



**JAWAHARLAL NEHRU ARCHITECTURE AND FINE ARTS UNIVERSITY**  
**Mahaveer Marg, Masab Tank, Hyderabad, Telangana, India - 500 028.**

**University Circular No.: C/020/CAS Promotions/ 2025**

**dt: 13.02.2025**

**APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME IN  
THE UGC PAY SCALES -2016**

*(Architecture, Applied Arts, Animation, Painting, Photography and Sculpture and Allied Disciplines)*

(In accordance with G.O. Ms. No. 15, Higher Education (UE) Department dated 29.06.2019).

**Last Date of Receipt of Application along with enclosures on 07.03.2025.**

**Details of the Academic Levels:**

i) Assistant Professor with Academic Level - 11 - Pay Scale: Rs. 68,900 - 2,05,500 [Corresponding to Assistant 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 Assistant 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
v) senior Professor with Academic Level - 15 - Pay Scale: Rs. 1,82,200 - 2,24,100

**PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1.	Name (in Block letters)	
2.	Date of Birth	
3.	Department & College/ Unit	
4.	Date of first appointment as:	
5.	Current Designation & Academic Level	
6.	Application for seeking promotion of Academic Level under CAS	
7.	Date of eligibility (proposed by the Applicant)	Academic Level -
	<b>Academic Level - 11/ 12/ 13A/ 14/ 15 (Mention the Academic Level with date)</b>	Date:
8.	Indicate whether belongs to OC/SC/ST/BC (A, B, C, D) category and indicate the sub category)	
	Phone Numbers	
	Mobile	Land
	Email:	

9.	Academic Qualifications (copies of certificates to be enclosed):							
	Examination	Name of the Board /University	Year of passing	Percentage of marks obtained	Division/ Class/ Grade	Subject	Title of the Thesis for M.tech / M. Phil/ Ph.D	Proof ( Enclose & Page No.
	High school/ Matric							
	Intermediate							
	Under Graduate							
	Post Graduate							
	M. Phil							
	Ph.D							
	Other examination if any							
10.	Appointments held prior to joining in the JNAFA University, Hyderabad (Please enclose copies of a) Appointment Order b). Relieving Order c). Proceeding of the Selection Committee d). Service Certificate ) ( This applicable who are seeking for promotion from Level 11 to Level 12)							
	Designation	Name of the Employer	Date of		Salary with Grade	Reason for leaving	Proof ( Enclose & Page No.	
			Joining	Leaving				
11.	Service Particulars in the JNAFA University (Please enclose copies of the orders):							
	Designation	Department	Date of actual Joining		Grade	Proof ( Enclose & Page No.		
			From	To				

12.	Period of teaching experience				
	Classes	Years		Total Years	Proof ( Enclose & Page No.
		From	To		
	U.G Classes				
	P.G Classes				
Research experience excluding years spent in M. Phil/ Ph.D (in years)					
13 (a)	Academic Staff College (UGC - HRDC) Orientation / Refresher Courses etc.				
	<u>Attended</u>				
	Name of the Course / Summer School	Place	Duration	Sponsoring Agency	Proof ( Enclose & Page No.
b)	<u>Conducted/ Organized:</u>				
	Name of the Course / Summer School	Place	Duration	Sponsoring Agency	Proof ( Enclose & Page No.

**TABLE - A**

**(Minimum API requirement for the promotion of teachers under CAS in University Departments)**

S.No		Assistant Professor (stage 1/ AGP Rs. 6,000/- to Stage 2/ AGP Rs. 7,000/-	Assistant Professor (stage 2/ AGP Rs. 7,000/- to Stage 3/ AGP Rs. 8,000/-	Assistant Professor (stage 3/ AGP Rs. ,000/- to Stage 4/ AGP Rs. 9,000/-	Associate Professor (stage 4/ AGP Rs. 9,000/- to Stage 5/ AGP Rs. 10,000/-
1	Research and Academic contribution (category III)	40/ assessment period	100/ assessment period	90/ assessment period	120/ assessment period

2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**TABLE - B**

**(Minimum API requirement for the promotion of teachers under CAS in colleges UG & PG)**

S.No		Assistant Professor (stage 1/ AGP Rs. 6,000/- to Stage 2/ AGP Rs. 7,000/-	Assistant Professor (stage 2/ AGP Rs. 7,000/- to Stage 3/ AGP Rs. 8,000/-	Assistant Professor (stage 3/ AGP Rs. 8,000/- to Stage 4/ AGP Rs. 9,000/-	Associate Professor (stage 4/ AGP Rs. 9,000/- to Stage 5/ AGP Rs. 10,000/-
1	Research and Academic contribution (category III)	20/ assessment period	50/ assessment period	45/ assessment period	60/ assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

