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**APPLICATION / PROFORMA FOR ACCELERATED PROMOTIONAL BENEFITS (APB)**

**(Separate application should be filed for each upward movement)**

**PART A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

- 1) Name (in Block Letters) :
  - 2) Father's Name / Mother's Name :
  - 3) Department :
  - 4) Current Designation & Grade Pay/Pay Level :
  - 5) Date of Last Promotion, if any :
  - 6) Position applying under APB :
  - 7) Date of eligibility for promotion :
  - 8) Date and Place of Birth :
  - 9) Gender :
  - 10) Marital Status :
  - 11) Nationality :
  - 12) Indicate whether you belong to SC/ST/OBC  
/General/EWS/PH category :
  - 13) Address for correspondence  
(with PIN code) :
  - 14) Permanent Address (with PIN code) :
- Telephone No. :
- Mobile No. :
- Email ID :



15) Details of Academic Qualifications (Start from the most recent degree and list up to SSLC)

S.No.	Examination passed	Board / University	Year of Passing	Marks / CGPA	Class

16) Details of experience (Evidence to be enclosed including Pay details)  
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of pay / Pay Band /Level	Period of Service		Duration		
			From	To	Years	Months	Days

Signature of the Faculty

Date:



**PART B**  
**Assessment Criteria and Methodology**

Table 1

Assessment Criteria and Methodology for University Teachers for Accelerated Promotional Benefits (APB)

Name of the faculty :

Designation :

Pay upgradation / Promotion applied for :

S.No.	Activity	Self-Assessment grading for the Academic Years (As per applicable eligibility period)			
		Year / Grade	Year / Grade	Year / Grade	Year / Grade
1.	Teaching: (Number of classes taught / total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)				
2	Involvement in the University/College students related activities/research activities:				
	(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, 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 counselling, 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 peer- reviewed or UGC list of Journals.				

Note: All the above scores must be supported with proofs of document.

Overall Grading: \_\_\_\_\_

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

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

Not Satisfactory: If neither good nor satisfactory in overall grading

Signature of the Faculty

Date:



Table 2

**Methodology for University Teachers for calculating Academic / Research Score for Accelerated Promotional Benefits (APB)**

(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.,)

Name of the faculty :  
Designation :  
Pay upgradation / Promotion applied for :

S.N.	Academic/Research Activity	Academic / Research Score for Faculty of Engineering	Academic Years (As per applicable eligibility period)				Self- Assessed score
			Year	Year	Year	Year	
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper					
2.	Publications (other than Research papers)						
	(a) Books authored which are published by ;						
	International publishers	12					
	National Publishers	10					
	Chapter in Edited Book	05					
	Editor of Book by International Publisher	10					
	Editor of Book by National Publisher	08					
	(b) Translation works in Indian and Foreign Languages by qualified faculties						
	Chapter or Research paper	03					
	Book	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					
	(b) Design of new curricula and courses	02 per curricula/course					
	(c) MOOCs						
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05	20					



S.N.	Academic/Research Activity	Academic / Research Score for Faculty of Engineering	Academic Years (As per applicable eligibility period)				Self- Assessed score
			Year	Year	Year	Year	
	marks/credit)						
	MOOCs (developed in 4 quadrant) per module/lecture	05					
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02					
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08					
	(d) E-content						
	Development of e-Content in 4 quadrants for a complete course/e-book	12					
	e-Content (developed in 4 quadrants) per module	05					
	Contribution to development of e- content module in complete course/paper/e-book (at least one quadrant)	02					
	Editor of e-content for complete course/ paper /e-book	10					
4	(a) Research guidance						
	Ph.D.	10 per degree awarded 05 per thesis submitted					
	M.Phil./P.G dissertation	02 per degree awarded					
	(b) Research Projects completed						
	More than 10 lakhs	10					
	Less than 10 lakhs	05					
	(c) Research Projects Ongoing :						
	More than 10 lakhs	05					
	Less than 10 lakhs	02					
	(d) consultancy	03					
5	(a) Patents						
	International	10					
	National	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					
	National	07					



**योजना तथा वास्तुकला विद्यालय, विजयवाड़ा**  
**School of Planning and Architecture, Vijayawada**  
 An Institute of National Importance, Ministry of Education, Govt. of India

S.N.	Academic/Research Activity	Academic / Research Score for Faculty of Engineering	Academic Years (As per applicable eligibility period)				Self- Assessed score
			Year	Year	Year	Year	
	State	04					
	(c) Awards/Fellowship						
	International	07					
	National	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					
	International (within country)	05					
	National	03					
	State/University	02					
<b>Total score</b>							

Note: All the above scores must be supported with proofs of document.

Signature of the Faculty  
 Date:



**PART – B : FINAL SUMMARY OF APPENDIX II - GRADING AND RESEARCH SCORE**

S. No.	Criteria	Grading/ Research Score Claimed by the applicant
<b>Table 1</b>		
1	Teaching	
(a)	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, 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 peer-reviewed or UGC list of Journals.	
	<b>Overall Grading</b>	
<b>Table - 2</b>		
1	Research Papers in Peer-Reviewed or UGC listed Journals	
2	Publications (other than Research papers)	
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
4	Research	
5	Patent/ Policy documents / Awards/Fellowships	
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings	
	<b>Total Research Score</b>	

Place:

Date:

Signature of the applicant

Designation



**Declaration for Grading and Research Score**

I, \_\_\_\_\_ *hereby solemnly certify that*

- (1) Detail provided in Table 1 and Table 2 is correct.
- (2) False information is not provided.
- (3) Grading and Research Score claimed is as per the UGC Regulation 2018.
- (4) All the publications submitted for promotion are original research work of the candidate.
- (5) I am not owner/editor/ asst. editor or in the board of the journal whose papers I have claimed in research score.
- (6) I understand that any misinformation will lead to disqualify from the promotion, even after the promotion.

***I hereby solemnly certify that the above grading and research score provided in this application form is true and correct to the best of my knowledge and belief.***

Place :

Signature of the faculty / applicant

Date :

Designation





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**Declaration**

I, \_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief. I also confirm that I have never been convicted by any court of law or suspended / dismissed by any employer / organization from job. I understand that if any of the information given by me in this application form is found to be incorrect, or I have concealed / misrepresented any information, my candidature / appointment is liable to be cancelled / terminated at any stage without assigning any reason therefor. I confirm that I shall abide by the decision(s) of the University with regard to my application / appointment / promotion.

Place :

Signature of the faculty / applicant

Date :

Designation

Forwarded through

Signature of the HoD

Date:

Signature of the Director

Date: