

It is requested that all communications should be addressed to The Registrar, Thiruvalluvar University and not to any person by name.

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திருவள்ளுவர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
 SERKKADU, VELLORE – 632 115

APPLICATION FORM
FOR CAREER ADVANCEMENT SCHEME PROMOTION
AS PER SYNDICATE MINUTES & UGC GUIDELINES FOR UNIVERSITY FACULTY

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).

PART - A

GENERAL & ACADEMIC BACKGROUND

1.	Name (in BlockLetters):							
2.	Father's Name/Mother's Name:							
3.	Date of Birth & Age:							
4.	Category: Please tick (☒) in appropriate box.	GEN	BC	MBC	DNC	SC	ST	PH
5.	Current Designation & Academic Grade Pay(AGP):							
6.	Department / School:							
7.	Date of last Promotion, if any:							
8.	Date of eligibility for promotion as per UGC Guidelines Letter dated 13.06.2013 N.B.: Counting of past service, if any, is to be considered while deciding the date of eligibility for promotion.	Applicant's Claim (In case of counting of past service for the date of eligibility for promotion, justification for the same is to be given)			Official Note on Verification of the Claim			
9.	Address for correspondence (with pin code):							
	Permanent Address (with pin code):							
11.	Telephone No./ Mobile No:							
12.	E-mail Id:							

All information provided here should duly be supported by documentary proof.

13. Academic Qualifications:

A. Last Academic Qualification (other than research degree(s)):					
Degree/ Certificate	Name of the Board/University	Year of Passing	Percentage of Marks Obtained	Division/ Class/Grade	Subject(s)

B. Research Degrees:			
Degree	Title of Dissertation/Thesis	Date of Award	Name of the University
M. Phil.			
Ph. D. / D. Phil.			
D. Sc. / D. Litt.			

14. Position(s) held Prior to Joining this University, if any:

Designation	Name of Employer	Date of		Gross salary with AGP/Scale of Pay/ Total Pay	Reason for Leaving
		Joining	Leaving		

15. Posts held after Appointment at the University:

Designation	Department/School	Period		Pay Scale/Academic Grade Pay (AGP)/Total Pay
		From	To	

16. Period of Teaching and/ or Research Experience (Other than time taken for obtaining Ph.D. Degree):

Teaching and/or Research Experience	No. of years	Total Experience (in years)
I) Level of Classes		
PG Classes		
UG Classes		
Total:		
II) Research Experience		
Total:		
Total (I+II):		

17. Field(s) of Specialization under the Subject/ Discipline:

(a)

(b)

Orientation/ Refresher Course(s)/ Other Courses Attended:

Title of the Course	Place	Duration (No. of Weeks/Days)	Period

PART – B: ACADEMIC PERFORMANCE INDICATORS

Please see details of API scoring points for each category in Annexure II.

All information provided in the API based PBAS proforma must be supported by documentary proof and Document Tag No. against the relevant indicator.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl. No.	Nature of Activity	Notes	Unit of Assessment	Self Appraisal Score (to be Submitted by the applicant)	Verified API Score (for Office Use Only)	Supporting Document Tag No. (1, 2, 3, ...)
1 A (i)	Classroom teaching (including lectures, seminar)	As per allocation	Hours per academic year	Percentage of allotted hours undertaken during the whole assessment period.		
1 A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC	As per allocation	Hours per academic year			
1 A (ii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year			
1B	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year			
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A	Hours per academic year			
	Sub-total 1	Score = hours/10 (max score 100)				
2	Research Supervision (including Masters thesis)	Max 1 hour per student per working week	Hours per academic year	Total score in (i) and/or(ii)	Total verified score in (i) and/or(ii)	
	Sub-total 2	Score = hours/10 (Max score = 30)				

3 A	Question paper setting, moderation and related work	Actual hours	Hours per academic year	Total score in (i) and/or(ii)	Total verified score in (i) and/or(ii)	
3 B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year			
3 C	Evaluation/assessment of answer scripts and assignments related to internal assessment,	Max 20 minutes per full script	Hours per academic year			
	Sub-total 3	Score = hours/10 (Max score = 20)				
4 A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multilingual teaching	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
4 B	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
4 C	Use of anonymous students feedback on the quality of classroom teaching and student's interaction	Performa and summary feedback to be attached	2 points per course (max 10 points)			

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

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

Sl. No.	Nature of Activity	Notes	Unit of Assessment	Self Appraisal Score (to be Submitted by the applicant)	Verified API Score (for office use only)	Supporting Document Tag No.(1, 2, 3,...)
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc)	Evidence to be provided. Scores to be finalized by the screening committee.	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
5B	Other co-curricular activities (Cultural, Sports, NSS, NCC etc)	Evidence to be provided. Scores to be finalized by the screening committee.	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			

5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee.	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
	Sub-total 5	Score = (Max score=30)				
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher-in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year			
6B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent	Hours per academic year			
	Sub-total 6	Score = hours/10 (Max score=30)				
7	Overall contribution to the collective/corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1			
	GRAND TOTAL (1 TO 7)	(OUT OF 250)				

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category 1 and 20 (from maximum of 70) from category II.

CATEGORY-III: RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS

Sl. No./ Category	Engineering/Agriculture/ Veterinary Sciences/ Sciences/ Medical Sciences	Faculties of Languages/ Arts/ Humanities/ Social Sciences/Library/Physical Education/Management	API Score Allotted	Self- Appraisal Score (to be submitted by the applicant)	Verified API Score (for office use only)	Supporting Document Tag No. (1,2, 3, ...)
III(A) Research Papers/ publications (Journals, Periodicals, Conference proceedings) and Editing Journals and Periodicals	Refereed Journals*	Refereed Journals*	25/Publication per author	No. of papers X Score allotted per paper =		
	Sl. No., Title, Journal					
	Refereed Journals – 25/ Publication					
	Non- Refereed but recognized and reputable journals and periodicals having ISBN/ISSN Numbers – 10/Publication					
	Total score:					
	Non-refereed Journals*	Non-refereed Journals*	10/Publication per author	No. of papers X Score allotted per paper =		
	Sl. No., Title, Journal					
	Total score:					
	Recognized and reputable periodicals/media	Recognized and reputable periodicals/ media	10/ Publication per author	No. of articles X Score allotted per article =		
III(B) Publications in Periodicals/ Media	Sl. No., Title, Periodicals/Media					
	Total score:					
	Full papers in conference (seminar/ workshop/ Symposium) proceedings, etc. (Abstract not to be included)	Full papers in conference (seminar/ workshop/ symposium) proceedings, etc (Abstract not to be included)	Publication per author in International – 10/ national - 5 /	No. of papers X Score allotted per paper =		
III(C) Conferences and Workshops	Sl. No., Title, Conference (Seminar/ Workshop/ Symposium) Proceedings, etc.					
	Total score:					

	Popular articles published in newspapers/ Professional magazines	Popular articles published in newspapers/ Professional magazines	3/ Publication per author [max - 30]	No. of articles X Score allotted per article =				
Sl. No., Title, newspapers/ Professional magazines								
Total score:								
Referring: (i) Journal Papers (ii) Conference Papers								
Referring: (i) Journal Papers (ii) Conference Papers								
(i) 5/Journal Paper (ii) 3/Conference Paper [max -30 for one or more work(s) underreferring]								
No. of referring items X Score allotted for referring each of the items [i.e. sum of score earned from (i) and/or (ii) and/or (i)] =								
Sl. No., Title, Journal/Conference volume/Book								
Total score:								
III(B) Research publications (books, chapters in books, etc.)	Text or Reference Books Published by International Publishers with an established peer review system		50/sole Author 30/ per author in case of multiple Authors 10/ chapter in an edited book in case of sole Author 6/ chapter in an edited book per author in case of multiple Authors					
			No. of books authored X Score allotted for contribution by sole author=					
			No. of books authored X Score allotted for contribution by multiple authors=					
			No. of chapters contributed in an edited volume X Score allotted for contribution by sole author=					
			No. of chapters contributed in an edited volume X Score allotted for contribution by multiple authors=					
	Books contributed by sole author							
	Books contributed by multiple authors							
	Chapters contributed in an edited volume by sole author							
	Chapters contributed in an edited volume by multiple authors							
	Total score:							
Subject Books by National/ State level publishers and State/ Central Govt./ University/College/ Institutional Publications with ISBN/ISSN numbers.	Subject Books by National /State level publishers and State/Central Govt./ University/College/ institutional Publications with ISBN/ISSN numbers.		25/sole Author 15/ per author in case of multiple Authors 5/ chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors					
			No. of books authored X Score allotted for contribution by sole author=					
			No. of books authored X Score allotted for contribution by multiple authors=					
			No. of chapters contributed in an edited volume X Score allotted for contribution by sole author=					
			No. of chapters contributed in an edited volume X Score allotted for contribution by multiple authors=					
Books contributed by sole author								
Books contributed by multiple authors								
Chapters contributed in an edited volume by sole author								

	Chapters contributed in an edited volume by multiple authors					
	Total score:					
	Chapters contributed to edited knowledge based volumes published by: (i) International Publishers	Chapters contributed to edited knowledge based volumes published by: (i) International Publishers	(i) International Publishers: 10/ chapter in an edited book in case of sole Author	(i) International Publishers: No. of chapters contributed in an edited volume X Score allotted for contribution by sole author=		
	(ii) Indian Publishers	(ii) Indian Publishers	6/ chapter in an edited book per author in case of multiple Authors (ii) Indian Publishers: 5/ chapter in an edited book in case of sole Author 3/ chapter in an edited book per author in case of multiple Authors	No. of chapters contributed in an edited volume X Score allotted for contribution by multiple authors=		
	(i) International Publishers:			(ii) Indian Publishers: No. of chapters contributed in an edited volume X Score allotted for contribution by sole author=		
	Chapters contributed in an edited volume by sole author			No. of chapters contributed in an edited volume X Score allotted for contribution by multiple authors=		
	Chapters contributed in an edited volume by multiple authors					
	(ii) Indian Publishers:					
	Chapters contributed in an edited volume by sole author					
	Chapters contributed in an edited volume by multiple authors					
	Total score:					
	Peer reviewed Monographs	Peer reviewed Monographs	25 per Monograph	No. of monographs X Score allotted for each monograph=		
Total score:						
III(C)	RESEARCH/ CONSULTANCY PROJECT					
III (C) (i) Sponsored projects carried out/ongoing	(a) Major Projects amount mobilized with grants above Rs.30 lakhs	(a)Major Projects amount mobilized with grants above Rs. 5 lakhs	20/ Project per investigator	No. of major projects with the stipulated amount mobilized in sciences, engg., etc. X Score allotted per project per investigator		
	No. of major projects with the stipulated amount mobilized in humanities, social sciences, etc. X Score allotted per project per investigator					
	List of project titles, funding agency, amount mobilized and period alongwith proof is to be enclosed.					
	(b) Major Projects amount mobilized with grants of Rs. 5 lakhs up to Rs. 30 lakhs	(b)Major projects amount mobilized with grants above Rs.3 lakhs up to Rs.5 lakhs	15/ project per investigator	No. of major projects with the stipulated amount mobilized in sciences, engg., etc. X Score allotted per project per investigator		
	No. of major projects with the stipulated amount mobilized in humanities, social sciences, etc. XScore allotted per project per investigator					

