



केन्द्रीय जनजातीय विश्वविद्यालय आंध्र प्रदेश  
Central Tribal University of Andhra Pradesh  
(A Central University)

**PROFORMA FOR CAREER ADVANCEMENT SCHEME (CAS)**

**PART A**

**General Information and Academic Background**

1. Name (in Block Letters) & Id. No. :
2. Father's Name / Mother's Name :
3. School/Department/Centre :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Position applying under CAS :
7. Date of eligibility for promotion :
8. Date and Place of Birth :
9. Nationality :
10. Indicate whether belongs to SC/ST/  
OBC/PWD category :
11. Address for correspondence  
(with Pin code) :
12. Permanent Address (with Pin code) :

Telephone No:

Mobile:

Email:

13. **Academic Qualifications (Matric till Post Graduation):**

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/ Class/ Grade	Subject
High School / Matric					
Higher Secondary/ Intermediate					
Graduation					
Post-Graduation					
Others (Specify if any)					

14. **Research Degree(s):**

Degrees	Discipline / Subject	Title of the Thesis / Dissertation	Date of award	University/Agency of Accreditation
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Litt.				

15. **Previous experiences prior to joining the Central Tribal University of Andhra Pradesh:**

Name of Positions held	Name of the Employer	Date of		Scale of Pay	Reason for leaving
		Joining	Leaving		

16. **Teaching Experience at the Central Tribal University of Andhra Pradesh:**

Name of Positions held	Department / School	Date of actual Joining		Scale of Pay
		From	To	

17. **PG classes (in years): UG Classes (in years)**

<b>PG (Year/Month/Days)</b>	<b>UG (Year/Month/Days)</b>	<b>Total (Year/Month/Days)</b>

18. **Research Experience (excluding M.Phil./Ph.D. period)**

19. **Fields of Specialization under the Subject/Discipline:**

(a) .....

(b) .....

(c) .....

20. **Details of Orientation / Refresher Course / Summer and Winter School attended (organized by Human Resource Development Centre /UGC Academic Staff College):**

<b>Name of the Course /</b>	<b>Place</b>	<b>Duration</b>		<b>No. of Days</b>	<b>Name of the Institution where the program is conducted</b>
		<b>From</b>	<b>To</b>		

**PART B**  
**Assessment Criteria and Methodology**  
Refer to Appendix-II, Table 1 & 2 of the UGC Regulations 2018

Assessment Year.....

**SECTION-1**

**TEACHING AND STUDENT-RELATED ACTIVITIES**

**1: Teaching**

*a) Teaching*

S.No	Name of the Paper/Subject	Academic Year/Semester	Level/Class	Mode of Teaching ♣	Total Classes/Hours Assigned	Number of Classes taught (as per documented Record)	Annexure No.

♣Lecture (L), Seminar (S), Tutorial (T), Practical (P), Lab (Lab)

Proof required: APAR along with timetables for assigned classes and number of classes taught in form of attendance.

*b) Courses designed*

S.No	Course Details	Academic Year/Semester	Annexure No.

Proof required: APAR along with Departmental council approval for designed courses.

*c) Modification to existing course*

S.No	Course Details	Academic Year/Semester	Annexure No.

Proof required: APAR along with Departmental council approval for modification of courses.

*d) Innovative teaching methods*

S.No	Description of the Method adopted	Course Details	Academic Year/Semester	Annexure No.

Proof required: APAR along with Departmental council approval for new teaching methods developed.

**2: Involvement in Student-related Activities/ Research Activities**

*a) Administrative responsibilities such as Head, Chairperson / Dean / Director /Coordinator, Warden Etc.*

S.No	Details of Activities	From	To	Name of the University Institution/Organization	Annexure No.

Proof required: APAR along with work allocation by competent authority.

**b) Examination and evaluation duties assigned by the university or examination paper evaluation.**

S.No	Details of Activities	From	To	Name of the University Institution/Organization	Annexure No.

