



**ANNAMALAI UNIVERSITY**  
**ANNAMALAINAGAR – 608 002**

Affix your  
passport size  
photograph and  
self-attest

**APPLICATION FOR CAREER ADVANCEMENT SCHEME (TEACHERS)**  
**(Application form without API)**

Stage  to Stage

**Separate application should be filed for each upward movement**

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Pay Band :
11. Present Pay and AGP :

12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. :  
Degree

16. **Details of Academic Qualifications** ( Start from the most recent degree and list up to SSLC )  
(Attach self-attested copies of certificates)

| Degree | Branch | University / Board | Year of Passing | Marks / CGPA | Class |
|--------|--------|--------------------|-----------------|--------------|-------|
|        |        |                    |                 |              |       |
|        |        |                    |                 |              |       |
|        |        |                    |                 |              |       |
|        |        |                    |                 |              |       |
|        |        |                    |                 |              |       |
|        |        |                    |                 |              |       |

17. **Details of experience (Evidence to be enclosed including Pay details)**  
(Start from the most recent experience)

| Name & address of the Institution/ Organization | Post held | Scale of Pay / Pay Band | Period of service |    | Duration |   |   |
|---|-----------|-------------------------|-------------------|----|----------|---|---|
|   |           |                         | From              | To | Y        | M | D |
|   |           |                         |                   |    |          |   |   |
|   |           |                         |                   |    |          |   |   |
|   |           |                         |                   |    |          |   |   |
| Total   |           |                         |                   |    |          |   |   |

18. Study abroad :

| Country visited | Period of visit |    | Purpose of visit |
|-----------------|-----------------|----|------------------|
|                 | From            | To |                  |
|                 |                 |    |                  |
|                 |                 |    |                  |
|                 |                 |    |                  |

19. Post-Doctoral Experience :

| National   |              | International |              |         |
|------------|--------------|---------------|--------------|---------|
| University | No. of Years | University    | No. of Years | Country |
|            |              |               |              |         |
|            |              |               |              |         |
|            |              |               |              |         |

20. Courses attended: (Use separate sheet as enclosures if needed)

| Sl. No | Name of Course | Place | Duration | Sponsoring Agency |
|--------|----------------|-------|----------|-------------------|
| 1      |                |       |          |                   |
| 2      |                |       |          |                   |
| 3      |                |       |          |                   |
| 4      |                |       |          |                   |

21. List of Publications:

| Sl. No. | Title | Name of the Journal/Proceedings, Vol. No., Year | ISSN/ ISBN Number |
|---------|-------|---|-------------------|
| 1       |       |   |                   |
| 2       |       |   |                   |
| 3       |       |   |                   |
| 4       |       |   |                   |
| 5       |       |   |                   |

**Note:**

- i. Use separate sheet, if required.
- ii. Attach the copies of the papers for evaluation for stage 3 onwards

22. Assessment of Domain Knowledge and Teaching Practices:

| Sl. No. | Nature of Activity   | Details of Activity |
|---------|--|---------------------|
| 1       | Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated.  |                     |
| 2       | Lectures or other teaching duties in excess of the AICTE norms.  |                     |
| 3       | Preparation and Imparting of knowledge / instruction as per curriculum/ syllabus, enrichment by providing additional resources (Text book/manual etc.) to students |                     |
| 4       | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.  |                     |
| 5       | Examination duties (invigilation, question paper setting, evaluation / assessment of answer scripts) as per allotment.   |                     |

23. Contribution to Research :

| <b>A: RESEARCH PUBLICATIONS (PAPERS)</b>   |  |   |                                  |
|--|--|---|----------------------------------|
| Reprints of the publications are to be enclosed for award of marks wherever eligible |  |   |                                  |
| Sl. No.  | Activity   | Engineering / Technology  | No. of Publications with Details |
| (i)  | Research Papers published in : (other than the publications listed in Item 21) | Refereed Journals   |                                  |
|  |  | Non – refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers. |                                  |
|  |  | Other Journals and Technical magazine not covered in the above two categories                     |                                  |
|  |  | Seminar / Conference proceedings as full papers, etc. ( Abstracts not to be included )            |                                  |

| <b>B: RESEARCH PUBLICATIONS (BOOKS etc.)</b> |  |  |                           |
|--|--|--|---------------------------|
| Sl. No.                                      | Activity   | Engineering / Technology   | No. of Books with Details |
| (i)  | Research Publications (books, chapters in books, other than refereed journal articles) | Text or Reference Books Published by International Publishers with an established peer review system         |                           |
|  |  | Subjects Books by National level Publishers / State and Central Govt. Publications with ISBN / ISSN numbers. |                           |
|  |  | Subject Books by other local publishers with ISBN / ISSN numbers.  |                           |

