****

**தமிழ்நாடு மத்தியப் பல்கலைக்கழகம்**

**तमिलनाडु केन्द्रीय विश्वविद्यालय**

*(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित)*

**CENTRAL UNIVERSITY OF TAMIL NADU**

*(Established by an Act of Parliament, 2009)*

नीलक्‍कुड़ी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry तिरुवारूर/Thiruvarur - 610 005

**Application form for promotion under Career Advancement Scheme (CAS) for teachers in all Departments / Schools of Central University of Tamil Nadu (As per UGC Regulations 2018)**

**For Promotion:**

1. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale / Academic Level 11)
2. Assistant Professor (senior Scale / Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12)

**Application for Promotion from Level …………… to Level ……………**

*Paste Self-Attested Recent Passport Size Photograph*

Name : ………………………………………………..

Department : ………………………………………………..

School : ……………………………………………….

Notification Reference No: ………………………………………… Date: ………………………………

|  |
| --- |
| Date of Appointment: ………………………………………. Date of Confirmation: …………….………………..….Period of Assessment for Promotion : From................................... To……..…………………. Date of appearing before the last selection committee (if appeared): ……………………………………..……Total Academic / Research Scores as per Appendix II, Table 2 (UGC Regulation 2018): …………..……. |

***NOTE: The*** *research scores* ***claimed by the applicant must be based on objectively verifiable criteria, and supported with documentary evidence.*** *Research scores* ***that cannot be verified will not be considered. PLEASE READ THE INSTRUCTIONS FOR EACH CATEGORY CAREFULLY, AND FOLLOW THEM.***

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name *(in Block Letter)* | : |  |
| 2 | Category | : |  |
| 3 | Father’s Name *(in Block Letter)* | : |  |
| 4 | Mother’s Name *(in Block Letter)* | : |  |
| 5 | Date of Birth and Age | : |  |
| 6 | Gender | : |  |
| 7 | Nationality | : |  |
| 8 | Category *(SC / ST/ OBC / General)* | : |  |
| 9 | Current Designation | : |  |
| 10 | Current Pay Scale & Grade Pay | : |  |
| 11 | Date of Confirmation of Present Post | : |  |
| 12 | Date of Initial Appointment and Stage with Pay Scale at CUTN | : |  |
| 13 | Position, Stage and Grade Pay applied for | : |  |
| 14 | Date of Last Promotion | : |  |
| 15 | Date of Eligibility for Promotion | : |  |
| 16 | Address for Correspondence *(with Pin Code)* | : |  |
| 17 | Permanent Address *(with Pin Code)* | : |  |
| 18 | Mobile Telephone Number | : |  |
| 19 | Landline Telephone Number *(with code)* | : |  |
| 20 | E-Mail ID | : |  |

**21. Academic Qualification** (*Graduation onwards*):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualifications | College / University | Year of Passing | Marks Obtained / Out of Or CGPA Grade | Class with Percentage |
| Graduate Degree (UG) |  |  |  |  |
| Post-Graduate Degree (PG) |  |  |  |  |
| Integrated M.A. / M.Sc. / M.S. (UG-PG) |  |  |  |  |
| M. Phil. |  |  |  |  |
| Ph. D. / D. Phil. |  |  |  |  |
| D. Sc. / D. Litt. |  |  |  |  |
| Other Degrees (if any) |  |  |  |  |

**22. Record of academic service prior to joining Central University of Tamil Nadu** (Please attach relevant certificates of service experience)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Institution | Designation | Nature of appointment (Regular / Fixed term / Temporary / Adhoc / Part-time) | Nature of Duties | Pay-Scale / Pay band and AGP | Duration | Experience | Required minimum qualification for the post | Highest degree obtained at the time of appointment | Remarks | Encl. No. |
| From | To | Year | Month |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**23. Post-Doctoral Research experience as research scientist, research associate, etc. (in years): …………………**

