



Dr.B.R. AMBEDKAR OPEN UNIVERSITY

PROF. G. RAM REDDY MARG, ROAD NO.46, JUBILEE HILLS, HYDERABAD

Lr.No.135/Estt./A.I/315/CAS/2024-25.

Date: 27.06.2024

CIRCULAR

Sub: Estt. – CAS – Inviting applications for Promotion under Career Advancement Scheme for the year – 2024 (Second Spell) – Reg.

Ref: 1. G.O.Ms.No.15, Higher Education (UE) Department, dated:29-06-2019.
2. Vice-Chancellor's approval dated: 26.06.2024.

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It is to inform that as per the guidelines of the G.O. vide reference 1st cited and in accordance with the approval of the Vice-Chancellor, applications are invited from the teachers of the University who fulfill eligibility criteria as prescribed by UGC in between 01st July, 2024 to 31st December, 2024 for Promotion under Career Advancement Scheme for the year 2024 (Second Spell).

The eligible teachers shall apply in the prescribed proforma which is available on BRAOU Website duly supported by relevant documents as per the guidelines of the UGC/Government. The filled in applications (Five Copies) along with necessary enclosures should be submitted to the undersigned on or before **25.07.2024**

The Heads of Branches are requested to circulate the above information among the teachers working under their control.

REGISTRAR

Encl: As above.

To

1. The Director, Academics
2. The Director, Learner Support Services

Copy to:

1. P.A. to Vice-Chancellor
2. P.A. to Registrar



Dr.B.R. AMBEDKAR OPEN UNIVERSITY

Prof. G.R RAM REDDY MARG, ROAD NO.46, JUBILEE HILLS, HYDERABAD -500 033

APPLICATION FOR UPGRADATION/PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF THE UGC RSP-2016 FOR TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY

(TO BE SUBMITTED IN DUPLICATE)

BRAOU Circular No. MR-_____

- i) Assistant Professor with Academic Level – 11 – Pay Scale: Rs.68,900-2,05,500**
[Corresponding to Asst.Professor with AGP Rs. 7000/- under UGC RSP 2006]
- ii) Assistant Professor with Academic Level – 12 –Pay Scale: Rs.79,800-2,11,500**
[Corresponding to Asst.Professor with AGP Rs. 8000/- under UGC RSP 2006]
- iii) Associate Professor with Academic Level – 13A –Pay Scale: Rs.1,31,400-2,17,100**
- iv) Professor with Academic Level – 14 –Pay Scale: Rs.1,44,200-2,18,200**
(Tick whichever is applicable)

Demand Draft No., dated, Rs. 600/. Bank:

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

- 1. Name (in Block Letters) :**
- 2. a. Father's Name :**
- b. Mother's Name :**
- 3. Place of work (Department & College) :**
- 4. Date of appointment as**
 - a. Assistant Professor with Academic Level – 10 - :**
[Corresponding to Asst. Professor with AGP Rs. 6000/-
in the Pay Band of Rs. 15600-39100 under UGC RSP 2006]
 - b. Assistant Professor with Academic Level – 11 - :**
[Corresponding to Asst. Professor with AGP Rs. 7000/-
in the Pay Band of Rs. 15600-39100 under UGC RSP 2006]
 - c. Assistant Professor with – Academic Level – 12 - :**
[Corresponding to Asst. Professor with AGP Rs. 8000/-
in the Pay Band of Rs. 15600-39100 under UGC RSP 2006]
 - d. Associate Professor with Academic Level – 13A - :**
- 5. Current Designation & with Academic Level :**
- 6. Position applied for under CAS of UGC RSP 2016 :**
- 7. Date of eligibility for up-gradation/promotion :**
- 8. Date and Place of Birth :**

9. Gender : Male / Female
10. Marital Status :
11. Nationality :
12. Category (tick the category) : OC / SC / ST / BC (A,B,C,D,E)
13. Address for correspondence (with Pin code) :

14. Permanent Address (with Pin code) :

Mobile No. Landline No.