*Proof required: APAR along with administrative order for assignment of responsibility.*

**c) Student-related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, and community services.**

S.No	Details of Activities	From	To	Name of the University Institution/Organization	Annexure No.

*Proof required: APAR with administrative order for assignment of extension activity.*

**d) Organizing seminars/ conferences / workshops, other university activities.**

S.No	Details of Activities	From	To	Name of the University Institution/Organization	Annexure No.

*Proof required: APAR along with the administrative order for approval for organizing event.*

**e) Evidence of active involvement in guiding Ph.D. students.**

S.No	Name of the Student	Title of the Thesis	University	Guide / Co-Guide	Status (Awarded / In Progress)	Annexure No.

*Proof required: APAR along with administrative order for assignment of supervisor/ award of PhD degree.*

**f) Conducting minor or major research project sponsored by national or international agencies.**

Title of the Project	Funded By	Type of Project (Major/ Minor) & (National/ International)	Amount	Duration/Year	Status (Completed/ Progress)	Position in the Project (Principal Investigator/ Co-Principal Investigator/ Director/any status)	Annexure No.

*Proof required: APAR along with Sanction letter from funding agency/ Budget receipt information from the Finance or on Famous portal for the project.*

## **PART-B**

(For Librarian Cadre)

### Assessment Criteria and Methodology

Refer to Appendix-II, Table 1 & 2 of the UGC Regulations 2018

Assessment Year.....

(As per UGC Regulations 2018, Appendix II, Table 4: Assessment Criteria and Methodology for Librarian cadres)

#### A: ACTIVITIES\*

<b>1. Regularity of attending library</b>				
While attending in the library, the individual is expected to undertake, inter alia, following items of work:				
i. Library Resource and Organization and maintenance of books, journals and reports				
ii. Provision of Library reader services such as literature retrieval services to researchers and analysis of report				
iii. Assistance towards updating institutional website				
	ACADEMIC YEAR	Total number of days he/she is expected to attend	Total number of days he/she has attend	Encl*
<b>1</b>	Year 1			
	Year 2			
	Year 3			
	Year 4			
	Year 5			
	Year 6			
	Total number of days he/she is expected to attend for the assessment period (A)			
	Total number of days he/she has attend for the assessment period (B)			
	Overall Percentage = A/B x100			

\* Should be claimed by the applicant with supporting documents

**Grading Criteria: 90% and Above – Good ; Below 90% but 80% and above – Satisfactory ; Less than 80% - Not Satisfactory**

Assessment Period (year wise)	<b>2. Conduct of seminars/ workshops related to library activities or on specific books or genre of books</b> Assisting Librarian/Deputy Librarian to organize user orientation programmes, Author Workshops/seminar, Product Demonstration, etc.	<b>Number of Seminars/ workshop conducted</b>	Claimed by the Candidate	Verified by Librarian	*Encl No.
	National level seminar/ workshop				
	State level workshop/Seminar				
	Institution level workshop/Seminar				

**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

Assessment Period (year wise)	3. (a) If library has a computerized database then	Claimed by the Candidate	Verified by Librarian	Remarks	*Encl No.
	Physical books and journals in computerized database.				
<b>OR</b>					
Assessment Period (year wise)	3 (b) If library does not have computerized data base				
	Catalogue database made up to date				
<p><b>For 3 (a) following criteria should be followed</b>            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.            (To be verified in random by the CAS Promotion Committee)</p> <p><b>OR</b></p> <p><b>For 3 (b) following criteria should be followed</b>            Good – 100% Catalogue database made up to date            Satisfactory- 90% catalogue database made up to date            Unsatisfactory - Catalogue database not upto mark.            (To be verified in random by the CAS Promotion Committee)</p>					
Academic Year	4. Checking inventory and extent of missing books (Evidence to be produced)	Claimed by the Candidate (Tick one)	Verified by Librarian (Tick one)	Remarks	*Encl No.
Year 1	Checked inventory and missing book less than 0.5%	Good	Good		
	Checked inventory and missing book less than 1%	Satisfactory	Satisfactory		
	Did not check inventory <b>Or</b> Checked inventory and missing books 1% or more.	Unsatisfactory	Unsatisfactory		
Year 2	Checked inventory and missing book less than 0.5%	Good	Good		
	Checked inventory and missing book less than 1%	Satisfactory	Satisfactory		

