PERIYAR UNIVERSITY

(Reaccredited with 'A' Grade by the NAAC)

PERIYAR PALKALAI NAGAR, SALEM – 11

No.PU/R/Estt.D1/CAS-AGP/2017   Date: 13.09.2017

From

    The Registrar,
    Periyar University,
    Salem.

To

    The Heads, University Departments, P.U.

    Subject: Application form for promotion under UGC Career Advancement Scheme (Revised Pay Scales for Teachers, 2006)

Dear Sir/Madam,

    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 2010 and 2016

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

Enclosures:

Annexure 1: Guidelines for CAS Promotions
Annexure 2: Application Performa for CAS
Annexure 3 : API on PBAS for CAS

PERIYAR UNIVERSITY, SALEM, TAMIL NADU

[NAAC Reaccredited with A Grade & NIRF Ranking second among State Universities]

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).

From _____To _____

(Please indicate whichever 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 Academic Service prior to joining Periyar University. *(please attach relevant certificates of service experience)*

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

Please Indicate, whether in previous service: (Please tick)

a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC.   YES/NO

b) The post is/was in an equivalent grade or of the pre-revised scale of pay.   YES/NO

c) Whether applied through proper channel.   YES/NO

d) Whether possessed the same minimum qualifications as prescribed by the UGC for appointment to the post.   YES/NO

e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.   YES/NO

f) The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration.   YES/NO

16. 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

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 :

Nature of the Course/Summer School	Place	Duration	Sponsoring Agency

(Attach certificates)

21. **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	Date of Publication

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
Periyar University
(office seal)

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

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category I Nature of Activity		Notes	Unit of Assessment	Score	
				To be filled by the applicant	To be checked by the University
a	Direct Teaching *(Actual hours spent per academic year ÷7.5)*				
b	Examination Duties (Question paper setting , Invigilation, Evaluation of answer scripts) as per allotment *(Actual hours spent per academic year ÷ 10)*				
c	Innovative teaching- Learning methodologies, updating of subjects contents/courses, mentoring etc *(Actual hours spent per academic year ÷ 10)*				
TOTAL API SCORED UNDER CATEGORY : I					

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 Table II (A). A list of items and scores is given below. 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.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weight ages without changing the minimum total API score required under this category.

Category II Nature of Activity		Notes	Unit of Assessment	Score	
				To be filled by the applicant	To be checked by the University
a	**Student related co-curricular, extension and field based activities.** i) Discipline related co-curricular activities (e.g. Remedial classes, Career counseling, Study visit, Student seminar and Other events.)				
	ii) Other co-curricular activities (Cultural , Sports, NSS, NCC etc)				
	iii) Extension and Dissemination activities (Public/ Popular Lectures/ Talks/ Seminars etc) *(Actual hours spent per academic year ÷ 10)*				
b	Contribution to corporate life and the management of the Department and Institution through participation in Academic and Administrative committees and responsibilities.				

	i) Administrative Responsibility (including as a Dean/ Principal/ Chair person/ Convener/ Teacher in-charge/ similar other duties that require regular office hrs for its discharge)					
	ii) Participation in Board of Studies, Academic and Administrative Committees					
c	Professional Development activities(such as participation in Seminars, Conferences, Short term training courses, Industrial experience , Talks, Lectures in Refresher / Faculty Development Courses, Dissemination and general articles and any other contribution)					
	(Actual hours spent per academic year ÷ 10)					
	TOTAL API SCORED UNDER CATEGORY : II					

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	Activity	Title of the Research Paper published	Nature of Publication (Journal or Conference proceedings as full paper)	Type of Journal Refereed* or Non refereed (Name the journal also) ISBN/ISSN	Scores for Refereed and Impact Factor	Score	
						Filled by the applicant	Checked by the University
III (A)	Research papers published in Journals						
III (B)	Publications other than Journal articles (books, chapters in books)						
III (C)	**RESEARCH PROJECTS**						

Category	Activity	Title of the Project	Amount Mobilized	Funding Agency	Period	Score	
						Filled by the applicant	Checked by the University
III (C) (i)	Sponsored Projects						
III (C) (ii)	Consultancy Projects						

III (C) (iii)	Projects Outcome/ Outputs						

III (D)	**RESEARCH GUIDANCE**						

						Score	
III (D)(i)	M.Phil	**Title of the Thesis**	**Thesis Submitted**	**Awarded**		Filled by the applicant	Checked by the University
III (D)(i)	Ph.D						

III (E)	**Fellowships , Awards and Invited Lectures delivered in Conferences / Seminars**						

					Score	
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**	Filled by the applicant	Checked by the University
III (E) (ii)	Invited lectures / papers	**Title and details of the Conference / Seminars**	**International**	**Natio nal level**	**State / Univer sity level**		

	The score under this sub category 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							

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 :

Date of dispatch to Co-ordinator, IQAC   :

Signature of the Supdt. *(Estb. section)*

Memo no.

Date: **Office Seal**

28. Remark of the Co-ordinator IQAC of the University:

Certified that all the documents attached by Dr._____ is duly
verified by IQAC and found correct.

Signature of the Co-ordinator, IQAC

Date :   **Office Seal**

29. Date of receipt by Establishment Branch from the Co-ordinator, IQAC, PU :