



UNIVERSITY OF HYDERABAD

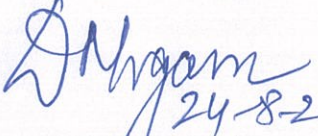
Office of the Registrar
Recruitment, EC & Legal Cell
Dated: August 24, 2022

Ref. No. UH/Rectt./CAS/2022/604

CIRCULAR

Applications are invited for placement/promotion to the next stage/academic level under the UGC-Career Advancement Scheme(CAS), in the prescribed proforma, from Teachers of the University, who fulfill or going to fulfill the eligibility criteria prescribed under the Scheme in the next three months, subject to the following conditions:

- 1) The UGC Regulations, 2018, and the application proforma prescribed for placement/promotion CAS can be downloaded from the IQAC website: <https://iqac.uohyd.ac.in/mdocuments-library/>.
- 2) The applications must be complete in all respects, along with all the documentary evidence in support of the various entries/claims made therein. *In the absence of the documents in support of the entries/claims, the application will be summarily rejected.*
- 3) The hard copy of the filled-in application form, along with all the documents in support of the entries/claims therein must be submitted to the Recruitment Cell, through the proper channel.
- 4) On receipt of the application form, the Recruitment Cell will register the application and forward it to the School concerned for screening. The Screening Committee of the School concerned will then scrutinize the application form *vis-a-vis* the eligibility criteria conditions prescribed in the 2018 Regulations for placement/promotion and return the application form, along with its recommendations to the Recruitment Cell for further processing of the application.
- 5) Since no correspondence will be entertained at any stage after submission of the application to the Recruitment Cell, the applicants are requested to ensure that they fulfill all the criteria prescribed under the UGC-CAS for placement/promotion and enclose all the supporting documents with the application before its submission to the Cell.
- 6) The applications must be submitted in the Recruitment Cell **on or before 23rd September 2022.**


24-8-22
REGISTRAR

To,

1. All Deans of Schools/Heads of Departments/Centres with the request to bring this circular to the notice of the teachers in their respective academic units.
2. Webmaster – for placing on the university website and for circulating it among all teachers.
3. OSD to VC
4. PS to the Registrar

**ELIGIBILITY CRITERIA PRESCRIBED FOR PLACEMENT/PROMOTION UNDER
THE PROVISIONS OF UGC REGULATIONS 2018**

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- (i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- (ii) Attended one Orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- (iv) Published one research publication in the UGC-CARE listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

- i. He/she gets a '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 (as provided in Appendix II, Table 1), and;
- ii. The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of atleast 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 in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 Modules of a course/contribution towards the development of at least 10 modules of MOOCs course/Contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) Published three research papers in the UGC-CARE listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- (ii) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/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 ecertification); or contribution towards the development of e-content 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.
- (iv) A minimum of seven publications in the UGC-CARE listed journals out of which three research papers should have been published during the assessment period.
- (v) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- 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 specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- (i) An Associate Professor who has completed three years of service in Academic Level 13 A.
- (ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- (iii) A minimum of ten research publications in the UGC-CARE listed journals out of which three research papers should have been published during the assessment period.
- (iv) Evidence of having successfully guided doctoral candidate.
- (v) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- (i) Ten years' experience as a Professor.
- (ii) A minimum of ten publications in the UGC-CARE listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

Procedure for submission of application:

Applicants are required to submit the following documents:

- 1) Application for Senior Professor Promotion in the format prescribed by the University along with guidance sheet to fill the data in the score sheet.
- 2) Score Sheet (in excel mode) to be submitted along with the application. Evidence for score claimed may please be attached. The Excel score sheet shall be provided to the applicants by Recruitment Section by mail. An email requisition may be sent to: hr@uohyd.ac.in by the applicants.

Table – 1

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) 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. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in UGC-CARE list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
<p>Overall Grading:</p> <p>Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or</p> <p>Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading</p> <p>Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture/ Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in UGC CARE listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by :		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08

	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

UGC-CARE listed Journals (Impact factor to be determined as per Thomson Reuters list):

i)	Paper in refereed journals without impact factor	-	5 Points
ii)	Paper with impact factor less than 1	-	10 Points
iii)	Paper with impact factor between 1 and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor >10	-	30 Points

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/ Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

❖ INFORMATION TO THE 'SENIOR PROFESSOR' APPLICANTS

- a) As per the Clause 6.4 (C) (V) with regard to CAS Promotion Criteria for University Teachers (Professor Academic Level-14 to Senior Professor: Academic Level 15) details may be provided for the last 10 years assessment period from the date of their application.
- b) Fill all columns in the sheet and provide information under the same Annexure only. If the applicant has 'Nil' information, indicate the same against the column and corresponding Annexure need not be enclosed. Please provide the details for serial nos.1 to 8 above in the prescribed format attached herewith.
- c) The details to be submitted are mostly for the assessment period except when specified such as columns 3a, 5a, 5b (Total period).
- d) The score calculation will be proportionate under columns 1d, 3, 4, 6c, 6e and 7, if the applicant has less than the prescribed numbers.

- e) Citations record scoring –

Total citations:

- i) Schools of Chemistry, Life Sciences, Medical Sciences – 1500 or above will get 5 marks
 - ii) Schools of Physics, Computer and Information Sciences, Engineering Science and Technology – 1000 or above will get 5 marks
 - iii) Schools of Management and Economics – 400 or above will get 5 marks
 - iv) Schools of Mathematics and Statistics – 250 or above will get 5 marks
 - v) Schools of Humanities, Social Sciences, S.N. School of Arts and Communication – 100 or above will get 5 marks)
- f) Extramural Research grants - scoring:

Weightage for extra mural research grants during the Assessment period:

- i) Schools of Chemistry, Physics, Life Sciences, Medical Sciences, Computer and Information Sciences, Engineering Science and Technology – 50 lakhs or above will get 5 marks
- ii) Schools of Mathematics and Statistics, Management and Economics – 10 lakhs or above will get 5 marks
- iii) Schools of Humanities, Social Sciences, S.N. School of Arts and Communication – 3 lakhs or above will get 5 marks

Note:

- 1) The personal details of applicant are to be provided in the Excel sheet from Sl. No. 1 to 9.
- 2) Score related details are to be provided with supporting documents for the details/scores claimed in the format given below.

Annexure to the Data Sheet – Senior Professor
(for furnishing the details for Columns 1 to 6)

- 1) **RESEARCH GUIDANCE:** (Annexure I-A to I-D)
a) Ph.D. / b) M.Phils / c) M.Techs / d) Post-Doctoral Guidance

S. No.	Name of the Student	Year of Award

- 2) **No. of Research/Academic Publications:** (Annexure II-A to II-E)

- a) No. of publications in Journals of Repute:

S. No.	Title of the publication	Name of the Journal	Year of publication

- b) Books reputed publishing House:

S. No.	Title of the Book	Name of the publisher	Single author/ Two authors / More than two authors/Edited volumes single author/Edited volumes multiple authors	Year of publication

- c) In Conference Proceedings

S. No.	Title of the publication	Details of Conference	Peer Reviewed/ Others	Year of publication

- d) No. of Publications as book chapters

S. No.	Details of the Publication	Details of the Book	Year of publication

- e) E-content/MOCCs Chapters

- 3) **Citations record:** (Annexure III)

- a) Total Citations (source)

4) **Extramural Research Grants:**

(Annexure IV-A to IV-B)

(a) **Total Value**

S. No.	Title of the Research Project	Funding agency	Tenure	Grant mobilized (in Rs.)

b) **Consultancy**

S. No.	Name of the Organization to whom consultancy extended	Details of consultancy	Period		Consultancy fee		
			From	To	Total	Individual share	University share

5) **Prestigious Awards/ Honors:**

(Annexure V-A to V-B)

a) **Faculty**

S. No.	Name of the Award/ Honor	Awarding agency	Year of award

b) **Ph.D. Students of faculty:**

S. No.	Name of the Student	Name of the Award/ Honor	Awarding agency	Year of award

6) **Additional Research Degrees like D.Sc., D.Phil., D.Lit. and Patents filed/ awarded / technologies transferred, other responsibilities :** (Annexure VI)

7) **Teaching:**

(List of courses each year)

(Annexure VII)

8) **Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**

(Annexure VIII)