



**TAMIL NADU TEACHERS EDUCATION UNIVERSITY  
CHENNAI-600 097**

**APPLICATION FORM FOR CAREER ADVACEMENT  
SCHEME PROMOTION AS PER UGC (4<sup>th</sup> AMENDMENT)  
RECULATIONS - 2016**

Stage  to Stage

Affix recent  
colour passport  
size photo with  
signature

Staff ID	
Name of the Faculty Member	
Designation and Department	
Date of Appointment	
Period of service for current stage	From(Date):                      To(Date):

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Department	
4	Current Designation & Grade Pay	
5	Date of Last Promotion	
6	Name the Position and Grade Pay you are applying now under CAS	
7	Date of Eligibility for Promotion	
8	Date and Place of Birth	

<b>9</b>	<b>Sex</b>	
<b>10</b>	<b>Nationality</b>	
<b>11</b>	<b>Indicate SC/ST/MBC/BC/OC category</b>	
<b>12</b>	<b>Address for Correspondence (with Pin code)</b>	
<b>13</b>	<b>Permanent Address (with Pin code)</b>	
<b>13.A</b>	<b>Contact Number</b>	
<b>13.B</b>	<b>E-Mail</b>	

#### **14. Academic Qualification (Matric On wards)**

<b>Examination</b>	<b>University</b>	<b>Year</b>	<b>% of marks obtained</b>	<b>Grade &amp; Distinction</b>
Matric / X				
Intermediate (10+2)				
B.A./B.Sc./B.Com.				
M.A./M.Sc./M.Com.				
B.Ed.				
M.Ed.				
M.Phil.				
Ph.D./D.Phil.				
Other Exams (if any)				

*In case of M.Phil /Ph.D. Examination, an attested copy of the degree & the result notification for the same is to be attached.*

**15. Record of Academic Service prior to joining of this University.**

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/ Fixed Term / Temporary/ Adhoc)	Nature of Duties	Pay - Scale	Date of Joining	Date of Leaving	Reason for Leaving

**16. Record of Service in this University**

Name of Positions held	Department	Date of actual Joining		Scale of Pay
		From	To	

**17. Period of Teaching Experience** : P.G. Classes (in Years) :

: U.G. Classes (in Years) :

**18. Research Experience excluding years spent in M.Phil /Ph.D. (in Years):**

**19. Fields of Specialization under the Subject/Discipline** :

**20. Academic Staff College Orientation/Refresher Courses attended :**

Name of the Course/	Place	Duration		No. of Days	Name of the Institution where the program is conducted
		From	To		

(Attach the Xerox copies of the certificate)

**21. List of Publication (For the purpose of evaluation in the case of promotion for Professor) (Minimum of FIVE publications since the period that the teacher is placed in Stage 3- AGP 8000)**

S. No.	Title of the Publication, Name of the Journal with volume, year and page No.	Name of the Publisher ISSN/ISBN	Scopus/WOS/UGC listed No.	Date of publication
1				
2				
3				
4				
5				

**22. Any other relevant information: Attach separate sheet.**

**23. Brief description about Departmental disciplinary actions/Legal cases if any**

**24. Future Plans**

**(Please provide a brief resume of your future plans for teaching and research)**

i) Teaching:

ii) Research:

**Date:**

**Signature of the Applicant**

**COUNTER SIGNED**

Head of the Department  
**(office seal)**

## Part B: API calculation of category I, II and III:

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score			Verified API Score by Committee
		Actual Hours spent per academic year	Total Hours Spent	For Assistant Professor	For Associate Professor	For Professor	
I (a)	<b>Direct Teaching</b>						
	(1)	(2)	(3)	(4) = (3)/7.5 (Max 70)	(5) = (3)/7.75 (Max 60)	(6) = (3)/7.75 (Max 60)	
	Lectures						
	Practical						
	Tutorials						
	Project Supervision						
	Field work						
Any other							
I(b)	<b>Examination Duties</b>	Actual hours spent per Academic Year	Total hours spent	For Assistant Professor	For Associate Professor	For Professor	Verified API Score by Committee
	(1)	(2)	(3)	(4) = (3)/10 (Max 20)	(5) = (3)/10 (Max 20)	(6) = (3)/10 (Max 10)	
	Paper Setting						
	Invigilation						
	Evaluation of Answer Scripts						
	Coordinator /Custodian /member						
	Flying Squad						
	Cap Director / AO/PO						
	Lapses /unfair means Committee						
	Examiner/Expert for practical's /orals						
	Result Preparation						
	Any other						

<b>I(c)</b>	<b>Contribution to Innovative Teaching</b>	<b>Actual Hours spent per academic year</b>	<b>Total Hours Spent</b>	<b>For Assistant Professor</b>	<b>For Associate Professor</b>	<b>For Professor</b>	<b>Verified API Score by Committee</b>
	(1)	(2)	(3)	(4) =(3)/10 <b>(Max 10)</b>	(5) =(3)/10 <b>(Max 15)</b>	(6) =(3)/10 <b>(Max 20)</b>	
	Innovative teaching learning methodologies						
	Use of ICT						
	Interactive course						
	Preparation of resource/study materials/Laboratory manuals						
	Updating of subject content/ course/ design of curriculum						
	Mentoring						
	Participatory Learning modules						
	Any other						

**Category I : Summary of API Score Statement**

<b>Sl. No</b>	<b>Category</b>	<b>Average API Score Claimed</b>	<b>Verified API Score [Office Use]</b>
1	I(a)		
2	I(b)		
3	I(c)		
<b>Total</b>			

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

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score	Verified API Score by Committee
		Actual Hours spent per academic year	Total Hours Spent		
II (a)	<b>Students related co-curricular, extension and field based activities</b>				
	(1)	(2)	(3)	(4)=(3)/10 (Max15)	(Max15)
	Remedial classes/bridge course				
	Career counseling				
	Study visit/tour/Field work				
	Students seminar				
	Quiz/Debate/etc				
	Industry -implant training and placement activities				
	Avishkar, Ashwamedh etc participation				
	Subject related survey				
	NET/SET/GATE workshops/Lectures				
	NSS/NCC etc				
	Cultural/sports				
	Public/popular: Lectures/ Talks/Seminars etc				
	Community/Social work/ Swachta Abhiyan Etc				
	Water/Tree conservation, Blood donation/Alumni meet				
Testing and Analysis					
Any other activities					



II(b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max15)	(Max15)
	Dean/Teacher-in-charge/Management Council member etc				
	Director/Head/Principal/ Vice-Principal				
	NAAC/IQAC/API/SAP/FIST/ RUSA/TEQIP etc Chairman/ Coordinator/ member				
	Coordinator/member of Avishkar/ Uvarang, Ashwamedh etc				
	Convener/Chairman/ Coordinator/member of conference/ workshop/seminar/Refresher/ Orientation course				
	Hostel Warden/sport Incharge etc				
	Admission/Academic/Examination committees/Local management committee/library committee/Standing Committee/Sexual Harassment & Prevention Committee member etc				
	BOS/ Faculty / Academic Council /Senate member				
	Examination Reforms/ Institutional Governance				
	Any other				

II(c)	Professional Development activities	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max15)	(Max15)
	Participation in Seminars / Conferences / Short Term Training Courses / Industrial Trainings				
	Talks / Lectures in Refresher / Orientation/ STTP/ Faculty Development course/Colleges				
	Membership of associations International/ National/State				
	Publications of articles in Proceedings/ newspaper/magazine etc not covered in Category III. (1 – hour / publication)				
	Dissemination/Radio Talks Etc				
	Chairman for subject related event like. M. Phil/Ph.D. viva/Referee for M. Phil./Ph. D. thesis/ Referee for subject Journals/Editors of subject Journals				
	Session chairman/sectional president for Conference/ Seminar/workshop etc				
	Any other				

## Category II: Summary of API Score Statement

Sl. No	Category	Maximum Score	Average API Score	Verified API Score [Office Use]
1	II(a)	15		
2	II(b)	15		
3	II( c)	15		
<b>Total</b>		<b>45</b>		

**For stage 1 to stage 2 ( with Ph.D) = Total API score X 4 =**

**For stage 1 to stage 2 ( with M.Phil) = Total API score X 5 =**

**For stage 1 to stage 2 ( with P G degree) = Total API score X 6 =**

**For stage 2 to stage 3 = Total API score X 5=**

**For stage 3 to stage 4 = Total API score X 3 =**

**For stage 4 to stage 5 = Total API score X 3 =**

**API SCORE IN THE CATEGORY II =**

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

#### III A) RESEARCH PAPERS PUBLISHED:

##### (a) Refereed Journals as notified by UGC (25 points per publication)

Sr. No	Title of the paper with year and page Nos.	Journal name with ISBN/ISSN No	Whether Journal is notified by UGC? #	Impact Factor, if any	First/Principal/ corresponding authors/supervisor /mentors	Self appraisal API Score *	Verified API Score by Committee *
Sub Total IIIA(a)							

##### (b) Other reputed Journals as notified by UGC # (10 points per publication)

Sr. No	Title of the paper with year and page Nos.	Journal name with ISBN/ISSN No	Whether Journal is notified by UGC?	First / Principal/ corresponding authors/ supervisor/mentors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total III A (b)						

**III B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)**

(a) Text/Reference, Subject 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 points for single author per book)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total IIIB(a)</b>						

(b) 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 points for single author per book)

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total IIIB (b)</b>						

**(c) 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 points for single author per book)**

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total IIIB (c)</b>						

**(d) Chapters in Books, 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. (10 points for International/ 05 points for National books per chapter)**

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	Self appraisal API Score*	Verified API Score by Committee*
<b>Sub Total III B (d)</b>						

- \* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper 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. 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.

**III C) RESEARCH PROJECTS:**

- (i) **Sponsored projects: Major Projects:** with grants above Rs. 5 lakhs (20 points per Project) and with grants above Rs. 3 lakhs to Rs. 5 lakhs (15 points per Project). **Minor Projects:** with grants above Rs. 1 lakhs to Rs. 3 lakhs (10 points per Project).
- (ii) **Consultancy Projects:** Amount mobilized with a minimum of Rs.2 lakhs (10 for every Rs.2 lakhs)
- (iii) **Projects Outcome /Outputs: 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. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5.

<b>(i) Sponsored projects: Major /Minor projects</b>							
<b>S. No.</b>	<b>Title of Project</b>	<b>Name of Sponsoring Agency</b>	<b>Period</b>	<b>Grant /Amount mobilized in Lakhs</b>	<b>Major/Minor /Patent/ Technology Transfer /product/ process</b>	<b>Self appraisal API Score</b>	<b>Verified API Score by Committee</b>

<b>(ii) Sponsored projects: Major /minor projects</b>							

<b>(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process</b>							
<b>Sub Total III C</b>							

**III (D) RESEARCH GUIDANCE: (Ph. D. awarded per candidate 15, Ph. D. submitted per candidate 10 and M. Phil. awarded 05 per candidate)**

<b>Sr.No.</b>	<b>Ph.D / M.Phil.</b>	<b>Degree awarded/ Thesis submitted</b>	<b>Guide/ co- guide</b>	<b>Self appraisal API Score</b>	<b>Verified API Score by Committee</b>
<b>Sub Total III D</b>					



**III(E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES/ SEMINARS**

- (i) **Fellowship/Award: (International award/fellowship 15 points per award, National award/fellowship 10 points per award, state/University level award/fellowship 05 points per award)**

<b>International/National/state/University level Awards</b>					
<b>Sr. No.</b>	<b>Name of the award</b>	<b>Academic Body/Society/ Association</b>	<b>Level International /National/State/ University</b>	<b>Self appraisal API Score</b>	<b>Verified API Score by Committee</b>
<b>International /National/state/University level Fellowships</b>					
<b>Sr. No.</b>	<b>Name of the fellowship</b>	<b>Academic body/Society/ Association</b>	<b>Level International /National/state/ University</b>	<b>Self appraisal API Score</b>	<b>Verified API Score by Committee</b>
<b>Sub Total III E(i)</b>					

- (ii) **Invited Lectures/paper presented in Conferences/Seminars: Points per lecture: International 07, National 05, State/University 03. Points per paper presentation: International 05, National 03, State/University 02. (The score under this sub-category API points shall be restricted to 20% of the minimum fixed for Category III for any assessment period)**

<b>Invited lectures/paper presentations</b>						
<b>Sr. No.</b>	<b>Title of the Invited lecture/paper presentations</b>	<b>Title of Conference/seminar</b>	<b>Organized by</b>	<b>Level International/ National/State/ University</b>	<b>Self appraisal API Score</b>	<b>Verified API Score by Committee</b>
<b>Sub Total III E(ii)</b>						
<b>(API points shall be restricted to 20% of the minimum fixed for Category III for any assessment period)**</b>						

**\*\* For CAS: Assistant Professor / equivalent cadres: (Stage 1 to Stage 2): Max 4 API score; Assistant Professor / equivalent cadres: (Stage 2 to Stage 3): Max 10 API score; Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4) : Max 15 API score; Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5): Max 20 API score and Professor (Stage 5) to Professor(Stage 6): Max 80 score.**

**III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (10 points per module)**

S .No.	e-learning delivery process/material	Title of the process/material	Details of the website	No of modules developed	Self appraisal API Score	Verified API Score by Committee
<b>Sub Total III F</b>						

<b>Total of Category III:</b>	
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**Category III: Summary of API Score Statement**

Category III	Score Reported by Applicant	Verified Score
Part A		
Part B		
Part C		
Part D		
Part E		
Part F		
<b>Total Score</b>		

**List of Enclosures:** (Please attach, copies of certificate, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I certify that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in relevant UGC Regulations, as amended from time to time.

Date.....  
Place.....

**Signature & Designation of the Applicant**

Certified that Mr./Ms./Dr.....has been working as  
.....in this department since.....

The particulars given in this application have been checked and verified from the office records and are found to be correct.

**Head of the Department**

**Endorsement by the Dean**

**Observations/Recommendations of Director, IQAC:**

.....  
.....  
.....

**Signature of the Director, IQAC**

*Note: For detailed information, relevant UGC Regulations applicable for the application(s) may be referred.*