



## THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY Hyderabad

### General instructions for CAS applicants (for teachers and equivalent positions)

1. The University invites applications under Career Advancement Scheme (CAS) in the prescribed format (in three sets) from eligible teachers who fulfill the eligibility conditions as on **29--02-2020** for upgradation/ promotion for the following stages under Career Advancement Scheme (CAS) as per the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 (4<sup>th</sup> Amendment).
2. Career Advancement Scheme regulations as stipulated by UGC Regulations 2018 will be implemented by the University prospectively.
3. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the effective date of promotion will be from that of completion of minimum period of eligibility.
4. If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/ her promotion will be effected from the date of application fulfilling the eligibility criteria. If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/ her promotion will be deemed to be from the later date of eligibility.
5. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.

**Note:** *Teachers who have applied for upgradation/ promotion under Career Advancement Scheme in response to the earlier University Notification No.EFLU/Admn./CAS-2019/141, dated 10 May 2019 need not apply. However, such teachers may update their credentials by submitting the copies in support of their claim*

**The filled in CAS Applications in all respects with due enclosures in a sealed cover clearly superscribing “CAS APPLICATION OF (Name) \_\_\_\_\_ FOR THE POST OF \_\_\_\_\_ DEPARTMENT & SCHOOL \_\_\_\_\_,” should reach the Registrar, English and Foreign Languages University on or before 28-02-2020 by 5.00 pm.**



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**  
**Hyderabad – 500 007**

**APPLICATION FORM FOR PROMOTION**  
**UNDER CAREER ADVANCEMENT SCHEME (CAS)**  
**FOR TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY**

**(As per UGC Regulations 2010, 4<sup>th</sup> Amendment, dated 11 July 2016)**

**Application for promotion from:** (Please tick the appropriate stage)

|                     |   |     |
|---------------------|---|-----|
| Assistant Professor | (Stage 1 to Stage 2)                              | [ ] |
|                     | (Stage 2 to Stage 3)                              | [ ] |
|                     | (Stage 3) to Associate Professor (Stage 4)        | [ ] |
| Associate Professor | (Stage 4 to Professor/equivalent cadres (Stage 5) | [ ] |
| Professor           | (Stage 5 to Professor (Stage 6)                   | [ ] |

**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** :
4. **Department & School** :
5. **Date of appointment as**
  - a. **Assistant Professor with AGP Rs.6,000/-** :
  - b. **Assistant Professor with AGP Rs.7,000/-** :
  - c. **Assistant Professor with AGP Rs.8,000/-** :
  - d. **Associate Professor with AGP Rs.9,000/-** :
  - e. **Professor with AGP Rs. 10,000/-** :
6. **Current Designation &AGP** :
7. **Position and Academic Grade Pay applied for under CAS** :
8. **Date of eligibility for promotion** :
9. **Date and place of Birth** :

10. Gender : Male / Female
11. Marital Status :
12. Nationality :
13. Category (tick the category) : GENERAL/ SC / ST /OBC
14. Address for correspondence (with Pin code) :

15. Permanent Address (with Pin code) :

Mobile No. : Landline No. ....

Email:

**16. 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 |
|-------------------------------------|------------|--------------------------------|-----------------|------------------------------|--------------------------|
| High School / Metric                |            |                                |                 |                              |                          |
| Intermediate                        |            |                                |                 |                              |                          |
| Undergraduate                       |            |                                |                 |                              |                          |
| Post-Graduate                       |            |                                |                 |                              |                          |
| <b>Other qualifications, if any</b> |            |                                |                 |                              |                          |
| UGC NET                             |            |                                |                 |                              |                          |
|                                     |            |                                |                 |                              |                          |
|                                     |            |                                |                 |                              |                          |

**17. 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. |       |                        |            |

**18. Particulars of Postdoctoral research (copies to be enclosed):**

| <b>Department &amp; University/<br/>Institution</b> | <b>Area of Postdoctoral research</b> | <b>Grants and fellowships received</b> | <b>Years From - to</b> |
|---|--------------------------------------|--|------------------------|
|   |                                      |  |                        |
|   |                                      |  |                        |
|   |                                      |  |                        |

**19. Appointments held prior to joining the EFL University service:**

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

| <b>Designation</b> | <b>Name of the Employer</b> | <b>Date of joining</b> | <b>Date of leaving</b> | <b>Salary with Grade pay</b> | <b>Reason for Leaving</b> |
|--------------------|-----------------------------|------------------------|------------------------|------------------------------|---------------------------|
|                    |                             |                        |                        |                              |                           |
|                    |                             |                        |                        |                              |                           |
|                    |                             |                        |                        |                              |                           |

**20. Appointments after joining the EFL University:**

(Enclose copies of the orders)

| <b>Designation</b> | <b>Department</b> | <b>Date of actual joining</b> |           | <b>Grade pay</b> |
|--------------------|-------------------|-------------------------------|-----------|------------------|
|                    |                   | <b>From</b>                   | <b>To</b> |                  |
|                    |                   |                               |           |                  |
|                    |                   |                               |           |                  |

**21. Teaching experience:**

**P.G. level** : \_\_\_\_\_ years

**U.G. level** : \_\_\_\_\_ years

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

: \_\_\_\_\_ years

**23. Fields of Specification under the Subject / Discipline:**

**24. Orientation / Refresher Courses attended at Academic Staff Colleges:**

(Enclose copies of the courses attended)

| Name of the Course | Academic Staff College / University | Dates & Duration | Sponsoring Agency |
|--------------------|-------------------------------------|------------------|-------------------|
|                    |                                     |                  |                   |
|                    |                                     |                  |                   |

Date:

Signature of the Teacher

## PART B: ACADEMIC PERFORMANCE INDICATORS (API)

*[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) (4<sup>th</sup> Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11<sup>th</sup> July, 2016]*

|                     | Direct Teaching Hours per week |
|---------------------|--------------------------------|
| Assistant Professor | 16                             |
| Associate Professor | 14                             |
| Professor           | 14                             |

### Category I: Teaching, Learning and Evaluation Related Activities

**a) Direct teaching :**

| Academic year                                  | No. of hours allotted during the Academic year | Actual No. of hours spent during the Academic year | <b>API Score:</b><br>Actual hours spent<br>$\div$<br>7.5 for (Asst. Prof)<br>&<br>7.75 for (Assoc. Prof) | Verified Score<br>(for office use only) |
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| <b>Total API Score (for Assessment period)</b> |  |  |  |   |

*Max. API score: 70/Academic year for Asst. Professor and 60/ Academic year for Assoc. Professor*

**b) Examination duties (question paper setting, invigilation and evaluation of answer scripts):**

| Academic Year                                  | No. of hours spent on paper setting | No. of hours spent on invigilation | No. of hours spent on evaluation of Answer scripts | <b>API Score:</b><br>Actual hours spent<br>$\div$<br>10 | Verified Score<br>(for office use only) |
|--|-------------------------------------|------------------------------------|--|---|---|
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| <b>Total API Score (for Assessment period)</b> |                                     |                                    |  |   |   |

*Max. API score: 20/Academic year for all.*

**c) Innovative teaching-learning methodologies, updating of subject content/courses, mentoring, etc. :**

| Academic Year                                  | No. of hours spent during Academic year | <b>API Score:</b><br>Actual hours spent $\div$ 10 | Verified Score<br>(for office use only) |
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| <b>Total API Score (for Assessment period)</b> |   |   |   |

*Max. API score: 10/Academic year for Asst. Professor and 15/Academic year for Assoc. Professor*

## Category II: Professional Development, Co-curricular and Extension activities

a) Student related co-curricular extension and field based activities:

| Academic Year                                  | Actual hours spent in each of the following activity   |   |   | Actual API Score:<br>Total Actual hours spent per Academic year<br>$\div$<br>10 | Verified Score<br>(for office use only) |
|--|--|---|---|---|---|
|  | Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminars and other events) | Other co-curricular activities (cultural, sports, NSS, NCC, etc.) | Extension and dissemination activities (public / popular lectures / talks / seminars, etc.) |   |   |
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| <b>Total API Score (for Assessment period)</b> |  |   |   |   |   |

*Max. API score: 15/Academic year*

b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities :

| Academic Year                                  | Actual hours spent in each of the following activity  |   | Actual API Score:<br>Actual hours spent per Academic year<br>$\div$<br>10 | Verified Score<br>(for office use only) |
|--|---|---|---|---|
|  | Administrative responsibilities (including as Dean / Principal / Head / Convener/ similar other duties that require regular office hours for its discharge) | Participation in Board of Studies, Academic and administrative Committees |   |   |
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| <b>Total API Score (for Assessment period)</b> |   |   |   |   |

*Max. API score: 15/Academic year*

c) Professional development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination of knowledge and publication of general articles and any other contribution) :

| Academic Year                                  | No. of hours spent during Academic year | Actual API Score:<br>Actual hours spent<br>$\div$<br>10 | Verified Score<br>(for office use only) |
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| <b>Total API Score (for Assessment period)</b> |   |   |   |

*Max. API score: 15/Academic year*

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| CATEGORY –II (Total Score) – (a to c): _____ |
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### Category III: Research and Academic Contributions

**Note-1:**

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:

- (i) papers with impact factor\* less than 1 by 5 points
- (ii) papers with impact factor between 1 and 2 by 10 points
- (iii) papers with impact factor between 2 and 5 by 15 points
- (iv) papers with impact factor between 5 and 10 by 20 points
- (v) papers with impact factor above 10 by 25 points.

\*Only the Impact factor of SCOPUS will be considered.

**Note-2:**

The API for joint publications shall be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the First and Principal/ corresponding author/ supervisor/ mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

**A) Research papers published:**

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

| Sl.No              | Title of the Article | Name of the Journal /Book Edited | ISSN/ ISBN | Peer Reviewed/ Refereed/ UGC listed/ Impact factor if any (SCOPUS/ Thomson Reuters/ MLA Indexed/ Copernicus Index/ EBESCO Journal State Yes or No Impact |          | State Whether it is Single-authored or Joint Publication | Whether you are the main author Yes/ No | Page Nos. | API Score (Max. 10 per Publication) | Verified Score (for office use only) |
|--------------------|----------------------|----------------------------------|------------|--|----------|--|---|-----------|-------------------------------------|--------------------------------------|
|                    |                      |                                  |            | International  | National |  |   |           |                                     |                                      |
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| <b>Total score</b> |                      |                                  |            |  |          |  |   |           |                                     |                                      |

**B) Publications other than journal articles (books, chapters in books):**

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

| Sl.No              | Name of the Book authored/ Book Edited | ISBN          |          | State Whether it is Single-authored or Co-authored | Whether you are the main author Yes/ No | Page Nos. in case of a Chapter in a Book | API Score (Max. 30 per book for single author) | Verified Score (for office use only) |
|--------------------|--|---------------|----------|--|---|--|--|--------------------------------------|
|                    |  | International | National |  |   |  |  |                                      |
|                    |  |               |          |  |   |  |  |                                      |
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|                    |  |               |          |  |   |  |  |                                      |
| <b>Total score</b> |  |               |          |  |   |  |  |                                      |



| Year   | Subject books published by National Level publishers, with ISBN/ISSN number or state / Central Government publications | API Score<br>(Max. 20 per book for single author) | Verified Score<br>(for office use only) |
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| <b>Total API Score (for Assessment period)</b> |  |   |   |

| Year   | Activity<br>Subject books published by other local publishers, with ISBN/ISSN number | API Score<br>(Max. 15 per book for single author) | Verified Score<br>(for office use only) |
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| <b>Total API Score (for Assessment period)</b> |  |   |   |

| Sl.No              | Title of the Chapter in the Edited Book | ISBN          |          | Title of the Book | State whether the chapter is single authored or co-authored | Whether you are the main author<br>Yes/ No | Page Nos. | API Score<br>(Max. API Score:<br>International -10 per Chapter and National-05 per chapter) | Verified Score<br>(for office use only) |
|--------------------|---|---------------|----------|-------------------|---|--|-----------|---|---|
|                    |   | International | National |                   |   |  |           |   |   |
|                    |   |               |          |                   |   |  |           |   |   |
|                    |   |               |          |                   |   |  |           |   |   |
| <b>Total score</b> |   |               |          |                   |   |  |           |   |   |

**C) Research Projects (Enclose the copies of the relevant sanction letters of the projects):**

| Year   | Activity<br>Sponsored Projects | API Score for<br>Faculties of Arts / Social Sciences/ Law/ Education/ Commerce / Management<br>(API Score for major projects with grants above Rs. 5 lakhs is 20 per project, for those with grants above Rs. 3 lakhs up to 5 lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 3 lakhs is 10 per project ) | Verified Score<br>(for office use only) |
|--|--------------------------------|---|---|
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| <b>Total API Score (for Assessment period)</b> |                                |   |   |

| <b>Year</b>                                    | <b>Activity<br/>Consultancy Projects</b> | <b>API Score for<br/>Faculties of Arts/ Social<br/>Sciences/ Law/ Education/<br/>Commerce/ Management</b><br><i>(API Score for amount mobilized<br/>with a minimum of Rs. 2 lakhs is 10<br/>for every Rs. 2 lakhs )</i> | <b>Verified<br/>Score</b><br>(for office<br>use only) |
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| <b>Total API Score (for Assessment period)</b> |  |   |   |

| <b>Year</b>                                    | <b>Activity<br/>Projects Outcome / Outputs</b><br><i>(Enclose the relevant documents)</i> | <b>API Score for<br/>Faculties of Arts/ Social Sciences/<br/>Law/ Education/ Commerce/<br/>Management</b><br><i>(API Score for Major policy documents<br/>prepared for International bodies like<br/>WHO/ UNO/ UNESCO/ UNICEF, etc and<br/>for Central/ State/Local bodies: 30 for<br/>International bodies, 20 for Central Govt.,<br/>10 for State Govt. and 5 for Local bodies)</i> | <b>Verified<br/>Score</b><br>(for office<br>use only) |
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| <b>Total API Score (for Assessment period)</b> |   |   |   |

**D) Research Guidance (Enclose the list candidates awarded/submitted):**

| <b>Year</b>                                    | <b>Activity<br/>Guiding Ph.D. / M.Phil.</b> | <b>API Score</b><br><i>(API Score: 15 for each Ph.D. degree<br/>awarded, 10 if the Ph.D. thesis is submitted<br/>and 5 for each M.Phil. degree awarded)</i> | <b>Verified<br/>Score</b><br>(for<br>office<br>use only) |
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| <b>Total API Score (for Assessment period)</b> |   |   |  |

**E) Fellowships/Awards and Invited Lectures delivered in conferences/seminars:**

*(The score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period)*

| <b>Year</b>                                    | <b>Activity</b><br><b>Fellowships/Awards from academic bodies / academic associations</b><br><i>(Enclose the copies of the certificates)</i> | <b>API Score</b><br><i>(API Score: 15 for International Award/Fellowship, 10 for National Award/Fellowship and 5 for State/University level Award)</i> | <b>Verified Score</b><br>(for office use only) |
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| <b>Total API Score (for Assessment period)</b> |  |  |  |

| <b>Year</b>                                    | <b>Activity</b><br><b>Invited Lectures / Paper presentations</b><br><i>(Enclose the copies of the certificates)</i> | <b>API Score</b><br><i>(API Score: 7 per lecture and 5 per paper presented at International level, 5 per lecture and 3 per paper presented at National level, and 3 per lecture and 2 per paper presented at State/University level)</i> | <b>Verified Score</b><br>(for office use only) |
|--|---|--|--|
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| <b>Total API Score (for Assessment period)</b> |   |  |  |

**F) Development of e-learning delivery process / material:**

| <b>Year</b>                                    | <b>E-learning modules / material developed</b> | <b>API Score:</b><br><i>(10 per Module developed)</i> | <b>Verified Score</b><br>(for office use only) |
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| <b>Total API Score (for Assessment period)</b> |  |   |  |

CATEGORY –III (Total Score) – (A to F): \_\_\_\_\_

### SUMMARY OF API SCORES

| Category | Criteria  | Last Academic Year | Total API Score for Assessment period | Annual average API score for Assessment period | Verified Score (for office use only) |
|----------|---|--------------------|---------------------------------------|--|--------------------------------------|
| I        | Teaching Learning and Evaluation related activities             |                    |                                       |  |                                      |
| II       | Professional development Co-curricular and Extension activities |                    |                                       |  |                                      |
| III      | Research and Academic Contributions                             |                    |                                       |  |                                      |
|          | <b>Total : I+ II + III</b>                                      |                    |                                       |  |                                      |

### PART C: OTHER RELEVANT INFORMATION

*(Give details of any other credentials, significant contributions, awards received, etc. that are not mentioned in the application form)*

| Year | Details <i>(enclose copies of relevant certificates/documents)</i> |
|------|--|
|      |  |
|      |  |
|      |  |

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 3 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

**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 Department/ Dean of the School

**Note:**

1. The Individual API proforma duly filled in along with all enclosures will only be verified by the University and placed before the Screening cum Evaluation Committee for assessment/verification. API score will not be given for the credentials for which no evidence is produced.
2. For further information, the applicants may go through the above cited UGC Regulations (4<sup>th</sup> Amendment) issued on 11.07.2016.

***API SCORE CLAIMED BUT NOT SUBSTANTIATED BY DOCUMENTARY EVIDENCE IS INADMISSIBLE AND WILL NOT BE CONSIDERED IN CALCULATING THE TOTAL SCORE.***