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| university-logo | Affix yourpassport sizephotograph and self-attestANNAMALAI UNIVERSITY  **ANNAMALAINAGAR - 608002** |
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**APPLICATION FOR CAREER ADVANCEMENT SCHEME (TEACHERS)**

**(Application form with 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**  | **Month & Year****of Passing** | **Marks / CGPA**  | **Class**  |
|  |  |  |  |  |  |
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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** |
|  |  |  |  |
|  |  |  |  |
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19. Post-Doctoral Experience **:**

|  |  |
| --- | --- |
| **National** | **International** |
| **University** | **No. of Years** | **University**  | **No. of Years** | **Country** |
|  |  |  |  |  |
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20. Courses attended: (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 1 to 2, Stage 2 to 3)

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

21. List of Publications: Mandatory for the movement of Stage 3 to 4 and Stage 4 to 5.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Title** | **Name of the Journal/Proceedings, Vol. No., Year** | **ISSN/ ISBN Number**  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Note:**1. Use separate sheet, if required.
2. Attach the copies of the papers for evaluation for stage 3 onwards
 |

**22. Academic Performance Indicator (API)**

**CATEGORY – I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

A teacher is required to score a minimum of 75 API points (based on the teacher’s self-assessment), from this category of PBAS which includes (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The self-assessment score should be supported with documental/ verifiable evidence wherever possible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Max. Score** | **Details of Activity** | **Self-Evaluation** | **Scrutiny Committee Evaluation** |
| **1** | Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated. | **50** |  |  |  |
| **2** | Lectures or other teaching duties in excess of the AICTE norms.  | **10** |  |  |  |
| **3** | Preparation and Imparting of knowledge / instruction as per curriculum/ syllabus, enrichment by providing additional resources (Text book/manual etc.) to students | **20** |  |  |  |
| **4** | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. | **20** |  |  |  |
| **5** | Examination duties (invigilation, question paper setting, evaluation / assessment of answer scripts) as per allotment. | **25** |  |  |  |
| **Total Score Obtained** | **125** |  |  |  |
| **Minimum API score required per year 75** |  |  |  |

**CATEGORY – II: CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES AND PARTICIPATION IN CORPORATE LIFE OF THE UNIVERSITY**

A teacher is required to score a minimum of 15 API points (based on the teacher’s self-assessment), from this category of PBAS which includes co-curricular and extension activities and professional development related contributions. The self-assessment score should be supported with documental/ verifiable evidence wherever possible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Nature of Activity** | **Max. Score****Per Year** | **Details of Activity** | **Self-Evaluation** | **Scrutiny Committee Evaluation** |
| **1** | Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling). | **20** |  |  |  |
| **2** | Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | **15** |  |  |  |
| **3** | Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category Ill below): | **15** |  |  |  |
| **Total Score Obtained** | **50** |  |  |  |
| **Minimum API score required per year 15** |  |  |  |

**CATEGORY – III: RESEARCH PERFORMANCE EVALUATION**

The minimum API score (based on the teacher’s self-assessment) for research and academic contributions required by teachers from this category is different for different levels of promotion. The self-assessment score should be supported with documental/verifiable evidence and will be finalized by the screening/selection committee.

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| **CATEGORY- III (A): RESEARCH PUBLICATIONS (PAPERS)** |
| Brief Explanation: * APl scores are proposed for the research and academic contributions by the candidate.
* The self-assessment score will be based on verifiable criteria and will be finalized by the screening committee.
* Reprints of the publications are to be enclosed for award of marks wherever eligible
 |
| **Sl. No.** | **APIs** | **Engineering / Technology**  | **Max. points****for University teacher position** | **No. of Publications** | **Points Scored** |
| **Self- Evaluation** | **As per Screening Committee** |
| **III (A)** | Research Papers published in : | Refereed Journals | **15** / Publication |  |  |  |
| Non – refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers. | **10**/ Publication |  |  |  |
|  |  | Seminar / Conference proceedings as full papers, etc. ( Abstracts not to be included ) | International: (held abroad / approved by MHRD within India)**10** / publication |  |  |  |
| National: 5 / publication |  |  |  |

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|  **CATEGORY- III (B): RESEARCH PUBLICATIONS (BOOKS etc.)** |
| **Sl. No.** | **APIs** | **Engineering / Technology** | **Max. points****for University teacher position** | **No. of Books** | **Points Scored** |
| **Self-Evaluation** | **As per Screening Committee** |
| **III (B)** | 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 | **50** / sole author ; **10** / chapter in an edited book |  |  |  |
| Subjects Books by National level Publishers / State and Central Govt. Publications with ISBN / ISSN numbers. | **25** / sole author, and **5** / chapter in edited books. |  |  |  |
| Subject Books by other local publishers with ISBN / ISSN numbers.  | **15** / sole author, and **3** / chapter in edited books. |  |  |  |
| Chapters contributed to edited knowledge based volumes published by International Publishers.  | **10** / Chapter |  |  |  |
| 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 | **5** / Chapter |  |  |  |

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| **CATEGORY- III (C): RESEARCH PROJECTS** |
| **Sl. No.** | **APIs** | **Engineering / Technology**  | **Max. points****for University teacher position** | **Amount in Rs.****(in Lakh)** | **Points Scored** |
| **Self- Evaluation** | **As per Screening Committee** |
| **III (C) (i)** | Sponsored Projects carried out / ongoing  | Major Projects amount mobilized with grants above Rs. 30 lakh | **20 /** each Project  |  |  |  |
| Major Projects amount mobilized with grants above Rs. 5 lakh up to Rs. 30 lakh | **15** / each Project  |  |  |  |
| Minor Projects (Amount mobilized with grants above Rs. 0.5 lakh up to Rs.5 lakh)  | **10** / each Project  |  |  |  |
| **III (C) (ii)** | Consultancy Projects carried out *I* ongoing  | Amount mobilized with minimum of Rs.3 lakh  | **10** per every Rs**3.0** lakh &Rs**1** lakh respectively  |  |  |  |
| **III (C) (iii)** | Completed Projects Quality Evaluation  | Completed Project Report ( Acceptance from funding agency )  | **20** / each major Project  |  |  |  |
| **10** / each minor Project |  |  |  |
| **III (C) (iv)** | Projects Outcome *I*Outputs | Major policy document of Govt. Bodies at Central and State level Patent / Technology transfer / Product / Process | **30***I* each national level output or patent |  |  |  |
| **50 /** each International level |

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| **CATEGORY-III (D) : RESEARCH GUIDANCE** |
| **Sl. No.** | **APIs** | **Engineering / Technology**  | **Max. points****for University teacher position** | **No. of Candidates** | **Points Scored** |
| **Self- Evaluation** | **As per Screening Committee** |
| **III (D) (i)** | All PG Degrees | Degree awarded only | **3** / each candidate |  |  |  |
| **III (D) (ii)** | M.Phil. / M.S. by Research  | Degree awarded only  | **3** / each candidate |  |  |  |
| **III (D) (iii)** | Ph.D. | Degree awarded | **10** / each candidate  |  |  |  |
| Thesis submitted  | **7** / each candidate  |  |  |  |

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| **CATEGORY-III (E) : TRAINING COURSES AND CONFERENCE / SEMINAR *I* WORKSHOP PAPERS** |
| **Sl. No.** | **APIs** | **Engineering / Technology**  | **Max. points****for University teacher position** | **No. of Weeks/Days/Conferences/Lectures/Presentations** | **Points Scored** |
| **Self- Evaluation** | **As per Screening Committee** |
| **III (E) (i)** | Attended Refresher Courses, MethodologyWorkshops, Training,Teaching Learning- Evaluation Technology Programmes, Soft Skills DevelopmentProgrammes, FacultyDevelopment Programmes **(Max: 30 points)** | Not less than two weeks duration | **20** / each |  |  |  |
| One week duration | **10** / each |  |  |  |
| **III (E) (ii)** | Papers In Conferences / Seminars / Workshopsetc. | **Participation and Presentation of research papers (oral/poster) in** |  |  |  |  |
| a) International conference  | **15** / each |  |  |  |
| b) National  | **10** / each |  |  |  |
| c) Regional / State level | **5** / each |  |  |  |
| d) Local University /  College level | **3**/each |  |  |  |
| **III (E) (iii)** | Invited lectures or presentations for Conference / Symposia  | a) International  | **10** / each |  |  |  |
| b) National level  | **5** / each |  |  |  |

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 of documents to support information given in Category – I and Category - II | Yes/No |
| (iv) | Proof for the M.Phil. / Ph.D. guided (Copy of the letter from Director (Research) / HOD must be enclosed) | Yes/No |
| (v) | Proof for post-doctoral experience | Yes/No |
| (vi) | Proof for Study-Abroad | Yes/No |
| (vii) | 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 |
| (viii) | 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 |
| (ix) | Proof for publication of books in the order of International and National (in the order as listed in the application) | Yes/No |
| (x) | Research projects with approval from funding agencies and related documents | Yes/No |
| (xi) | Proof for attending courses | Yes/No |
| (xii) | Proof for presenting papers in conferences | Yes/No |
| (xIii) | Proof for the delivery of invited lectures | Yes/No |
| (xiv) | Research Performance Evaluation Form as per the format | 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)**

**CLARIFICATIONS FOR FILLING THE API FORM (CATEGORY – III):**

1. **Score for paper in refereed journal would be augmented as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **(i)** | **Indexed Journals** | **-** | **5 points** |
| **(ii)** | **Paper with impact factor between 1 and 2** | **-** | **10 Points** |
| **(iii)** | **Paper with impact factor between 2 and 5** | **-** | **15 points** |
| **(iv)** | **Paper with impact factor between 5 and 10** | **-** | **25 points** |

1. **If a paper presented in Conference/Seminar is published in the form of proceedings the point would accrue for the publication (III)(A)(ii) and not under presentation (III)(E)(ii).**
2. **The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publications by the concern teacher the first / principal author and the corresponding author / supervisor / mentor of the teacher would share equally total score. If the number of authors are more that the first two authors would share equally 60% of the total points and remaining authors would share equally 40% of the points.**

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| --- |
| **Please enclose the details on the self-evaluation in a separate sheet along with the application form.** |