**24. Record of service in Central University of Tamil Nadu from date of joining as regular teacher:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Level | Designation | Pay-Scale and AGP | Duration | Experience | Remarks | Encl. No. |
| From(dd/mm/yyyy) | To(dd/mm/yyyy) | Year | Month |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Please clearly specify the period of Leave Without Pay (LWP) |  |  |

**25. Teaching Experience** *(in years):*

|  |  |  |
| --- | --- | --- |
| Particulars | From | To |
| UG |  |  |
| PG |  |  |
| Integrated M.A. / M.Sc.  |  |  |
| Ph.D. Course Work |  |  |

**26. Research Experience** *(excluding M. Phil. / Ph. D. duration)*:

 i. Total number of years : ……………………………….

 : Period: From ………….. To ………….

**a) Years spent in M. Phil.** : ………………………………………………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of M. Phil. | Institute / University | Title of the Thesis | Date of notification of result conferring the degree | Encl. No. |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**b) Years spent in Ph. D.** : ………………………………………………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of Ph.D. | Institute / University | Title of the Thesis | Date of notification of result conferring the degree | Encl. No. |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**c)** **Post Doctoral Research Experience as research scientist, research associate etc.** (*in years*):

 ii. Years of Guiding Ph. D. / M. Phil. : Ph.D.: …………...…………… M.Phil.: ……………………..….

 iii. (a) Total No. of paper published : i. International Journals : …………………..

 ii. National Journals : …………………..

 iii. State level Journals : …………………..

 Total: …………………..

 *(Full paper only)*

**iv.** **Total number of Conferences / Seminars / Workshops attended and paper presented:**

|  |  |  |
| --- | --- | --- |
|  Particulars | Attended | Attended & Paper Presented |
| International |  |  |
| National |  |  |
| State Level |  |  |
| Total |  |  |

**27.** **Awards / Prizes / Honours / Recognitions:**

 1.

 2.

 3.

**28.** **Fields of specialization in the Subject / Discipline:**

 a).

b).

**29.** **Orientation / Refresher Course attended (***Only UGC Recognized***):** *(Attach certificates)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No | Particulars | Place | Duration | Sponsoring Agency | Encl. No. |
| From | To |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**30.** **Any other Training Program / Summer School / Workshops / QIP / FIP / FDP, etc. attended**: *(Attach certificates)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No | Particulars | Place | Duration | Sponsoring Agency | Encl. No. |
| From | To |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

**31**. **Your vision for the Department / School:**

**32.** **Your contribution to the Department / School / Discipline and University:**

**33.** **Future academic development plan for self as well as Department / School:**

**34.** **Any other relevant information highlighting the significant academic achievements in the last ten years**: *(supporting documents to be enclosed)*

**PART-B**

**Brief Note:** Based on the teacher’s self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self-assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total scores required.

**(As per UGC Regulation 2018, Appendix II, Table 1: Assessment Criteria and Methodology for University / College Teachers.)**