Email:

15. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade
SSC/X th Std.					
Intermediate/ XII th Std.					
Undergraduate					
Post-Graduate					
Other examinations, if any					

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

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			
D.Sc. / D.Litt.			

17. Appointments held prior to joining the Dr.B.R.Ambedkar Open University Service:

[Enclose copies of a) Appointment Orders b) Relieving Orders) Proceedings of the Selection Committee d) Service Certificate, etc.]

Designation	Name of the Employer	Date of joining	Date of leaving	Salary with Grade pay	Reason for Leaving

18. Appointments after joining in the Dr.B.R.Ambedkar Open University Service:

(Enclose copies of the orders)

Designation	Department	Date of actual joining		Grade pay
		From	To	

19. Teaching experience:

P.G. level : years

U.G. level : years

20. Research Experience excluding years spent in pursuing M.Phil. / Ph. D

: Years

21. Fields of Specification under the Subject / Discipline:

(a)

(b)

22. Orientation / Refresher Courses attended at Academic Staff Colleges:

(Enclose copies of the courses attended)

Name of the Course	Academic Staff College / University	Duration	Sponsoring Agency

Date:

Signature of the Teacher
Designation

To be certified by the Administration

This is to certify that the information furnished by the Teacher is verified and found correct as per the records available in the University.

Superintendent Assistant Registrar/Deputy Registrar Registrar with seal

PART- B

**ASSESSMENT CRITERIA AND METHODOLOGY FOR UNIVERSITY TEACHERS
FOR UPGRADATION/PROMOTION UNDER CAS OF UGC RSP 2016**

[For details, see the UGC (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education) UGC Regulation No. F.11-2/2017/CPS, dated 18th July, 2018.]

Category I: Teaching, Learning and Evaluation Related Activities
(During the Assessment Period):

a) Teaching/Counseling/Summer & Winter and Practical classes:

Academic year	Counseling/online classes		Diploma/Practical Research/classes (10 Marks)	Total Marks	Grading
	UG (40Marks for each Semester 2x25=60)	PG (60Marks)			

b) Other Methods of teaching

Academic Year	Radio/Audio 5 Marks each (Maximum 30 Marks)	Video lessons (6 Marks each) (Maximum 30 Marks)	Teleconferencing (03 Marks each) (maximum 10 Marks)	Total Marks	Grading
(1)	(2)		(3)	(4)	(5)

c) Organizing counseling classes/ Summer & Winter classes/Practical

Academic Year	Total UG/PG/Practical classes (Maximum 10 Marks)	Grading
(1)	(2)	(3)

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

***The claim of the candidate shall be certified by the Dean of the Faculty/Director SSB/ Director EMRRC**

Category II : Involvement in the University / College students related activities / research Activities (During the Assessment Period) :

(Enclose the certificates / documents indicating evidence)

- a) **Administrative responsibilities such as Head/Dean / Director /Registrar/COE/ Coordinator/Warden/ Adtl.COE/Liaison Officer/Dean Student Affairs/WDEC/DO**

Academic Year	Administrative Responsibilities	Grading

Grading Criteria –At least 3 Years in an Assessment Period: Good, 1-2 Years: *Satisfactory and*
Not involved in any: Not Satisfactory

- b) **Examination and Paper evaluation duties assigned by the University or Recruiting Agencies viz., SPSC/UPSC, Conduct of Exams, Paper Setting, Moderation, Squad/Observer(Furnish the Evidence)**

Academic Year	Nature of duties attended	Grading

Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and
Not involved in any Activities: Not Satisfactory

- c) **Student related co-curricular, extension and field based activities such as University Forums/ Community Services/ Career Counseling, Study Visits, Seminars, Cultural and Community Services/ Events such as Plantation, Science Day, Earth Day, Environment Day, University Formation Day etc.**

Academic Year	Nature of co-curricular Activities	Grading

Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and
Not involved in any Activities: Not Satisfactory