**Appendix - II**

**Table1  
Assessment Criteria and Methodology for University/College Teachers**

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.	<p>Involvement in the University/College students related activities/research activities)</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</p> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>(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.</p> <p>(d) Organizing seminars/conferences/workshops ,other college/university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.</p>	<p>Good-Involved in at least 3 activities Satisfactory-1-2 activities Not-satisfactory-Not involved/undertaken any of the activities</p> <p>Note: Number of activities can be within in or a cross the broad categories of activities</p>
<p><b>Overall Grading:</b>  <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2.Or  <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading  <b>Note:</b> 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 maintaining 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 Regulation sand 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**

(Self - Assessment must be based on evidence produced for each activity performed by the teacher such as: copy of paper and publications , project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filling and approval letters, students Ph.D. award letter, Photo, Records and other supporting documents etc.)

S.No	Nature of activity (Academic/Research Activity etc.)	Maximum Score	Score Achieved Based on self - assessment
1	Research Papers published in Peer-Reviewed or	08 per paper	

	relevant research Journals		
2	<b>Publications(other than Research papers)/ Exhibitions</b>		
(i)	<b>Books authored which are published by:</b>		
a)	International publishers	12	
b)	National Publishers	10	
d)	Chapters in Edited Book	05	
e)	Editor of Book by International Publisher	10	
f)	Editor of Book by National Publisher	08	
(ii)	<b>Translation works in Indian and Foreign languages by qualified faculties</b>		
a)	Chapter or Research paper	03	
b)	Book	08	
(iii)	Exhibitions/ Art Camps		
a)	International Art Exhibitions Solo / Group shows (Curated/Invited) <b>Note:</b> Only reputed Organizations/ Galleries	8/4	
b)	National Art Exhibitions Solo / Group shows (Curated/Invited) <b>Note:</b> Only reputed Organizations/ Galleries	6/3	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and Development of new and innovative courses and curricular / other Academic activities		
i)	Development of Innovative pedagogy	05	
ii)	Design of new curricula and courses	03percurricula/course	
iii)	Updating of existing curricula and courses (Substantial changes and modernizing)	02percurricula/course	
iv)	MOOCs		
a)	DevelopmentofcompleteMOOCsin4quadrants(4creditcourse)(In case of MOOCs of lesser credits 05 marks / credit)	20	
b)	MOOCs(developedin4quadrant) per module /lecture	05	
c)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	
d)	Course Coordinator for MOOCs(4 Credit course)(IncaseofMOOCsoflessercredits 02marks/credit)	08	

(v)	E-Content		
a)	Development of e-Content in 4 Quadrants for a complete course/e-book	12	
b)	e-Content (developed in 4 quadrants) per module	05	
c)	Contribution to development of e-content module incomplete course/paper/e-book(at least one quadrant)	02	
d)	Editor of e-content for complete course/paper /e-book	10	
(vi)	<b>Contribution in Academic / Professional Committees in other Universities and Institutions:</b> Participation in Board of Studies/Academic and Administrative Committees/Committees of Professional bodies/Technical Evaluation Committees/CET Committees etc./Jury (Other Universities/Organizations) / Paper setting for other Universities / CETS.	01 per activity	

4.	Research		
(i)	<b>Research guidance</b>		
a)	Ph.D.	10perdegree awarded 05 per the sis submitted	
b)	P.G dissertation/ Thesis	02 (Max score 20 marks)	
(ii)	<b>Research Projects Completed</b>		
a)	Morethan10lakhs each	10 each project	
b)	5 - 10 lakhs each	06 each project	
c)	Lessthan5lakhs	05	
(iii)	<b>Research Projects Ongoing:</b>		
a)	Morethan10lakhs	07 each project	
b)	Amount mobilized (5 - 10 Lakhs)	04 each project	
c)	Lessthan5lakhs	02 each project	
d)	Research Consultancy	2 to 7 depending on the scale	