|  |  |  |  |
|--|--|--|--|
|  |  | Chapters contributed to edited knowledge based volumes published by International Publishers.  |  |
|  | Research Publications (books, chapters in books, other than refereed journal articles) | Chapters contributed to edited knowledge based volumes published by International Publishers<br>Chapters in knowledge based volumes by Indian / National level publishers. with ISBN / ISSN numbers and with numbers of national and international directories |  |

| <b>C : RESEARCH PROJECTS</b> |  |   |                                |
|------------------------------|--|---|--------------------------------|
| <b>Sl. No.</b>               | <b>Activity</b>                            | <b>Engineering / Technology</b>   | <b>Amount in Rs. (in Lakh)</b> |
| <b>(i)</b>                   | Sponsored Projects carried out / ongoing   | Major Projects amount mobilized with grants above Rs. 30 lakh   |                                |
|                              |  | Major Projects amount mobilized with grants above Rs. 5 lakh up to Rs. 30 lakh                                    |                                |
|                              |  | Minor Projects (Amount mobilized with grants above Rs. 0.5 lakh up to Rs.5 lakh)                                  |                                |
| <b>(ii)</b>                  | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of Rs.3 lakh  |                                |
| <b>(iii)</b>                 | Completed Projects<br>Quality Evaluation   | Completed Project Report<br>( Acceptance from funding agency )  |                                |
| <b>(iv)</b>                  | Projects Outcome / Outputs                 | Major policy document of Govt. Bodies at Central and State level Patent / Technology transfer / Product / Process |                                |

| <b>D : RESEARCH GUIDANCE</b> |                            |                                 |                                       |
|------------------------------|----------------------------|---------------------------------|---------------------------------------|
| <b>Sl. No.</b>               | <b>Activity</b>            | <b>Engineering / Technology</b> | <b>No. of Candidates with Details</b> |
| (i)                          | All PG Degrees             | Degree awarded only             |                                       |
| (ii)                         | M.Phil. / M.S. by Research | Degree awarded only             |                                       |
| (iii)                        | Ph.D.                      | Degree awarded only             |                                       |
|                              |                            | Thesis submitted                |                                       |

| <b>E: TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS</b> |   |   |  |
|---|---|---|--|
| <b>Sl. No.</b>  | <b>Activity</b>   | <b>Engineering / Technology</b>   | <b>No. of Weeks/Days/<br/>Conferences/<br/>Lectures/</b> |
| (i)   | Attended Refresher Courses, Methodology Workshops, Training, Teaching Learning- Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (other than the Courses listed in Item 21) | Not less than two weeks duration  |  |
|   |   | One week duration   |  |
| (ii)  | Papers In Conferences / Seminars / Workshops etc.   | <b>Participation and Presentation of research papers (oral/poster) in</b> |  |
|   |   | a) International conference   |  |
|   |   | b) National   |  |
|   |   | c) Regional / State level   |  |
| (iii)   | Invited lectures or presentations for Conference / Symposia   | d) Local University / College level                                       |  |
|   |   | a) International  |  |
|   |   | b) National level   |  |

24. List of enclosures :

|        |   |        |
|--------|---|--------|
| (i)    | Proof for mandatory qualification (UG, PG, Ph.D.)   | Yes/No |
| (ii)   | Proof for Teaching Experience after mandatory qualification for the post  | Yes/No |
| (iii)  | Proof for the M.Phil. / Ph.D. guided (Copy of the letter from Director (Research) / HOD must be enclosed)   | Yes/No |
| (iv)   | Proof for post-doctoral experience  | Yes/No |
| (v)    | Proof for Study-Abroad  | Yes/No |
| (vi)   | Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application) | Yes/No |
| (vii)  | Copies of publications in the order of International and National Proceedings along with the proof (in the order as listed in the application)                | Yes/No |
| (viii) | Proof for publication of books in the order of International and National (in the order as listed in the application)   | Yes/No |
| (ix)   | Research projects with approval from funding agencies and related documents   | Yes/No |
| (x)    | Proof for attending courses   | Yes/No |
| (xi)   | Proof for presenting papers in conferences  | Yes/No |
| (xii)  | Proof for the delivery of invited lectures  | Yes/No |

## **DECLARATION**

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are incorrect, in any stage, my **upward movement to the post will be forfeited.**

**Place:**

**Date:**

**SIGNATURE**

**Forwarded to the Registrar, Annamalai University, Annamalainagar – 608 002.**

**Signature of the Head of the Department (with Seal)**

**Signature of the Dean (with Seal)**

**For Deputed Staff Members**

**Signature of the H.O.D. (with Seal)**

**Signature of Principal / Dean (with Seal)**