	Did not check inventory <b>Or</b> Checked inventory and missing books 1% or more.	Unsatisfactory	Unsatisfactory		
Year 3	Checked inventory and missing book less than 0.5%	Good	Good		
	Checked inventory and missing book less than 1%	Satisfactory	Satisfactory		
	Did not check inventory <b>Or</b> Checked inventory and missing books 1% or more.	Unsatisfactory	Unsatisfactory		
Year 4	Checked inventory and missing book less than 0.5%	Good	Good		
	Checked inventory and missing book less than 1%	Satisfactory	Satisfactory		
	Did not check inventory <b>Or</b> Checked inventory and missing books 1% or more.	Unsatisfactory	Unsatisfactory		
Year 5	Checked inventory and missing book less than 0.5%	Good	Good		
	Checked inventory and missing book less than 1%	Satisfactory	Satisfactory		
	Did not check inventory <b>Or</b> Checked inventory and missing books 1% or more.	Unsatisfactory	Unsatisfactory		
Year 6	Checked inventory and missing book less than 0.5%	Good	Good		
	Checked inventory and missing book less than 1%	Satisfactory	Satisfactory		
	Did not check inventory <b>Or</b> Checked inventory and missing books 1% or more.	Unsatisfactory	Unsatisfactory		
Academic Year	<b>5. Activity</b> <b>(Evidence to be produced)</b>	Claimed by the Candidate (yes/No)	Verified by Librarian	Remarks	*Encl No.
Year 1	i. Digitization of books database in institution having no computerized database. <ul style="list-style-type: none"> <li>Number of books classified</li> <li>Number of books catalogued</li> <li>Number of barcode labels generated and affixed in books</li> <li>Number of documents digitized</li> </ul>				
	ii. Promotion of library network. <ul style="list-style-type: none"> <li>Contribution to library website</li> <li>Any inputs for the updation of library website</li> </ul>				
	iii. Systems in place for dissemination of information relating to books and other resources. <ul style="list-style-type: none"> <li>Number of bibliographies compiled</li> <li>Number of documents uploaded in the institutional repository</li> </ul>				

	<ul style="list-style-type: none"> <li>• Number of journals/databases maintained</li> <li>• Number of back volumes maintained</li> <li>• Number of assistance to users in OPAC/Self Check-in/Check-out kiosk</li> </ul>				
	iv. Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities.				
	v. Design and offer short-term courses for users.				
	vi. Publications of at least one research paper in UGC approved journals.				

**Criteria for item 5**

**Good : Involved in any two activities**

**Satisfactory : At least one activity**

**Not Satisfactory : Not involved/ undertaken any of the activities.**

Overall grade Claimed by the Candidate	Verified by the IQAC Verified by Librarian	Remarks

**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 :** If neither good nor satisfactory in overall grading.

Year wise grade Claimed by the Candidate							Verified by Librarian	Remarks
1	2	3	4	5	6	total		

\* Should be claimed by the applicant with supporting documents.

## SECTION-2

### ACADEMIC AND RESEARCH SCORE

#### 1. Research Papers published in *WoS/CARE/Peer Reviewed/SCOPUS/MLA/ABDC/ERIH* indexed journals:

##### *Minimum Requirement*

- (i) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11): **1 publication**
- (ii) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12): **3 publications**
- (iii) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A): **7 publications**
- (iv) Associate Professor (Academic Level 13A) to Professor (Academic Level 14): **10 publications**

S. No	Title	Author/s	Journal	Year	Volume, issue and page no.	ISSN No	Scopus/ Web of Science/UGC Care link	Link to the Article on the Journal Website	Enclosure no.	API Score
1										

Proof: Each publication must have necessary evidence (1) first page with title and author/s; (2) Page displayed for Journal on Scopus/ Web of Science/UGC Care link on the date of the submission of the application (3) Link to the article on the journal website (4) Self-declaration by that the work is within the plagiarism limit stipulated in the UGC (Promotion of Academic Integrity and prevention of plagiarism in Higher educational Institutions) Regulations, 2018, Gazette notification issued on 23rd July, 2018).

#### 2. a) Books:

Year	Title of the Book	Authors/Co-editors (if any)	Publisher and Link	Peer-reviewed (Yes/No)	ISBN No	Annexure No.	API Score

Proof: Each publication must have necessary evidence (1) first page with title and author/s; (2) Page displayed for Journal on Scopus/ Web of Science/UGC Care link on the date of the submission of the application (3) Link to the article on the journal website (4) Self-declaration by that the work is within the plagiarism limit stipulated in the UGC (Promotion of Academic Integrity and prevention of plagiarism in Higher educational Institutions) Regulations, 2018, Gazette notification issued on 23rd July, 2018).

#### b) Translation of works in Indian and Foreign Languages

Year	Title of the Book / Chapter	Authors/Co-translators (if any)	Publisher and Link	Original Language	ISBN/ISSN No	Annexure No.	API Score

Proof: Each publication must have necessary evidence (1) first page with title and author/s; (2) Page displayed for Journal on Scopus/ Web of Science/UGC Care link on the date of the submission of the application (3) Link to the article on the journal website (4) Self-declaration by that the work is within the plagiarism limit stipulated in the UGC (Promotion of Academic Integrity and prevention of plagiarism in Higher educational Institutions) Regulations, 2018, Gazette notification issued on 23rd July, 2018).

**(c) Book Chapters /Reviews/ Popular articles**

Year	Title of the Book Chapter or Research Paper (with pagination)	Co-Authors (if any)	Editors of the volume, Publisher, and Link	Peer-reviewed (Yes/No)	ISBN/ISSN No	Annexure No.	API Score

Proof: Each publication must have necessary evidence (1) first page with title and author/s; (2) Page displayed for Journal on Scopus/ Web of Science/UGC Care link on the date of the submission of the application (3) Link to the article on the journal website (4) Self-declaration by that the work is within the plagiarism limit stipulated in the UGC (Promotion of Academic Integrity and prevention of plagiarism in Higher educational Institutions) Regulations, 2018, Gazette notification issued on 23rd July, 2018).

**(d) Theatre Arts/ Dance**

Item	Role	Details	Annexure
Classroom-based productions of at least one hour or above			
If selected in International/ National festival	Director/ Performer/ Actor/ Set Designer/Costume designer/ makeup/Lighting designer/playwright/Dramaturg etc		
Production featured in International Festivals/ National Festival/ regional through a selection process	Director/Choreographer/Performer/ Actor/ Set Designer/Costume designer/ makeup/Lighting designer/playwright/Dramaturg/Music composer		
Production/ Training/ Practice as Research/ Dissemination project / Consultancy etc. (National/ International)	International or national Investigator/resource partner/participant		
Practice based workshops	Director/Coordinator/Resource person/participant		
Invitation to production workshops	International or national Director/Resident Artists		
Demonstration Lectures			

**(e) Fine Arts**

Item	Role	Details	Annexure
Classroom-based productions of at least one hour or above			
Participation in group show/Solo show	International National Regional		
Participation in Art fair/Biennale/Illustration for books	International National Regional		
Practice Based workshops	International National Regional		
Art camp/ Workshop	International		

	National Regional		
Training courses	Duration/Residency Training based/ Lithography/fresco		
Research projects	Exhibited Projected		
	Review writing in Art Magazines		

### 3. Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula

#### a. Development of Innovative pedagogy

Year	Programme	Subject	University / Institution	Start Date	End Date	Annexure No.	API Score

