papers (oral / poster) in international/National/ state level/university level including college level |  | 10/7.5/5/3 (each) |  |
| 3 | Invited lectures, or presentations for conferences/symposia International/National |  | 10/5(each) |  |