

**TAMIL NADU TEACHERS EDUCATION UNIVERSITY**

**CHENNAI-600 097**

**APPLCATION FORM FOR CAREER ADVACEMENT**

**SCHEME PROMOTION AS PER UGC (4th AMENDMENT)**

**RECULATIONS - 2016**

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| **Stage** |  | **to** | **Stage** |  |

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

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

# Academic Qualification (Matric On wards)

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| --- | --- | --- | --- | --- |
| **Examination** | **University** | **Year** | **% of marks**  **obtained** | **Grade & Distinction** |
| 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) |  |  |  |  |
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*In case of M.Phil /Ph.D. Examination, an attested copy of the degree & the result notification for*

*the same is to be attached.*

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

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| **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** |
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# Record of Service in this University

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| **Name of**  **Positions held** | **Department** | **Date of actual Joining** | | **Scale of Pay** |
| **From** | **To** |
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1. **Period of Teaching Experience** : P.G. Classes (in Years) :

: U.G. Classes (in Years) :

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

1. **Fields of Specialization under the Subject/Discipline :**
2. **Academic Staff College Orientation/Refresher Courses attended :**

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

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| --- | --- | --- | --- | --- |
| **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)**

* 1. Teaching:
  2. 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)

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| **Category** | **Nature of Activity** | **Unit of calculation** | | **Self appraisal API Score** | | | **Verified API Score by Committee** |
| **I (a)** | **Direct Teaching** | **Actual Hours spent per academic year** | **Total Hours Spent** | **For Assistant Professor** | **For**  **Associate Professor** | **For Professor** |
| **(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)** | **Examination Duties** | **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 |  |
| **I(c)** | **Contribution to Innovative Teaching** | **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 10)** | **(5) =(3)/10 (Max 15)** | **(6) =(3)/10 (Max 20)** |
|  | 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**

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| --- | --- | --- | --- |
| **Sl.**  **No** | **Category** | **Average API Score Claimed** | **Verified API Score [Office Use]** |
| 1 | I(a) |  |  |
| 2 | I(b) |  |  |
| 3 | I(c) |  |  |
| **Total** | |  |  |

**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)

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| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of Activity** | **Unit of calculation** | | **Self appraisal API Score** | **Verified API Score by Committee** |
| **II (a)** | **Students related co-curricular, extension and field based activities** | **Actual Hours spent per academic year** | **Total Hours Spent** |
| **(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 |  |

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| **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 |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **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**

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| **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 |  |  |
| **Total** | | **45** |  |  |

**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**

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| **Sr. No** | **Title of the paper with year and page Nos.** | **Journal namewith 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 \*** |
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| **Sub Total IIIA(a)** | | | | | | |  |

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

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| **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\*** |
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| **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)**

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| --- | --- | --- | --- | --- | --- | --- |
| **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\*** |
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| **Sub Total IIIB(a)** | | | | | |  |

**(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)

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| **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\*** |
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| **Sub Total IIIB (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)**

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| **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\*** |
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| **Sub Total IIIB (c)** | | | | | |  |

**(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)**

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| **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\*** |
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| **Sub Total III B (d)** | | | | | |  |

**\*** 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:**

1. **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).
2. **Consultancy Projects:** Amount mobilized with a minimum of Rs.2 lakhs (10 for every Rs.2 lakhs)
3. **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.

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| **(i) Sponsored projects: Major /Minor projects** | | | | | | | |
| **S. No.** | **Title of Project** | **Name of Sponsoring Agency** | **Period** | **Grant /Amount mobilized in Lakhs** | **Major/Minor**  **/Patent/**  **Technology Transfer**  **/product/**  **process** | **Self appraisal API Score** | **Verified API Score by Committee** |
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| **(ii) Sponsored projects: Major /minor projects** | | | | | | | |
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| **(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process** | | | | | | | |
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| **Sub Total III C** | | | | | | |  |

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

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

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

1. **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)**

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

1. **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)**

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

**\*\* 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** |
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| **Sub Total III F** | | | | | |  |

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| **Total of Category III:** |  |

**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 |  |  |
| **Total Score** |  |  |

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

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.***