*Proof required: APAR along with Departmental council approval.*

#### b. Design of new curricula and courses

Year	Course / Curricula	Subject	University/Institution	UG/PG/PhD Level	Duration	Annexure No.	API Score

*Proof required: APAR along with Departmental council approval for designed courses.*

#### c. Contribution towards the Development of MOOCs

Year	Course	Subject	University/Institution	Contribution	No of Modules/ Quadrant	Annexure No.	API Score

*Proof required: APAR along with Departmental council approval for MOOC.*

#### d. Contribution towards the development of E-Content

Year	Course	Subject	University/Institution	Contribution	e-course/ e-book	Annexure No.	API Score

*Proof required: APAR along with Departmental council approval for E-content developed.*

### 4. (a) Research Supervision

S.No	Name of the Student	Title of the Thesis	University	Guide / Co-Guide	Status (Awarded / In Progress)	Annexure No.	API Score

*Proof required: APAR along with administrative order for assignment of supervisor/ award of PhD degree.*

**(b) Research Projects Completed**

Title of the Project	Funded By	Amount	Duration /Year	Status (Completed/ Progress)	Position in the Project (Principal Investigator/ Co-Principal Investigator/ Director/any status)	Annexure No.	API Score

*Proof required: APAR along with Sanction letter from funding agency/ Budget receipt information from the Finance or on Famous portal for the project.*

**(c) Research Projects ongoing**

Title of the Project	Funded By	Amount	Duration /Year	Status (Completed/ Progress)	Position in the Project (Principal Investigator/ Co-Principal Investigator/ Director/any status)	Annexure No.	API Score

*Proof required: APAR along with Sanction letter from funding agency/ Budget receipt information from the Finance or on Famous portal for the project.*

**(d) Consultancy**

Title of the Project	Funded By	Amount	Duration /Year	Status (Completed/ Progress)	Position in the Project (Principal Investigator/ Co-Principal Investigator/ Director/any status)	Annexure No.	API Score

*Proof required: APAR along with Sanction letter from funding agency/ Budget receipt information from the Finance or on Famous portal for the project.*

**5. (a) Patents**

Year	Patent /Patent No	Description	Name of the International/ Central/State Govt./ Local bodies	Annexure No.	API Score

*Proof required: APAR along with Patent Office letter/documents of filing or grant of patent.*

**(b) Policy Documents**

Year	Policy Document	Description	Name of the International/ Central/State Govt./ Local bodies	Annexure No.	API Score

*Proof required: APAR along with approval of competent authority for policy document.*

**(c) Awards/Fellowships**

Year	Name of the Award / Fellowship	Description	Name of the International/ Central/State Govt./ Local bodies	Annexure No.	API Score

*Proof required: APAR along with Sanction letter from awarding funding agency/ Budget receipt information from the Finance or on Famous portal for the project.*

**6. Invited lectures/ Resource Person/ Paper presentation in Seminars/ Conference/ full paper in Conference Proceedings**

Year	Seminar/Conference/Invited Lecture/Resource person	Programme	University / Institution	Annexure No.	API Score

*Proof required: APAR along with certification of presentation or publication in the proceedings by competent authority.*

**7. Other Relevant Information /Significant Contributions not mentioned earlier** (Encyclopaedia entries/entries in reference works from major publishers with peer-review, journalism, academic blogs [with full details including URLs], manuscript reviewer [please mention journal/publisher for which you reviewed], editorial / advisory board work [[please mention journal/publisher])

**Declaration**

I hereby declare that all the statements made in the CAS application are true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to UGC regulations, my promotion / appointment is liable to be cancelled/terminated.

I also declare that the similarity index of publications authored by me and submitted along with this APAR is within the 10% limit stipulated in the UGC (Promotion of Academic Integrity and prevention of plagiarism in Higher educational Institutions) Regulations, 2018, Gazette notification issued on 23rd July, 2018) and are not published in any predatory journals.

Place :  
Date :

Signature of Applicant:  
Name and Designation:

Place:  
Date:

Signature of the Dean/HoD