ANNAMALAI UNIVERSITY
ANNAMALAINAGAR - 608002

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

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) (mandatory for the movement of Stage 1 to 2, Stage 2 to 3)

SI. 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.

SI. 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. 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 III 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.

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			

CATEGORY- III (A): RESEARCH PUBLICATIONS (PAPERS)

Brief Explanation:
- API 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

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			

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 / 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 / Outputs	Major policy document of Govt. Bodies at Central and State level Patent / Technology transfer / Product / Process	**30/** each national level output or patent			
			50 / each International level			

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			

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
CATEGORY-III (E) : TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS						
III (E) (i)	Attended Refresher Courses, Methodology Workshops, Training, Teaching Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development 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
(xlii)	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**

2. **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).**

3. **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.**

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