



PERIYAR UNIVERSITY

SALEM – 636 011, TAMIL NADU

NAAC Reaccredited A Grade – State University – NIRF Rank 68

APPLICATION FORM FOR CAREER ADVANCEMENT SCHEME PROMOTION AS PER UGC (4th 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

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

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 :

Nature of the Course/Summer School	Place	Duration	Sponsoring Agency

(Attach certificates)

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

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

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					
AVERAGE SCORE (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							
AVERAGE 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								
Average 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	Average API Score Claimed	Verified API Score [Office Use]
1	I.a	70/60/60		
2	I.b	20/20/10		
3	I.c	10/18/20		
Total Score		100/95/90		

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								Score= Total Hours per year/10
			Remedial Classes	Career Counselling	Study Visit	Student Seminar	Cultural	sports	NCC/ NSS/ YRC/ RRC	Extension/ Dissemination activity/ public/ popular lecturers /talks/ seminar etc.	
(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	
Average Score per year (Max Score= 15)											

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)						
Average Total per year (Max Score= 15)						

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						
Average hours spent per academic year /10 (Max Score= 15)						

Category II: Summary of API Score Statement

Sl. No.	Category	Maximum API	Average 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		45		
45 X 5 =225(Assistant Professor)		50 per Assessment period		
45 X 3 = 135 (Associate Professor and Professor)		50 per Assessment Period		

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

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

ii) Other Reputed Journals as notified by the UGC

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

III.B. Publications other than Journal articles

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

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

III (C)		RESEARCH PROJECTS				
III (C) (i)	Sponsored Projects	Title of the Project & Funding Agency	Amount Mobilized	Score		
				Filled by the applicant	Checked by the University	
III (C) (ii)	Consultancy Projects					
III (C) (iii)	Projects Outcome/ Outputs					
III (D)		RESEARCH GUIDANCE				
III (D)(i)	M.Phil	Title of the Thesis	Thesis Submitted	Awarded	Score	
					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									
TOTAL API SCORED UNDER 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		

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