5 (i)	Consultancy Projects carried out (Art, Architecture, Civil, FSP, Project Management etc.		
a)	Project Co-ordinator	10 per project	
b)	Team Member	06 per project	
(ii)	Consultancy Projects ongoing		
a)	Project Co-ordinator	07 per project	
b)	Team Member	04 per project	
6.	Other Credentials, Contributions and Awards		
(i)	Patents/ Technology Transfer		

a)	International	10	
b)	National	07	
(ii)	*Policy Document (Submitted to an International body / organization like UNO / UNESCO / World Bank / International Monetary Fund etc .or Central Government or State Government)		
a)	International	10 per document	
b)	National	07 per document	
c)	State	04 per document	
(iii)	Awards/Fellowship from various Organizations		
a)	International	10 per honour received	
b)	National	07 per honour received	
c)	State	04 per honour received	
7.	*Invited lectures / Resource Person/paper presentation in Training Courses /Seminars/Conferences/ Presenting work in exhibitions and competitions / Workshops/ Designing books, Magazines, Posters and campaigns/ Contribution of films, television, documentaries/ advertising/ catalogues/ curator shows etc.)		
a)	International(Abroad)	07 per activity	
b)	International(within country)	05 per activity	
c)	National	03 per activity	
d)	State/University	02 per activity	

**Note: 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)   | Paper in refereed journals without impact factor | - | 5 Points  |
| ii)  | Paper with impact factor less than 1             | - | 10 Points |
| iii) | Paper with impact factor less between 1 and 2    | - | 15 Points |
| iv)  | Paper with impact factor less between 2 and 5    | - | 20 Points |
| v)   | Paper with impact factor less 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.

- Paper presented in Seminars/ Conferences and also published as full paper in Conference proceedings will be counted only once.
- Similarly, paper presented if part of edited book 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.
- Along with the duly filled table, please attach proofs wherever necessary and certify that the information provided is correct as per documents enclosed.

**Table:3A**

**Criteria for Short listing of candidates for Interview for the Post of Assistant Professors in Universities**

S. No.	Academic Record	Score			
		80% & Above=15	60% to less than 80% =13	55% to less than 60% =10	45% to less than 55% =05
1	Graduation				
2	Post-Graduation	80% & Above=25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60%=20	
3	Ph.D	30			
4	NET with JRF	07			
5	NET/ GATE	05			
6	SLET/SET	03			
7	Research Publications (2marks for each research published in Peer-reviewed or UGC - listed Journals)	10			
8	Teaching/Post Doctoral Experience(2marks for one year each)	10			
9	Awards/ Art Camps/ Exhibition				
10	International/ National Level (Awards or Art Camps given/ organized by International Organizations/Government of India/Government of India recognized National Level Bodies)	03			
11	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

**Note:**

- (A) (i) Ph.D Maximum - 30 Marks  
(ii) JRF/NET/SET Maximum- 07 Marks  
(iii) Inward category Maximum-03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.
- (C)
- |                        |          |            |
|------------------------|----------|------------|
| Academic Score         | -        | 80         |
| Research Publications- | -        | 10         |
| Teaching Experience    | -        | 10         |
| <b>Total</b>           | <b>-</b> | <b>100</b> |
- (D) Score shall be valid for appointment in respective State SLET/SET / Universities/ Colleges / Institutions only.

**Table:3B****Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges.**

SI.N	Academic Record	Score			
1.	Graduation	80% & Above=21	60% to less than 80%=19	55% to less than 60%=16	45% to less than 55%=10
2.	Post-Graduation	80% & Above=25	60% to less than *0%=23	55% (50% in case of SC/ST/OBC(non-creamy layer)/PWD) to less than 60%=20	
3.	M. Phil.	60% & above=07	55% to less than 60%=05)		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications Published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching/Post-Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State Level (Awards given by State Government)	02			

However, if period of teaching/post doctoral experience is less than one year then the marks shall be reduced proportionately.

**Note:**

- (A)
- |                          |         |   |          |
|--------------------------|---------|---|----------|
| (i) M.Phil. + Ph.D.      | Maximum | - | 25 Marks |
| (ii) JRF/NET/SET         | Maximum | - | 10 Marks |
| (iii) In awards category | Maximum | - | 03 Marks |
- (B) Number of candidates to be called for interview shall be decided by the college.
- (C)
- |                       |   |            |
|-----------------------|---|------------|
| Academic Score        | - | 84         |
| Research Publications | - | 06         |
| Teaching Experience   | - | 10         |
| <u>TOTAL</u>          | - | <u>100</u> |
- (D) SLET/SET score be valid for appointment in respective State Universities/Colleges/institutions only.

**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.

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

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) 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 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 development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) 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.

## **II. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:**

- 1) An Associate Professor who has completed three years of service in Academic Level 13A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) 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.

## **III. 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, favorable 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 peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.