**A: TEACHING, INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES\***

|  |
| --- |
| **1. TEACHING: (Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)** |
|  | **TEACHING** |  |
| S. No | Academic Year | Semester | Total Classes Assigned | Number of Classes Taught | Teaching= (Number of Classes Taught / Total Classes Assigned) X 100% | Claimed by the Candidate | Verified by the Committee | Remarks | \*Encl. No. |
| 1 | Year 1 | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
| Year 2 | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
| Year 3 | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
| Year 4 | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
| Year 5 | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
| Year 6 | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
| **2. INVOLVEMENT IN THE UNIVERSITY STUDENTS RELATED ACTIVITIES / RESEARCH ACTIVITIES:** |
| S. No | Academic Year | Semester | Activity | Claimed by the Candidate | Verified by the Committee | Remarks | \*Encl. No. |
| 1 | Year 1 | Odd Sem. | 1. Administrative responsibilities such as Head, Chairperson / Dean / Director / Co-ordinator, Warden etc.
 |  |  |  |  |
| 1. Examination and evaluation duties assigned by the Department / School / University or attending the examination paper evaluation.
 |  |  |  |  |
| 1. Student related co-curricular, extension and field based activities such as student clubs, career counselling study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.
 |  |  |  |  |
| 1. Organising seminars / Conferences / Workshops, Other Department / School / University activities.
 |  |  |  |  |
| 1. Evidence of actively involved in guiding Ph. D. Students.
 |  |  |  |  |
| 1. Conducting minor or major research project sponsored by national or international agencies.
 |  |  |  |  |
| 1. At least one single or joint publication in peer reviewed or UGC list of Journals.
 |  |  |  |  |
| Even Sem. | 1. Administrative responsibilities such as Head, Chairperson / Dean / Director / Co-ordinator, Warden etc.
 |  |  |  |  |
| 1. Examination and evaluation duties assigned by the Department / School / University or attending the examination paper evaluation.
 |  |  |  |  |
| 1. Student related co-curricular, extension and field based activities such as student clubs, career counselling study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.
 |  |  |  |  |
| 1. Organising seminars / Conferences / Workshops, Other Department / School / University activities.
 |  |  |  |  |
| 1. Evidence of actively involved in guiding Ph. D. Students.
 |  |  |  |  |
| 1. Conducting minor or major research project sponsored by national or international agencies.
 |  |  |  |  |
| 1. At least one single or joint publication in peer reviewed or UGC list of Journals.
 |  |  |  |  |
| 2 | Year 2 | Odd Sem. | *As above Odd Sem. In Year1* |  |  |  |  |
| Even Sem. | *As above Even Sem. In Year1* |  |  |  |  |
| 3 | Year 3 | Odd Sem. | *As above Odd Sem. In Year1* |  |  |  |  |
| Even Sem. | *As above Even Sem. In Year1* |  |  |  |  |
| 4 | Year 4 | Odd Sem. | *As above Odd Sem. In Year1* |  |  |  |  |
| Even Sem. | *As above Even Sem. In Year1* |  |  |  |  |
| 5 | Year 5 | Odd Sem. | *As above Odd Sem. In Year1* |  |  |  |  |
| Even Sem. | *As above Even Sem. In Year1* |  |  |  |  |
| 6 | Year 6 | Odd Sem. | *As above Odd Sem. In Year1* |  |  |  |  |
| Even Sem. | *As above Even Sem. In Year1* |  |  |  |  |

*\* Should be claimed by the applicant with supporting documents.*

**B: Academic / Research Score. (As per UGC Regulations 2018, Appendix II, and Table 2: Methodology for University and College Teachers for calculating Academic / Research Score.)**

1. **RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Title of the Research Paper | Name of the Journal | Vol., PP No. & Year | Impact Factor\* | Name of authors | Type of Authorship (First author / corresponding author / principal / co-author) | Sr. No. in UGC listed Journals | Claimed Score | Verified by the Committee | Encl. No |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

 *\* Impact factor to be determined as per Thomson Reuters list.*

 **2.** **PUBLICATIONS *(other than Research papers)*:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Title of the Book | Author | Co-Author(s) | Name of the Publisher, Month, Year | ISBN / ISSN | Claimed Score | Verified by the committee | Encl. No |
| **(a) BOOKS AUTHORED WHICH ARE PUBLISHED BY:** |
| **International publishers:** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **National publishers:** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Chapter in Edited Book:** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Editor of Book by International Publisher:** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Editor of Book by National Publisher:** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **(b) TRANSLATION WORKS IN INDIAN AND FOREIGN LANGUAGES BY QUALIFIED FACULTIES** |
| **Chapter or Research paper:** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Book:** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***Note:*** *Attach front, index and back pages justifying the claim showing ISBN / ISSN No.*