	List of project titles, funding agency, amount mobilized and period along with proof is to be enclosed.						
	(c) Minor projects amount mobilized with grants of Rs. 50,000 to Rs. 5 lakhs	(c) Minor projects amount mobilized with grants of Rs. 25,000 to Rs. 3 lakhs	10/ project per investigator	No. of minor projects with the stipulated amount mobilized in sciences, engg., etc. X Score allotted per project per investigator No. of minor projects with the stipulated amount mobilized in humanities, social sciences, etc. X Score allotted per project per investigator			
	List of project titles, funding agency, amount mobilized and period alongwith proof is to be enclosed.						
III (C) (ii) Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs.10 lakhs	Amount mobilized with minimum of Rs.2 lakhs	10/ every Rs. 10 lakhs, and Rs. 2 lakhs respectively per Project consultant	No. of consultancy projects with the stipulated amount mobilized in sciences, engg., etc. X Score allotted per project per consultant No. of consultancy projects with the stipulated amount mobilized in humanities, social sciences, etc. X Score allotted per project per consultant			
	List of project titles, funding agency, amount mobilized and period alongwith proof is to be enclosed.						
III (C) (iii) Completed projects: Quality evaluation	Completed project report (acceptance from funding agency)	Completed project report (acceptance from funding agency)	20/major project, and 10/minor project Per project investigator or consultant	No. of major project reports completed X Score allotted per major project per investigator/consultant No. of minor project reports completed X Score allotted per minor project per investigator/consultant			
	List of project titles, consultancy grantee, amount mobilized and period alongwith proof is to be enclosed.						
III(C)(iv) Project outcome/ outputs	Patent/Technology transfer/product/ Process	Major Policy document of Govt. Bodies/ Govt. recognized public or private institutions, societies and agencies , etc. at Central and State Level	30/national level patent/technology Transfer/product/ process/major policy document at state level, and 50/ international Level patent/ technology transfer/product/ process /major policy document at national level per project investigator/ consultant/author of policy document	No. of project outcomes/outputs at national/state level X Score allotted per project investigator/consultant/author of policy document No. of project outcomes/outputs at international level X Score allotted per project investigator/ consultant/author of policy document			
	List of project outcomes, outputs, major policy documents having details alongwith proof is to be enclosed.						

III (D)	RESEARCH GUIDANCE				
III(D)(i)	M.Phil/M.Tech./M.E./ Equivalent thesis	Degree awarded only	5/ candidate per supervisor	No. of candidates X Score allotted per supervisor =	
	List of candidates having Sl. No., Name and Year of Degree Awarded duly authenticated by appropriate authority is to be enclosed as supporting document.		Total score:		
III(D)(ii)	Ph.D.	Degree awarded	15/ candidate per supervisor	No. of candidates X Score allotted per supervisor =	
	List of candidates having Sl. No., Name and Year of Degree Awarded duly authenticated by appropriate authority is to be enclosed as supporting document.		Total score:		
III(D)(iii)	Ph.D.	Thesis submitted	10/ candidate per supervisor	No. of candidates X Score allotted per supervisor =	
	List of candidates having Sl. No., Name and Date of Submission duly authenticated by appropriate authority is to be enclosed as supporting document.		Total score:		
	Total score [III(D)(i) - III(D)(iii)]:				
III(E)	TRAINING COURSE/ CONFERENCE/ SEMINAR/ WORKSHOP ORGANIZATION/ PARTICIPATION, AND PAPER PRESENTATION				
III(E)(i) Organization/ participation in Refresher courses/ Orientation courses Methodology Workshops, Training, Teaching- Learning Evaluation Technology Programmes, Soft Skill Development Programme	(a) Not less than two weeks duration		20 each event	No. of programmes organized/ participated X Score allotted per event=	
	List having Name of the Programmes participated/organized, Organizing body and Duration of the Programmes along with documentary proof is to be enclosed.				
	(b) One week duration		10 each event	No. of programmes organized/ participated X Score allotted per event=	
	List having Name of the Programmes participated/organized, Organizing body and Duration of the Programmes along with documentary proof is to be enclosed.			Score:	
	(c) less than one week duration		5 each event	No. of programmes organized/ participated X Score allotted per event=	
III(E) (ii) Presentation of research papers (oral/ poster) in Conferences.	(a) International/Foreign Conference, etc.		5 each	No. of papers presented X Score allotted for each paper presentation=	
	List having Title of the paper presented, Name of the conference, seminar/ workshop, etc., Organizing body and Duration of the programmes along with documentary proof is to be enclosed				

