



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. 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

21. Assessment of Domain Knowledge and Teaching Practices:

SI. 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.	

22. Contribution to Research

A: RESEARCH PUBLICATIONS (PAPERS)			
Reprints of the publications are to be enclosed for award of marks wherever eligible			
SI. No.	Activity	Engineering / Technology	No. of Publications with Details
(i)	Research Papers published in : (other than the publications listed in Item 20)	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: RESEARCH PUBLICATIONS (BOOKS etc.)			
SI. 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.	

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

C : RESEARCH PROJECTS			
Sl. No.	Activity	Engineering / Technology	Amount in Rs. (in Lakh)
(i)	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)	
(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.3 lakh	
(iii)	Completed Projects Quality Evaluation	Completed Project Report (Acceptance from funding agency)	
(iv)	Projects Outcome / Outputs	Major policy document of Govt. Bodies at Central and State level Patent / Technology transfer / Product / Process	

D : RESEARCH GUIDANCE

Sl. No.	Activity	Engineering / Technology	No. of Candidates with Details
(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	

E: TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS

Sl. No.	Activity	Engineering / Technology	No. of Weeks/Days/ Conferences/ Lectures/
(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 20)	Not less than two weeks duration	
		One week duration	
(ii)	Papers In Conferences / Seminars / Workshops etc.	Participation and Presentation of research papers (oral/poster) in	
		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	

23. 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)