**d) Organizing Seminars/ Webinar/Conferences/ Workshops and other University activities
(Enclose the Evidence)**

Academic Year	Seminars/ Webinar/ Conferences/ Workshops Organized	Grading

Grading Criteria - At least 3 Activities: Good, 1-2 Activities: Satisfactory and Not involved in any Activities: Not Satisfactory

e) Evidence of actively involved in guiding Ph.D. students :

Academic Year	Number of students Guided during the Assessment Period	Grading

Grading Criteria - At least 3: Good, 1-2: Satisfactory and Not guided: Not Satisfactory

f) Conducting Minor or Major Research Project sponsored by National or International Agencies :

Academic Year	Minor Research Project (National)	Minor Research Project (International)	Major Research Project (National)	Major Research Project (International)	Grading

Grading Criteria - At least 3: Good, 1-2: Satisfactory and None: Not Satisfactory

Note: Number of activities can be within or across the broad categories of activities.

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading.

Note:

For the purpose of assessing the grading of Activity at Category No.1 and Category No.II, 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.

Category III : Research and Academic Contributions (during the Assessment Period):**Note 1:**

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

- *Peer-Reviewed or UGC-listed journals (Impact factor to be determined as per Thomson Reuters list):*
 - (i) *Papers in refereed journals without impact factor - 5 Points*
 - (ii) *Papers with impact factor less than 1 - 10 Points*
 - (iii) *Papers with impact factor between 1 and 2 - 15 Points*
 - (iv) *Papers with impact factor between 2 and 5 - 20 Points*
 - (v) *Papers with impact factor between 5 and 10 - 25 Points*
 - (vi) *Papers with impact factor above 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.*
- *Paper presented can be claimed only once if it is a part of edited book and/or proceedings.*
- *For joint supervision of research students, the formula shall be 70% of the total score for 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) on Policy Document and 6 on Invited lectures / Resource Person/Paper Presentation below 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.*

Note 2:

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 acknowledgement for patent filing and approval letters, Students' Ph.D award letter, etc.

1) Research papers published in Peer-Reviewed or UGC listed Journals:

(Enclose the list and copies of the relevant research publications)

1 a) (During the assessment period)

Year	Research Publications in Peer-reviewed or UGC-CARE listed Journals	Research Score		Total Research Score
		Faculty of Sciences/Engineering & Technology	Faculty of Arts/Languages/ Social Sciences/ library/Education/ Physical Education/ Commerce / Management & other related disciplines	
		8 marks per paper	10 marks per paper	
Total Research Score(for Assessment period)				

1b) (Other than assessment period)

Year	Research Publications in Peer-reviewed or UGC-CARE listed Journals	Research Score		Total Research Score
		Faculty of Sciences/Engineering & Technology	Faculty of Arts/Languages/ Social Sciences/ library/Education/ Physical Education/ Commerce / Management & other related disciplines	
		8 marks per paper	10 marks per paper	
Total Research Score(for Assessment period)				

1 a+1b= Total in figures and in words -----
(see the note given above for possible augmentation /sharing of research score)

2) Publications (Other than Research papers)

2(a) Books authored/Edited which are published by:

(Enclose the list and copies of the relevant publications)

Year	Books authored			Books Edited			Total Research Score
	International Publishers 12 Marks	National Publishers 10 Marks	State level Publisher 08 Mars	International Publishers 10 Marks	National Publishers 08 Marks	State level Publisher 06 Marks	
Total Research Score (for Assessment period)							

2b) Chapters in Edited books/ Course Material Development

(Enclose the list and copies of the relevant publications)

Year	Chapters in Edited Books	University Study Material Preparation Editor/Associate Editor/Writer			Total Research Score
	05 Marks per chapter	Editing 08 Marks per course	Associate Editing 04 Marks per course	Unit Writing 05 Marks per Unit	
Total Research Score (for Assessment period)					

2(c) Translation works in Indian and Foreign languages by Qualified Faculties

Year	Name of the Unit/Chapter/ Research Paper/Book/Course	Per Chapter/Unit/Lesson 03 Marks	Total Research Score
Total Research Score (for Assessment period)			