	(b) National	3 each	No. of papers presented X Score allotted for each paper presentation=			
	List having Title of the paper presented, Name of the conference, seminar/ workshop, etc., Organizing body and Duration of the programmes along with documentary proof is to be enclosed.					
	(c) Regional/State level	2 each	No. of papers presented X Score allotted for each paper presentation=			
	List having Title of the paper presented, Name of the conference, seminar/ workshop, etc., Organizing body and Duration of the programmes along with documentary proof is to be enclosed.					
III(E) (iii) (a) Resource persons or chairing the session in Invited lectures/ invited presentations / refreshers courses /training courses/ study circles/ seminars/ symposia/ conferences/ workshops/ academic courses, etc.	(d) Local-University/College level	2 each	No. of papers presented X Score allotted for each paper presentation=			
	List having Title of the paper presented, Name of the conference, seminar/ workshop, etc., Organizing body and Duration of the programmes along with documentary proof is to be enclosed.					
	(a) International	7 each event	No. of events participated or organized X Score allotted per event=			
	List of events participated/organized, Capacity in participation/organization, Organizing body and Duration of the programmes along with documentary proof is to be enclosed.					
	(b) National	5 each event	No. of events participated or organized X Score allotted per event=			
	List of events participated/organized, Capacity in participation/organization, Organizing body and Duration of the programmes along with documentary proof is to be enclosed.					
	(c) Regional/State level	3 each event	No. of events participated or organized X Score allotted per event=			
III(E) (iii)(b) Organization of (a) as above##	List of events participated/organized, Capacity in participation/organization, Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed.			Score:		
	(d) Local-University/College level	3 each event	No. of events participated or organized X Score allotted per event=			
List of events participated/organized, Capacity in participation/organization, Organizing body and Duration of the programmes alongwith documentary proof is to be enclosed.		Score:				
Total score III(E) (i) - III(E)(iii)(b):						
TOTAL API SCORED UNDER CATEGORY-III:						

- * Journals under Category-A and Category-B and Recognized and reputable periodicals/media/journals to be mentioned by the UGC.
- # If paper presented in Conference/Seminar/Workshop, etc. is published in the form of proceedings, the points would accrue for the research publications [III (A)] and not under presentation [III(E)(ii)]. Paper accepted in Conference/ Seminar/Workshop, etc. may be reckoned as equivalent to papers presented.

Each of the organizers of the programmes shall get same score. However for each of these programmes if one opts to get score as organiser he/she shall not be entitled to get score in other capacity/ies.

Copies of the relevant page/s from the original project application and the final project report showing the name(s) of the research investigator(s) have to be enclosed.

§ Publications, presentations, seminar lecture etc. in any Indian language are to be considered for API scoring.

IV. SUMMARY OF API SCORES FOR THE ENTIRE ASSESSMENT PERIOD

Sl. No.	Category	Criteria	API Score for the Assessment period (.....to.....)
I	Category -I	Teaching, Learning and Evaluation related activities Score: <u>Min 100</u> <u>Max 180</u>	
II	Category -II	Co-curricular, Extension, Professional Development, etc. Score: <u>Min 20</u> <u>Max 70</u>	
		Score -I+II <u>Min 150</u> <u>Max 250</u>	
III	Category -III	Research and Academic Contribution	Score-III
Total API Score (I+II+III)			

PART – C:

OTHER RELEVANT INFORMATION

Please give details of any other significant contributions not included above. All information provided here should be supported by documentary proof.

Sl. No.	Details (Mention year, value, etc., where relevant)

PART - D

PUBLICATION REQUIREMENTS

Sl. No.	Stage/Designation	Minimum No. of Publications Required and Period Allowed for Meeting such Requirements	Document Tag No.
	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	At least three publications in the entire period as Assistant Professor (Twelve years)	
	Publication Details*:		
1.			
2.			
3.			

	<p>Associate Professor (Stage 4) [Associate Professor- direct recruits, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers (SG) who do not belong to any stage, and who became Associate Professor through automatic upgradation/ redesignation after three years of their completed service] to Professor/ equivalent cadres (Stage 5)</p>	<p>A minimum of five publications since the period that the teacher is placed in Stage 3. [For directly recruited Associated Professors, and directly recruited Readers/ Readers promoted through thorough CAS/ Lecturers (SG) who do not belong to any stage, and who became Associate Professors through automatic upgradation/ redesignation after three years of their completed service -- A minimum of five publications in last six years <u>of their service</u> 1</p>	
Publication Details*:			
1.			
2.			
3.			
4.			
5.			

*Photocopy of the publications in full along with their cover/title pages should duly be enclosed.

LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, sanction orders, papers, etc. wherever necessary)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

I certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof enclosed herewith are correct.

Signature of the Applicant

Place:

Date:

Countersigned by:

Head of the Department

Office Seal:

Place:

Date: