



பெரியார் பல்கலைக்கழகம்

PERIYAR UNIVERSITY

SALEM – 636 011, TAMIL NADU

NAAC Reaccredited 'A' Grade – State University – NIRF Rank 83 ATAL Rank 4

Phone : 0427-2345766, 2346268, 2346269 /Fax: 0427-2345124

Website: www.periyaruniversity.ac.in

**Dr.K.THANGAVEL**  
**REGISTRAR i/c**

**No.PU/R/Estt.R5/CAS-AGP/2020**

**Date:21.10.2020**

To

The Heads, University Departments, Periyar University.

Dear Sir/Madam,

Subject: Application form for promotion under UGC Career Advancement Scheme

The faculty members for promotions under CAS can send in their applications any time i.e. three months before they become eligible.

Applications are invited on the enclosed Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) proforma through the Heads of the Department, from teachers eligible for promotion to Assistant Professor/equivalent cadres from (stage 1 to stage 2, stage 2 to stage 3), Assistant Professor stage 3 to Associate Professor (stage 4), Associate Professor (stage 4 to Professor/equivalent cadres (stage 5) and Professor (Stage 5 to Stage 6)

**U.G.C. Guidelines**

1. The Ph.D.degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors. (3.7.0.)
2. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre. (6.3.8.)
3. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS promotion. (6.3.9.)
4. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables by submitting an application and the required PBAS performa. Candidates who do not consider themselves eligible can also apply at a later date.
5. **In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS performa or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.** (6.3.11.)
6. a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility. (6.3.12).  
b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.  
c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

The teachers eligible for promotion under the Career Advancement Scheme should submit 3 copies of **Application Form (Annexure 2) along with Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) (Annexure -3)** duly filled in all respect and other relevant documents in support of their claim by the stipulated date.

**REGISTRAR i/c**

**Enclosures:**

**Annexure 1: Application Performa for CAS**  
**Annexure 2: UGC Regulations 2016 Appendix III**



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

Designation & Current Stage \_\_\_\_\_

Designation & Stage to be Promoted \_\_\_\_\_

(Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3), Assistant Professor (Stage 3) to Associate Professor (Stage 4), Associate Professor (Stage 4) to Professor/equivalent cadres (Stage 5) and Professor (Stage 5 to 6)

**From \_\_\_\_\_ To \_\_\_\_\_**

*(Please indicate whichever stage is applicable)*

**Total API Score calculated as per Annexure 3 : \_\_\_\_\_**

**Period of Assessment for the purpose of promotion : \_\_\_\_\_**

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	

#### 14. Academic Qualification (Matric Onwards)

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.				
M.Phil.				
Ph.D./D.Phil.				
D.Sc./D.Litt.				
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 Service in Periyar University**

<b>Designation</b>	<b>Essential Qualifications for the post at the time of Appointment</b>	<b>Nature of Appointment (Regular / Fixed term Temporary / Adhoc)</b>	<b>Nature of Duties</b>	<b>Pay - Scale</b>	<b>Date of Actual Joining</b>	<b>Total Period Years/ Months / Days</b>

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

: U.G. Classes (in Years)

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

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

**19. Academic Staff College Orientation/Refresher/ MOOC/SWAYAM Courses attended :**

<b>Nature of the Course/Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

*(Attach certificates)*

**20. List of Publication (for the purpose of evaluation):**

<b>S.No.</b>	<b>Title of the Publication, Name of the Journal with volume, year &amp; page no.</b>	<b>Name of Publisher ISSN/ ISBN</b>	<b>Scopus/WOS/UGC listed No.</b>	<b>Date of Publication</b>

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

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

**23. 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  
Periyar University  
**(office seal)**

**Note: UGC Regulation 2016, Refer Appendix III: Table-I, Table II (A) for minimum and maximum scores before filling Category I, II and III**

**CATEGORY I: TEACHING – LEARNING, EVALUATION RELATED ACTIVITIES**

**Category I.a- Direct Teaching**

Sl. No	Academic Year	Semester	No of hours per week allotted (Time Table Proof should be submitted)	Total No. of hours in the semester	Total No. of hours in the academic year (Proof should be submitted)	If Proof Submitted Page Number of annexure	API Score obtained for one academic year as per formula given below
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1		Odd Sem					
2		Even Sem					
3		Odd Sem					
4		Even Sem					
5		Odd Sem					
6		Even Sem					
7		Odd Sem					
8		Even Sem					
9		Odd Sem					
10		Even Sem					
(Total Score/No of Years) [Asst. Prof. Max= 70: Asso. Prof. Max=60: Prof. Max= 60]							

**Note:** (Asst. Prof. Score= No. of hours/7.5: Asso. Prof. Score= No. of hours/7.75: Prof. Prof. Score= No. of hours/7.75)

**Category I.b: Examination Duties**

Sl. No.	Academic Year	Semester	Question Paper Setting (Actual Hours)	Invigilation (Actual Hours)	Evaluation of Answer Script (Actual Hours)	Total Hours [(4)-(5)-(6)]	Score (Total Hours per Academic /10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1		Odd Sem					
2		Even Sem					
3		Odd Sem					
4		Even Sem					
5		Odd Sem					
6		Even Sem					
7		Odd Sem					
8		Even Sem					
9		Odd Sem					
10		Even Sem					
Total Score							
(Total Score/No of Years) [Asst. Prof. Max= 20: Asso. Prof. Max= 20: Prof. Max= 10]							

**Category I.c: Innovative Teaching – Learning Methodologies**

**(updating of subject contents, Courses, mentoring etc.)**

Sl. No.	Academic Year	Semester	Actual hours spent for Updating subject content	Actual hours spent for mentoring	Actual hours spent for counselling	Actual hours spent for guiding	Total hours spent in the academic year [(4)+(5)+(6)+(7)]	API Score Claimed [Total Hours/10]
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1		Odd Sem						
2		Even Sem						
3		Odd Sem						
4		Even Sem						
5		Odd Sem						
6		Even Sem						
7		Odd Sem						
8		Even Sem						
9		Odd Sem						
10		Even Sem						
Total Score								
(Total Score/No of Years) [Asst. Prof. Max= 10: Asso. Prof. Max= 15: Prof. Max= 20]								

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

Sl. No	Category	Maximum Score AP/ASSO/Prof	API Score Claimed					Verified API Score [Office Use]
			Year					
			1	2	3	4	5	
1	I.a	70/60/60						
2	I.b	20/20/10						
3	I.c	10/18/20						
Total Score		<b>100/95/90</b>						

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/ Practicals/ Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub- categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.



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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in UGC Appendix III Table II (A). The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

**Category II – Nature of Activity**

**Category II.a. Student Related Co-Curricular Activities, Extension and Field Based Activities (Proof Should be Enclosed)**

Sl. No.	Academic Year	Semester	Number of hours								
			Remedial Classes	Career Counselling	Study Visit	Student Seminar	Cultural	sports	NCC/ NSS/ YRC/ RRC	Extension/ Dissemination activity/ public/ popular lecturers /talks/ seminar etc.	Score= Total Hours per year/10
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1		Odd Sem									
2		Even Sem									
3		Odd Sem									
4		Even Sem									
5		Odd Sem									
6		Even Sem									
7		Odd Sem									
8		Even Sem									
9		Odd Sem									
10		Even Sem									
Total Score											

**Category II.b. Contribution to Corporate Life and Management of Department of Institution (proof must be enclosed)**

Sl. No. (1)	Parameters (2)	Year wise Hours Spent (3)				
		1	2	3	4	5
1	Administrative Responsibility					
	Dean/Director/Principal/Chairperson/Convener/Teacher in charge-similar duties					
	Head/ Teacher-in-charge					
	Other Duties require regular office hours (Research Forum, DRC, RAC, Warden, Dy. Warden)					
2	Academic Responsibility					
	Board of Studies					
	Academic Committees					
	Administrative Committees					
Year Wise Total Hours						
Year Wise Score (Total Hours/10)						

**Category II.c. Professional Development Activities (proof should be enclosed)**

Sl. No. (1)	Parameters (2)	Year-wise Hours Spent (3)				
		1	2	3	4	5
1	Participation in Seminar/Conferences					
2	Short Term Training Courses					
3	Industrial Experience					
4	Talks					
5	Lectures Refresher Courses/ Faculty Development Courses					
6	Dissemination and general articles					
7	Any other contribution					
Year Wise Total Hours						

## Category II: Summary of API Score Statement

Sl. No.	Category	Maximum API	API Score/ Actual Score (filled by applicant)					Verified API Score [Office Use]
1	II.a	15						
2	II.b	15						
3	II.c	15						
Total Score		<b>45</b>						
45 X 5 =225 (Assistant Professor)		<b>50 per Assessment period</b>						
45 X 3 = 135 (Associate Professor and Professor)		<b>50 per Assessment Period</b>						

### **CATEGORY-III : RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

#### **Category III.A. Research Paper Publications**

##### **i) Reputed Journals as notified by the UGC**

<b>Author names, Title of the Research Paper, published Journal Name</b>	<b>UGC listed No.</b>	<b>ISBN/ ISSN</b>	<b>Impact Factor</b>	<b>First/ Corresponding/ other author</b>	<b>API/Score filled by applicant</b>	<b>API Score Checked by the University</b>

##### **ii) Other Reputed Journals as notified by the UGC**

<b>Author names, Title of the Research Paper, published Journal Name</b>	<b>UGC listed No.</b>	<b>ISBN/ ISSN</b>	<b>Impact Factor</b>	<b>First/Corr esponding / other author</b>	<b>API/ Score filled by applicant</b>	<b>API Score Checked by the University</b>

**III.B. Publications other than Journal articles**

**Text Books/Reference Books/Subject Books/Chapters in Book**

<b>Title of the Book/ Chapters author name</b>	<b>ISBN/ ISSN</b>	<b>Publisher</b>	<b>International/ National/ Local</b>	<b>API/Score filled by applicant</b>	<b>API Score Verified by the University</b>

III (C)		<b>RESEARCH PROJECTS</b>				
III (C ) (i)	Sponsored Projects	<b>Title of the Project &amp; Funding Agency</b>	<b>Amount Mobilized</b>	<b>Score</b>		
				Filled by the applicant	Checked by the University	
III (C ) (ii)	Consultancy Projects					
III (C ) (iii)	Projects Outcome/ Outputs					
III (D)		<b>RESEARCH GUIDANCE</b>				
III (D)(i)	M.Phil	<b>Title of the Thesis</b>	<b>Thesis Submitted</b>	<b>Awarded</b>	<b>Score</b>	
					Filled by the applicant	Checked by the University
III (D)(i)	Ph.D					

III (E)		Fellowships , Awards and Invited Lectures delivered in Conferences / Seminars				
III (E) (i)	Fellowships /Awards	International Award / Fellowship from Academic Bodies	National Award / Fellowship from Academic Bodies	State / University level Award /Fellowship from Academic Bodies	Score	
					Filled by the applicant	Checked by the University

III (E) (ii)	Invited lectures / papers	Title and details of the Conference/ Seminars	International	National level	State / University level	Score	
						Filled by the applicant	Checked by the University
The score under this sub category (E) (ii) shall be restricted to 20 % of the minimum fixed for the category III for any assessment period							
III(F)	Development of E - learning delivery process / material						
<b>TOTAL API SCORED UNDER CATEGORY : III</b>							

### 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>		

### Consolidated Score in all Categories

Category	Activity	Filled by Applicant	Verified by University	Remarks (by University)
I	Teaching – Learning, Evaluation Related Activities			
II	Professional Development and Extension Activities – Minimum score required to be assessed cumulatively			
III	Research and Academic Contributions-Minimum Score required – to be assessed cumulatively			
II+III	Minimum total API score under Categories II and III*			
IV	Expert Assessment System			
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)			

I certify that the information provided is correct as per records available with the University and documents enclosed along with the newly filled PBAS proforma.

#### 24. Declaration:

I hereby declare that I have carefully read and understood the instructions and regulations referred here in and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

**Date:**

**Signature of the applicant**

**25. Forwarded by Head of the Department:**

Certified that all the Information/documents provided by Dr. \_\_\_\_\_  
was duly verified with original and found correct.

**Signature of the HOD**

**Memo no.**

**Date:**

**Office Seal**

**26. Forwarded by Dean of Faculty :**

Certified that all the Information provided by Dr. \_\_\_\_\_  
was duly verified.

**Signature of the Dean**

**Date:**

**Office Seal**

**27. Receipt and dispatch details of the Establishment Branch:**

**Date of receipt from the Dean of Faculty :**

**Signature of the Section Officer** (*Estb. section*)

**Memo no.**

**Date:**

**Office Seal**