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| university-logo | Affix yourpassport sizephotograph and self-attestANNAMALAI UNIVERSITY  **ANNAMALAINAGAR – 608 002** |
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**APPLICATION FOR CAREER ADVANCEMENT SCHEME (TEACHERS)**

**(Application form without API)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage** | **3** | **to** | **Stage** | **4** |

**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  | Yearof 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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: (mandatory for the movement of Stage 3 to 4 and Stage 4 to 5 -Refer
Table-I(A) for University Departments and Table-I(B) for University Colleges and Regional Campuses)

|  |  |  |  |
| --- | --- | --- | --- |
| **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. 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 :

|  |
| --- |
| **A: RESEARCH PUBLICATIONS (PAPERS)** |
| 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 ) |  |

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| --- |
| **B: RESEARCH PUBLICATIONS (BOOKS etc.)** |
| **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.  |  |
|  | 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 *I* ongoing  | Amount mobilized with minimum of Rs.3 lakh  |  |
|  **(iii)** | Completed Projects Quality Evaluation  | Completed Project Report ( Acceptance from funding agency )  |  |
|  **(iv)** | Projects Outcome *I* 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 *I* WORKSHOP PAPERS** |
| **Sl. No.** | **Activity** | **Engineering / Technology**  | **No. of Weeks/Days/Conferences/ Lectures/Presentations with Details** |
|  **(i)** | Attended Refresher Courses, MethodologyWorkshops, Training,Teaching Learning- Evaluation Technology Programmes, Soft Skills DevelopmentProgrammes, FacultyDevelopment 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. | **Participation and Presentation of research papers (oral/poster) in** |  |
| a) International conference  |  |
| b) National  |  |
| c) Regional / State level |  |
| d) Local University /  College level |  |
|  **(iii)** | Invited lectures or presentations for Conference / Symposia  | 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)**