

COMMISSIONERATE OF COLLEGIATE EDUCATION,
HYDERABAD

**COMMISSIONERATE OF COLLEGIATE
EDUCATION TELANGANA STATE -
HYDERABAD**

**APPLICATION FORM FOR
PROMOTION UNDER CAREER
ADVANCEMENT SCHEME
FOR ASSISTANT PROFESSORS
AND EQUALENT CADRES
(TO BE SUBMITTED IN DUPLICATE)**

**From Academic Level 12/AGP 8000 to Academic Level
13A/AGP 9000**

1. Name (in Block Letters) :
2. Father's Name :
3. Place of work :
4. Subject :
5. Date of appointment as Lecturer
(Page No. of S.R. & Volume) :
6. Category (tick the category) : OC / SC / ST /
BC (A,B,C,D,E)
7. Date of UGC Scale (Page No. of S.R. & Volume) :
8. Current Designation with Academic Level/AGP
(date of commencement of this Level/AGP) :
9. Academic Level / Grade Pay applied for
under CAS :
10. EOL Particulars if any
(Page No. of S.R. & Volume) :
11. Relaxation / Exemption
Claimed/Applicable (Mention Rule position also) :
12. Calculation of Qualifying Service :
13. Date of Eligibility for promotion :
14. Date of Retirement :
15. Address for correspondence (with Pin code) :

16. Permanent Address (with Pin code) :

17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date an year of award	University
M.Phil.			
Ph.D.			

18. Details of Refresher Courses / Summer Institute / Workshop / Training Programmes.: (Enclose copies of the courses attended)).

a. Refresher Courses (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

b. Workshop / Training / Technology Programme / Faculty Development Programme of at least One Week Duration (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

c. MOOCs Completed with e-certification

S.No.	Details of MOOC	Subject	Certificati on providing	Date of Certifica te	Level UG/PG/ Other	E- Certificatio n No.

			Agency			

19. Any other information which is not covered in the above proforma or any matter relevant to your CAS Promotion :

20. Performance Appraisal Report
Enclose API Scores (As Annexure I or Annexure II) :

Date:

Signature of the Applicant

Certified, that all the Particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the service book of the individual and noted the Page number against each column above and found correct.

He is eligible for _____ (CAS as applied in the application) from date: _____ as per Service Qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is

kept in this institution for record. Remarks if any:

Station:

Signature of the Principal

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

*Para 2.9 (B) of Part-II of the Annexure to the G.o.Ms.No.15
Higher Education(UE)Dept dated 29-06-2019*

S.No	Stage of Promotion	Eligibility	Promotion Criteria
1.	Assistant Professor (Selection Grade/ Academic Level(12) to Associate Professor (Academic Level 13A)	<p>1)Assistant Professor who has completed three years of service in Academic Level 12/ Selection- Grade.</p> <p>2)A Ph.D. degree in subject relevant /allied/relevant discipline.</p> <p>Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning- Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p>	<p>(i)He/she gets a 'satisfactory ' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and</p> <p>(ii)The Promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.</p>

2.	Assistant Librarian (Selection Grade/ Academic level 12)/ College Librarian (Selection Grade/ Academic level (12) to University Deputy Librarian (Academic Level	<p>1)He/she has completed three years of service in that grade.</p> <p>2)He/she has done any one of the following in the last three years: (i)Training/ Seminar/Workshop/course on automation and digitalization, (ii)Maintenance and related activities as per</p>	<p>(i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment</p>
	13A College Librarian (Academic Level 13 A)	<p>Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.</p>	<p>period, as specified in Appendix II, Table 4; and (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.</p>
3.	Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and	<p>1)He/she has completed three years of service.</p> <p>2)He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),</p>	<p>(i)He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as Specified in Appendix II, Table 5, and; (ii) The Promotion is recommended by a selection committee constituted as</p>

	Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)	(iii) Taken / developed one MOOCs course in relevant subject (with e-certification).	per these Regulations on the basis of the interview performance.
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(Academic Year_____)

ANNEXURE - I**ACADEMIC PERFORMANCE INDICATORS (API) FOR
ASSISTANT PROFESSORS FOR PROMOTIONS UNDER
CAS OF UGC 2016 PAY SCALES****APPENDIX II TABLE 1**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

S.No. 1: TEACHING (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S. No	Subject / Paper Taught	No. of Classes Assigned	No. of Classes Taught	Grading Criteria in % (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	
				Self-Evaluation	Principal Evaluation
Total					
Grading Obtained (Good/Satisfactory/Not Satisfactory)					

Grading Criteria: (a) **Good:** 80% & above, (b) **Satisfactory:** Below 80% but 70% & above and (c) **Not satisfactory:** Less than 70%

S.No. 2: ACTIVITIES**(Involvement in the College Students related Activities/Research Activities)**

S.No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the one academic year only)	Name of the Activity	Self-Assessment (Yes / No)	Principal Assessment (Yes / No)
A	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-coordinator/ Warden etc.			
B	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
C	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
D	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counseling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			
E	Organizing Seminars/ Conferences/ Workshops/ other College Activities.			
F	Evidence of actively involved in guiding Ph.D. students.			
G	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
H	At least one single or joint Publication in peer- reviewed or UGC list of			

Journals.			
Total No. of Activities / Contributions involved in (No. of Yes)			
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)			

Grading Criteria:

- (a) **Good:** Involved in at least 3 Activities
- (b) **Satisfactory:** 1-2 Activities
- (c) **Not-satisfactory:** Not involved/Undertaken any of the activities.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

1. A

2. B

3. C

4. D

5. E

6. F

7. G

8. H

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:

**Signature of the
Principal with
College seal**

**OVERALL GRADING FOR THE ASSISTANT
PROFESSORS IN THE ASSESSMENT PERIOD**

S.No	Academic Year	Category	Grading Obtained Category wise (Good /Satisfactory/ Not satisfactory)	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		I - Teaching		
		II - Activities		
2		I - Teaching		
		II - Activities		
3		I - Teaching		
		II - Activities		
		II - Activities		
Whether the Teacher is Eligible or Not Eligible for CAS Promotion				

(Note: If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Three years of the assessment period as the case may be is eligible for CAS promotion

Signature of the Principal

Academic Year _____.

ANNEXURE -II**ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES****APPENDIX II , TABLE - 4**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

Assessment Criteria and Methodology for Librarians

S. No	Activity	Details (or) %	Grading	
			Self-Assessment	Principal Assessment
1	<p>Regularity of attending library (Specify in percentage)</p> <p>(calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. <p>Assistance towards updating institutional website</p> <p>Good - 90% and above</p> <p>Satisfactory -Below90% but 80% and above</p> <p>Not satisfactory -Less than 80%</p>			

2	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of</p>			
	<p>Books.</p> <p>Good - 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory -1 National level seminar/ workshop or 1 state level seminar/workshop +1 institution level seminar/workshop or 4 institution seminar/ workshop Unsatisfactory - Not falling in above two categories</p>			
3	<p>If library has a computerized database then Physical books and journals in computerized database (Specify in Percentage) Good - 100% of physical books and journals in computerized database. Satisfactory - At least 99% of physical books and journals in computerized database. Unsatisfactory - Not falling under good or satisfactory OR If library does not have a computerized database</p> <p>Catalogue database made up to date (Specify in Percentage) Good - 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not up to mark]</p>			

4	<p>Checking inventory and extent missing books Good : <i>Checked inventory and mission book less than 0.5%</i> Satisfactory - <i>Checked inventory and missing books less than 1%</i> Unsatisfactory - <i>Did not check inventory OR</i> <i>Checked inventory and mission books 1% or more</i></p>			
5	<p>(i) Digitalization of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in College administration and governance related work including work extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.</p> <p>Good : <i>Involved in any two activities</i> Satisfactory : <i>At least one activity</i> Not Satisfactory: <i>Not involved/undertaken any of the activities.</i></p>			
6	OVERALL GRADING			

Overall Grading Criteria:

Good: Good in Item 1 and satisfactory/ good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.

Not satisfactory: It neither good nor satisfactory in overall grading.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

1. A

2. B

3. C

4. D

5. E

6. F

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
with Designation**

Counter signed by:

**Signature of the Principal
with College seal**

OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR LIBRARIANS

S.No.	Academic Year	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		
2		
3		
Whether the applicant is Eligible or Not Eligible for CAS Promotion		

(Note: If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Signature of the Principal

Academic Year __.

