DIRECTORATE OF COLLEGIATE EDUCATION
CHENNAI

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

(As per conditions laid down in G.O. (Ms) No.5, Higher Education (H1) Department Dated 11.01.2021)
(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)	
ii	Selection Grade Assistant Professor (Pay Level 11 to 12)	
iii	Associate Professor (Pay Level 12 to 13A)	

(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   :   Male /Female

7. Category (tick the category)   :   OC/BC/BC(M)/MBC/SC/SC(A)/ST

8. Date of appointment / Carrier Advancement as
    a. Assistant Professor (Pay Level 10)   :
    b. Senior Assistant Professor (Pay Level 11)
    c. Selection Grade Asst. Professor (Pay Level 12)

9. Current Designation & Pay Level   :

10. a. Position and Pay Level applying for   :
    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 certificate 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 certificate to be enclosed):

Degrees	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):

    P.G. level   :   --------------- Years

    U.G. level   :   --------------- Years

18. Research Experience   :   ------------- Years
    (Excluding years spent in pursing M.Phil / Ph.D)

19. Fields of Specification 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)	

*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 far 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 mandatoryupto 31st December 2018.	

Date: Signature of the Teacher

PART - B:
ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018

Criteria 1 : 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)			

- ✓ Grading Criteria : {No. of Classes taught / total classes assigned) * 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 the 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.

Criteria II :Involvement in the College Students related activities / research activities

Academic Year	Activities	Grading
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	
	1.	
	2.	
	3.	
	4.	

	1.	
	2.	
	3.	
	4.	
Overall Grading (for the Assessment period)		

Grading Criteria: From among the below categories, Active participation in at least 3 activities = Good; 1-2 activities = Satisfactory; Not Involved / undertaken any of the activities = Not Satisfactory. (Number of activities can be within or across the broad categories of activities

List of activities : (a) Administrative responsibilities such as Head, Chair Person, Coordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / University or attending the examination paper evaluation. (c)Student Related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC, RRC and other community services. (d) Organizing seminars / conferences / workshops and other college activities (e) Evidence of actively involved in guiding M.Phil / Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of journals.

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 (Enclose copies of relevant certificate / document)

List of Enclosures:

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

S. No.	Enclosures
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

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 Student related / research activities	
Overall Grading by the Screening-cum Evaluation Committee		

Overall Good:-------------- Good in Criteria No. 1 and satisfactory or good in Criteria No: II;
Grading Satisfactory: ----------------Satisfactory in Criteria No. 1 and good or satisfactory in CriteriaNo.II;
Not Satisfactory : If neither good nor satisfactory in overall grading

*For further information, refer to 63, VII. Table 8 of UGC Regulations 2018,dt 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

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.	Subject Expert – 1		
2.	Subject Expert - 2		
3.	Head of the Department		
4.	Principal of the College		

Note:
- The individual API proforma duly filled 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(H1) Dept, dated 11.01.2021, p.28/Selection Committee for assessment.
- The applicants 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/9H1) Dept, dated 11.01.2021 for weightages and API Scores.
- For further information, the applicants may go through the UGC Regulations 2018, issued on 18.07.2018, and G.O.(Ms.)No.5, Hr.Edn(H1) Dept, dated 11.01.2021.