

**DIRECTORATE OF COLLEGIATE EDUCATION
CHENNAI**

**APPLICATION FORM FOR PROMOTION
UNDER CAREER ADVANCEMENT SCHEME OF THE UGC
FOR COLLEGE TEACHERS**

(TO BE SUBMITTED IN DUPLICATE)

(Use Separate Forms if applying for more than one category of CAS)

i	Senior Assistant Professor (Pay Level 10 to 11)	<input type="checkbox"/>
ii	Selection Grade Assistant Professor (Pay Level 11 to 12)	<input type="checkbox"/>
iii	Associate Professor (Pay Level 12 to 13A)	<input type="checkbox"/>

(Tick whichever is applicable)

PART - A:

GENERAL INFORMATION AND ACADEMIC PROFILE

1.	Name (in Block Letters)	
2.	a. Father's Name	
	b. Mother's Name	
3.	Department	
4.	College Presently Working in	
5.	Date of Birth	
6.	Gender	
7.	Category	
8.	Date of appointment/Carrier Advancement as	
	a. Assistant Professor (Pay Level 10)	
	b. Senior Assistant Professor (Pay Level 11)	
	c. Selection Grade Assistant Professor (Pay Level 12)	
9.	Current Designation & Pay Level	
10.	a. Position and Pay Level applying for	


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	b. Date of eligibility for Career Advancement	
11.	Address for Correspondence (with Pin code)	
12.	Permanent Address (with Pin code)	
	Mobile No.	
	Landline No	-
	Email.	

13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division / Class / Grade
SSLC					
HSC					
Under Graduate					
Post Graduate					
Other Academic Qualifications (if any, Specify)	-	-	-	-	-

14. Research Degree (s) (copies of certificates to be enclosed):

Degree	Title	Date and Year of award	University
M.Phil.			
Ph.D.			
Post Doctoral	-	-	-

15. Particulars of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable
-	-	-	-	-	-

16. Designation held & Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade Pay
			From	To	

17.	Teaching experience (Government / Government Aided)	Government Aided
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	P.G. Level	
	U.G. Level	
18.	Research Experience (Excluding years spent in pursuing M.Phil. / Ph.D.)	
19.	Field of Specifications under the Subject / Discipline	
	a.	
	b.	

20. Orientation /Refresher / Other Courses attended* :
(Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration in Days	From – To (Mention Date here)
Orientation Course			
Refresher Course			
*Note: 1.	Please refer to 6,4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80-82, and G.O.(Ms). No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.		
2.	As referred in G.O.(Ms). No.5, dated 11.01.2021, Page No. 37 under para 6.3.VIII, the requirement for RC and OC for promotion due under CAS shall not be mandatory up to 31 st December 2018.		

Date:

Signature of the Teacher


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PART B:

**ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

Criteria – I : Teaching

Academic year	No.of hours allotted during the Academic year	Actual No. of hours spent during the Academic year	Grading* (Good / Satisfactory / Not Satisfactory)
Overall Grading (For Assessment period)			
<p>√ Grading Criteria:[No. of Classes taught / total classes assigned) x 100%] √ More than 80% = Good, 70 – 80% = Satisfactory, Less than 70% = Not Satisfactory. √ Classes Taught includes Sessions of tutorials, lab and other teaching related activities. √ Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from grading assessment. Note: For further information, please refer to Annexure II – Table 1 (Assessment Criteria and Methodology for University / College Teachers) – Activity 1' of UGC regulations 2018, dated 18.07.2018, Page No. 104;G.O.(Ms). No.5, dated 11.01.2021, Appendix – Table 1, S.No. 1, Page No. 58-59.</p>			


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Note: For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University / College Teachers) – Activity 2', of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms). No.5, dated 11.01.2021, Appendix – Table 1, S.No. 2, Page No. 58-59.

Any Other Relevant Information

(Give details of any other credentials, significant contributions, awards received, etc.,)

Academic Year	Details <i>(Enclose copies of relevant certificates/documents)</i>

List of Enclosures:

(Attach copies of certificates, orders, Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

S. No.	Enclosures
1	Copies of Educational Qualification Certificates (S.S.L.C, HSC, UG, PG, M.Phil, Ph.D Degree Certificates)
2	Certificates copies of Orientation /Refresher / Other Courses attended
3	Evidence of Administrative responsibilities
4	Evidence of Examination and Evaluation duties assigned by the College / University
5	Evidence of Student Related co-curricular
6	Evidence of Guidance and Supervision.
7	Copies of Organizing Committee Member in the Seminar
8	Copies of Research Publications
9	Other letters / Orders
10	


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Summary of API Grading

Criteria No.	Criteria	Overall API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	
II	Involvement in the Students related / research activities	
Overall Grading by the Screening-cum-Evaluation Committee		
<p>Overall Grading: <u>Good</u> Good in Criteria No.I and satisfactory or good in Criteria No.II; Satisfactory:..... Satisfactory in Criteria No.I and good or satisfactory in Criteria No. II; Not Satisfactory: if neither good nor satisfactory in overall grading *For further information, refer to '6.3.VII. Table -B' of UGC regulations 2018, dated 18.07.2018, Page No. 78-79; G.O.(Ms). No.5,Higher Edn (H1) Dept, dated 11.01.2021, Appendix – Table 1, Page No. 58-59.</p>		

Undertaking:

I declare that the information provided above is correct as per records available and to the best of my knowledge.

	Signature of the Teacher
Date:	Designation:

Screening-cum-Evaluation Committee

S.No.	Name and Designation	Recommendation (Recommended/Not Recommended)	Signature
1	<u>Subject Expert -1</u> Name Designation Address E.Mail Mobile No:		
2	<u>Subject Expert -2</u> Name Designation Address E.Mail Mobile No:		


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3	<u>Head of the Department</u>		
4	<u>Principal of the College</u>		

Note:

- The Individual API proforma duly filed along with all enclosures will only be verified by the College and placed before the Screening-cum-Evaluation (Ref. para 5.1 X B,D and F as the case may be as per G.O.(Ms). No.5, Hr. Edn(HI) dated 11.01.2021, p 28) / Selection Committee for assessment.
- The applications of Library information and Science/Physical Education may refer to 'Appendix – II, Table – 4 / 5 of UGC Regulations 2018, No. F.1-2/2017(EC/PS), dated 18th July 2018 (available in the UGC / DCE website) and G.O.(Ms). No.5, Hr. Edn(HI) Dept., dated 11.01.2021 for weightages and API Scores.
- For further information, the applications may go through the UGC Regulations 2018, issued on 18.07.2018, and G.O.(Ms). No.5, Hr. Edn(HI) Dept., dated 11.01.2021.


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