Maximum 30 Marks

3. Creation of ICT mediated Teaching Learning Pedagogy and Content development of new and innovative courses/ curricula

3a) Development of ICT mediated Innovative Pedagogy
(Enclose the list and copies of the relevant documents)

Year	Development of Innovative Pedagogy (05 Marks)	Total Research Score
	Total Research Score for Assessment period)	

3b) Design of New Curricula/Courses
(Enclose the list and copies of the relevant documents)

Year	Design and of new curricula and courses 02 Marks per each curricula and courses)	Total Research Score
	Total Research Score for Assessment period)	

3 (c)MOOCs
(Enclose the list and copies of the relevant documents)

Year	Development of complete MOOCs in 4 quadrants (4 credits course) (In case of MOOCs of lesser credits 05 Marks/credit) 20 marks per completed MOOCs	MOOCs (developed in 4 quadrant) 5 marks per module/lecture	Content writer/Subject matter expert for each module of MOOCs (at least one quadrant) 2 marks per module	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credits) 8marks per course	Total Research Score
	Total Research Score for Assessment period)				

3 (d)e-content

(Enclose the list and copies of the relevant documents)

Year	Development of e-content in 4 quadrants for a complete course/e-book 12 marks per e-content	e-content (developed in 4 quadrants) 05 marks per e-content module	Contribution to development of e-content module in complete course/ paper/e-book (at least one quadrant) 02 marks per e-content module	Editor of e-content for complete course /paper/ e-book 10 marks per Editing	Coordinator /Participant of e-content development training programme 2 Marks	Total Research Score
Total Research Score for Assessment period						

4. a) Research Guidance:

(Enclose evidence of Degree awarded/ Thesis submitted)

Year	<u>Activity:</u>					Total Research Score
	Guiding Ph.D			Guiding M.Phil/PG dissertation		
	10 marks per degree awarded	05 marks per thesis submitted	3 marks per guiding	3 marks per award of degree	2 marks per guiding	
Total Research Score for Assessment Period						

4. Research Projects / Consultancy:

(Enclose the copies of the relevant sanction letters of the projects)

Year	4 (b) Research Projects completed		4(C) Ongoing Research Projects		4 (d) Consultancy 03 marks per Project	Total Research Score
	10 marks per Project more than 10 lakhs	05 marks per Project less than 10 lakhs	05 marks per Project more than 10 lakhs	02 marks per Project less than 10 lakhs		
Total Research Score for assessment Period						

5. (a) Patents

(Enclose the copies of the relevant documents)

Year	Title of the Patent		Total Research Score
	10 marks per International patent	7 marks per National patent	
Total Research Score(for Assessment period)			

5 (b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World bank/International monetary fund etc. or Central Government or State Government)

(Enclose the copies of the relevant documents)

Year	Name of the Policy document			Total Research Score
	10 marks per International Policy document	7 marks per National Policy document	4 marks per State Policy document	
Total Research Score for Assessment period				

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) on Policy Document above and 6 on Invited lectures / Resource Person/Paper Presentation below shall have an upper capping of thirty percent of the total research score of the teacher concerned.

5 (c) Fellowships/Awards including Best Teacher Awards by the Government of state/central

(Enclose the copies of the relevant documents)

Year	Fellowships/Awards		Total Research Score
	7 marks per International Fellowships/Awards	5 marks per national Fellowships/Awards	
Total Research Score for Assessment Period			

6. *Invited lectures/ Resource person/ paper presentation in seminar/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)

Year	Invited Lectures / Resource person/ paper presentation in seminar/conferences/Full paper in conference proceedings				Total Research Score
	07 marks per Paper International (Abroad)	05 marks per Paper International (within country)	03 marks per Paper National	02 marks per Paper State/University	
Total Research Score for Assessment Period					

(Enclose the copies of the relevant documents)

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) on Policy Document and 6 on Invited lectures / Resource Person/Paper Presentation above shall have an upper capping of thirty percent of the total research score of the teacher concerned.

List of Enclosures:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

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:

Head of the Dept Dean of the Faculty/DSS Director (Academic) Registrar with seal