



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

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

(In accordance with G.O. Ms. No. 14, Higher Education (U.E.II-I) Dept., dt: -20-02-2010 and UGC letter No. F.9-1/2010(PS/MISC)Pt. Vol-II, dt. 20.06.2024).

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

Section – A: GENERAL

S. No		
1.	Name and Designation of the Faculty	
2.	Name of the Department/Centre of University/College	
3.	Name of the University/College with Communication address	
4.	Communication Address/Email/Telephone/Mobile of the faculty	
5.	YEAR OF PERFORMANCE APPRAISAL	

Section – B:

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category -I	Nature of Activity	Assistant Professor		Associate Professor		Professor		Proof document No. *	SEC Score
		Max. Score (Per Academic Year)	Actual Score	Max. Score (Per Academic Year)	Actual Score	Max. Score (Per Academic Year)	Actual Score		
	a. Direct Teaching	70	Actual hours spent per academic year ÷7.5	60	Actual hours spent per academic year ÷7.75	60	Actual hours spent per academic year ÷7.75		
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment (0.5 per activity)	20		20		10			

	c. Innovative Teaching - Learning methodologies, updating of subject contents /courses, mentoring, Demonstrations (for Fine Art/Visual Art faculty), Interactive sessions etc. (2.5 per activity)	10		15		20			
	Total Score								

Note :

- SEC Score : Screening cum Evaluation Committee Score
- * Numbered proof document shall be enclosed as annexure.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Category II	Nature of Activity	Assistant Professor		Associate Professor		Professor		Proof document No.	SEC Score
		Max. Score (Per Academic Year)	Actual score	Max. Score (Per Academic Year)	Actual score	Max. Score (Per Academic Year)	Actual score		
a.	Professional Development activities a. Participation in National seminars/ International Seminars/ conferences/Workshops (5 each) b. Short term and QIP training courses (5 per week) c. Industrial experience (5 per 4 weeks) d. Talks, lectures in refresher/faculty development courses. (5 each) e. Exhibitions, Presentations, Shows, Publications, Curations etc. (5 each)	30		30		25			
b.	Contribution to corporate life and management of the department and Institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Head of the departments /Coordinator/Teacher-in charge/similar other duties that require regular office Hrs for its discharge) (1 per activity) (ii). Participation in Board of Studies, Academic and Administrative Committees (0.5 per activity) (iii). Curriculum development for courses offered in University colleges or in institutions under MoU (0.5 per activity) (iv). Additional examination duties such as flying squad/ observer /external examiner/question paper setting for other colleges/ universities (0.5 per activity) (v). Membership in professional related committees/professional bodies.	5		10		15			

c.	Student related co-curricular, extension and field based activities.	10		5		5			
	(i) Discipline related co-curricular activities (e.g. remedial classes, Career counseling, study visits and tours, student Seminar/ Workshop and other Art and Design events.) (0.5 per each activity)								
	(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (0.5 per each activity)								
	(iii) Extension and dissemination activities (public /popular Lectures/talks/seminars etc.) (0.5 per each activity)								
	(iv) Campus development related activities (0.5 per each activity)								
	(v) Inviting Professionals for student interactions, Organizing Slide presentations and film screenings (0.5 per each activity)								
Total Score									

Note :

- SEC Score: Screening cum Evaluation Committee Score.
- * Numbered proof document shall be enclosed as annexure

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Category III	Activity	Faculty of Languages / Humanities / Arts / Social Sciences / Library Physical education/Fine Arts / Visual Arts	Maximum score for University/College teacher	Actual score	Proof document No. *	SEC Score
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication			
		Other Reputed Journals as notified by the UGC#	10 per Publication			
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books Published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author			
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Authored			
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author			
		Chapters in Books, Articles published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International- 10 per chapter National – 5 per chapter			
III (C)	Research Projects					
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project			
		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project			
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project			
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.2 lakhs	10 for every Rs.2 lakhs,			

III (C)(iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process / Copy rights Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. 20 for each Copy right Major policy document of International bodies - 30 Central Government - 20, State Govt.-10 Local bodies – 5			
III (C)(iv)	Other Contributions	Holding Solo Shows /Design of Books, magazines and Campaigns/Contributions to films, Television, Documentaries and Advertising/any other significant contribution to the field	30 for each International 20 for each National Level 10 for each State Level			
III (D)	Research Guidance					
(i)	UG (Project/Thesis)	Degree awarded	2 per candidate (Maximum 20)			
(ii)	PG (Project/Thesis)	Degree awarded	5 per candidate (Maximum 20)			
(iii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate			
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars					
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	15 per Award / 15 per Fellowship			
		National Award/Fellowship from academic bodies/Associations	10 per Award / 10 per Fellowship			
		State/University level Award from academic bodies/Associations	5 Per Award			
III(E) (ii)	Invited lectures / papers/Art Camps/Jury	International	7 per lecture / 5 per paper presented			
		National level	5 per lecture / 3 per paper presented			
		State/University level	3 per lecture / 2 per paper presented			
III(F)	(i). Development of e-learning delivery process/material (ii). Conducting/teaching part time courses (iii). Conducting Seminars/workshops (iv). Conducting Art Camps / Curating shows (v). Conducting / Holding Exhibitions (iv). Development of course material / monographs. (v). Any other significant work related to Research	10 per module 10 per semester 10 per workshop 10 per camp/show 10 per exhibition 10 per course material/ monograph 20 (Maximum)				
Total Score						

APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor / equivalent cadres (Stage 4)	Associate Professor (Stage 4) To Professor /equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions-	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period

	Minimum Score required - to be assessed cumulatively					
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**