ANNEXURE - III
ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY
SCALES

APPENDIX II TABLE 5

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No	Activity	Details or %	Grading	
			Self-Assessment	Principal Assessment
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. (Specify in Percentage) Good - 90 and above. Satisfactory - Above 80 but below 90. Not satisfactory - Less than 80			
2	Organizing intra college competition Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory Neither good nor Satisfactory			
3	Institution participating in external competitions Good - National level competition in at least one discipline plus Sate/ District level competition in at least 3 disciplines. Satisfactory - State level Competition in at least one discipline plus district level competition in at least 3 disciplines.			

	<p><i>Or District level competition in at least 5 disciplines.</i></p> <p>Unsatisfactory - Neither good nor satisfactory.</p>			
4	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p> <p><i>Good/Satisfactory/Not- Satisfactory to be assessed by the Promotion committee</i></p>			
5	<p>(i) At least one student of the institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition.</p> <p>(ii) Being invited for coaching at state/ national level.</p> <p>(iii)Organizing at least three workshops in a year.</p> <p>(iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p> <p>Good: <i>Involved in any two activities.</i></p> <p>Satisfactory: <i>One activity</i></p> <p>Not Satisfactory: <i>Not involved/ undertaken any of the activities</i></p>			
6	<p><i>involved/ undertaken any of the activities</i></p> <p>OVERALL GRADING</p>			

OVERALL GRADING Criteria:

Good : Good in Item 1 and satisfactory/good in any other items.

Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- 1.**
- 2.**

3.

4.

5.

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:

Signature of the Principal
with College seal

OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR PHYSICAL DIRECTORS

S.No.	Academic Year	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		
2		
3		
Whether the applicant is Eligible or Not Eligible for CAS Promotion		

(Note: If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Signature of the Principal

Signed by Yadagiri G
Date: 13-12-2023 22:11:44
Reason: Approved

DECEMBER 2023 NOTIFICATION FOR AWARD OF CAREER ADVANCEMENT SCHEME TO THE ELIGIBLE ASSISTANTPROFESSORS/LIBRARIANS/PHYSICAL DIRECTORS, FROM ACADEMIC LEVEL 12TO MOVE ACADEMIC LEVEL 13AIN PRIVATE AIDED DEGREE COLLEGES/ORIENTAL COLLEGES AND GOVERNMENT DEGREE COLLEGES IN THE STATE (IN RESPECT OF PRIVATE AIDED DEGREE COLLEGES LECTURERS TRANSFERRED ALONG WITH THE POST TO GOVERNMENT COLLEGES ON REDEPLOYMENT BASIS) UNDER UGC REVISEDPAYSCALES2016.

(FOR THE ELIGIBLE FACULTY AND STAFF WORKING undertheadministrativecontrolof CommissionerofCollegiateEducation)

ApplicationsareinvitedfromtheEligibleAssistantProfessor s/Librarians /Physical Directors with AGP 8000/-/Academic Level 12inPrivate Aided Degree Colleges/Oriental Colleges and GovernmentDegreeCollegesofTelanganaState (in respect of Private Aided Degree Colleges lecturers transferred along with the post to Government Degree Colleges on redeployment basis)forAwardofCareerAdvancementScheme(CAS) under UGC Revised PayScales2016issuedvideG.O.Ms.No.15HigherEducation(UE)D ept.,Government ofTelanganadated:29.06.2019.

Eligibility and Promotion Criteria as per 2.9 (B) of Part II andAcademic Performance Indicators for various Promotion levels of AssistantProfessors,LibrariansandPhysicalDirectorsasperApp endix-II., Table-1,Table – 4 and Table – 5 of G.O. Ms. No. 15, Higher Education (UE) Dept.,Government of Telangana

dated:29.06.2019, are attached herewith, as Annexure-I, II and III separately. The status of the Applicants in all respects as on the 01-12-2023 only, will be considered for the CAS purpose.

The Applicants should utilize the Application Form attached herewith. Applicants should submit applications in duplicate, to the Correspondent/Principal of the Colleges. The Correspondent/Principal should consolidate all the applications of applicants under their administrative control and only those with minimum academic performance and service requirements for promotion to teachers & equivalent cadres in colleges as per G.O.Ms.No.15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are to be submitted along with the relevant documents to the O/o Commissioner of Collegiate Education after due verification and certification as per proforma in the Application form of CAS.

The Cell for awarding Career Advancement Scheme Promotions of Assistant Professors and Equivalent Cadres from Academic Level 12 to Academic Level 13A shall now be constituted in the O/o CCETS., Hyderabad and the Selection Committee shall consist of the following members:

- The Commissioner of Collegiate Education
Chairperson
- Joint Director/Regional Joint Director of
Collegiate Education.
- Academic Guidance Officer of Collegiate Education
Two Principals of Government Degree College nominated by the Commissioner of Collegiate Education

- Two Universities Representatives nominated by the Commissioner of Collegiate Education.
- Two Subject Experts in the subject concerned not connected with the college, to be nominated by the Commissioner of Collegiate Education.
- An Academician representing SC/ST/OBC/Minority/ Women/ Differently abled categories to be nominated by the Commissioner of Collegiate Education, if any of the candidates from any of these categories is an applicant and if any of the above members of the Selection Committee does not belong to that category. The final authority forward of Career Advancement Scheme is the Commission only.
- The quorum for the meeting shall be five, including two subject experts.

Time Schedule for the Award of CAS to the Eligible Assistant Professors and Equivalent Cadres:

S.No.	EVENT	CUTOFF DATE
1	Submission of Application for CAS by the eligible Assistant Professors and Equivalent Cadres to the O/o CCETS	16-12-2023
2	Scrutiny and Submission of Eligible Assistant Professors and Equivalent Cadre s CAS Applications by Joint Director	18-12-2023
3	Interviews by Selection Committee	To be Announced

Station: Hyderabad

Signed by Yadagiri G
Date: 13-12-2023 22:13:51
Reason: Approved
For Commissioner of Collegiate Education

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION:
TELANGANA STATE: HYDERABAD

Present:-Smt. Vakati Karuna., I.A.S.,

Sub: Collegiate Education- Award of Career Advancement Scheme to the eligible Lecturers/Librarians/Physical Directors to move from Academic Level 12 to 13A in UGC RPS 2016 scales in Private Aided Degree Colleges and Oriental Colleges/Redeployed staff working in various Government Degree Colleges in the state - Orders Issued

Ref: 1. G.O.Ms No. 67 HE(UE.II) Dept. dated: 04.04.2000
2. G.O.Ms No. 14 HE(UE) Dept. dated: 20.02.2010
3. Govt. Memo No. 3308/UE.II/2014 dated: 16.03.2016
4. G.O.Ms No. 15 HE(UE) Dept. dated: 29.06.2019
5. As per instructions of Joint Director of Collegiate Education Hyderabad.

The attention of the Principals of Government Degree Colleges and Correspondents of Private Aided Degree Colleges/Oriental Colleges in the state are informed that, notification is hereby issued for the award of Career Advancement Scheme to the eligible Assistant Professors/Librarians/Physical Directors to move from Academic Level 12 to Academic Level 13A in the UGC RPS 2016 Scales in Private Aided Degree Colleges/Oriental Colleges and Redeployed staff working in various Government Degree Colleges in the state in compliance with the conditions laid down in G.O.Ms No.15, HE(UE) Dept., Dated: 29.06.2019.

The Promotion Criteria and Eligibility conditions for award of CAS to the Assistant Professors / Librarians / Physical Directors, Application Form, Annual Performance Indicators proforma (Annexure I, II & III) are enclosed with the notification here with.

The Principals of Government Degree Colleges in the State (Redeployed staff working in various Govt. Degree Colleges) and Correspondents of Private Aided Degree Colleges/Oriental Colleges in the state are requested to complete the above procedure and

submit the proposals on or before 18-12-2023 to the Commissioner of Collegiate Education along with detailed eligibility Criteria. Rules and Regulations are attached to this notification.

Thereceiptoftheseproceedingsshouldbeacknowledged.

Signed by Yadagiri G

Date: 13-12-2023 22:15:27

Reason: Approved

For CommissionerofCollegiateEducation

To

The Correspondents of Private Aided Degree Colleges and Oriental Colleges in the state

The PrincipalsofGovernmentDegreeCollegesinthe State (in respect of Private Aided Degree Colleges Lecturers transferred along with the post to Government Colleges on Redeployment basis)

Copy to the ICT Officer of this office with a request to post in officialwebsite