**3.** **Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative courses and curricula:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Activity\* | Claimed Score | Verified by the Committee | Encl. No. |
| **(a) DEVELOPMENT OF INNOVATIVE PEDAGOGY** |
|  |  |  |  |  |
|  |  |  |  |  |
| **(b) DESIGN OF NEW CURRICULA AND COURSES** |
|  |  |  |  |  |
|  |  |  |  |  |
| **(c) MOOCs** |
| **Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks / credit)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **MOOCs (developed in 4 quadrant) per module / lecture** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Content writer / subject matter expert for each module of MOOCs (at least one quadrant)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credit 02 marks / credit)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **(d) E-CONTENT** |
| **Development of e-Content in 4 quadrants for a complete course / e-book** |
|  |  |  |  |  |
|  |  |  |  |  |
| **e-Content (developed in 4 quadrants) per module** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Contribution to development of e-content module in complete course / paper / e-book (at least one quadrant)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Editor of e-content for complete course / paper / e-book** |
|  |  |  |  |  |
|  |  |  |  |  |

*\* Each activity should be claimed by the applicant with supporting documents.*

 **4.** **(a) RESEARCH GUIDANCE: - Ph.D. awarded / Thesis submitted\*:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Scholar | Title of the Thesis | Awarded / Thesis submitted | University | Month and Year | Claimed Score | Verified by the committee | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*\* Submit Ph. D. Notification / Certificate of Submission*

**M. Phil. / P.G. awarded\*:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Scholar | Title of the Dissertation / Thesis | M. Phil. / P.G. | University | Month and Year | Claimed Score | Verified by the committee | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*\* Submit M. Phil. / P.G. Notification / Certificate of awarded*

 **(b) RESEARCH PROJECT COMPLETED:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Title of the Project(More than 10 laksh) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | Claimed Score | Verified by the committee | Encl. No |
|  | From | To |
|  |  |  |  |  |  |  |  |  |  |
| S. No | Title of the Project(More than 10 laksh) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | Claimed Score | Verified by the committee | Encl. No |
|  | From | To |
|  |  |  |  |  |  |  |  |  |  |

 **(c) RESEARCH PROJECT ONGOING:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Title of the Project(More than 10 laksh) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | Claimed Score | Verified by the committee | Encl. No |
|  | From | To |
|  |  |  |  |  |  |  |  |  |  |
| S. No | Title of the Project(More than 10 laksh) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | Claimed Score | Verified by the committee | Encl. No |
|  | From | To |
|  |  |  |  |  |  |  |  |  |  |

 **(d) CONSULTANCY:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Title and Nature of the Project | Agency to it is offered | Grant Component | Duration | Claimed Score | Verified by the committee | Encl. No |
| From | To |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **(a) PATENTS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No | Details of Patent | International / National | Year | Claimed Score | Verified by the committee | Encl. No |
|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 **(b)** \***Policy Document (Submitted to an International body / oranisation like UNO / UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No | Details of Policy Document | International / National / State | Year | Claimed Score | Verified by the committee | Encl. No. |
|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 **(c)** **Awards / Fellowship:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Name of the Award / Fellowship | Awarding Institute / Organization | International / National | Date Awarded | Claimed Score | Verified by the committee | Encl. No. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. \***Invited lectures / Resource Person / paper presentation in Seminars / Conferences / full paper in Conference Proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once):**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Title | Name of the Event | Organiser / Institute | Duration | Invited / Oral / Poster | International (Abroad) / International (within Country) / National / State / University level | Claimed Score | Verified by the committee | Encl. No. |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Note:**

* Paper presented if part of edited book or proceeding then it can be claimed only once.
* For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor, Supervisor and Co-supervisor, both shall get 7 marks each.
* \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures / Resource Person / Paper presentation shall have an upper capping of thirty percent of the total research scores of the teacher concerned.
* The research score shall be from the minimum of three categories out of six categories.

**Applicant Claimed Score**

|  |
| --- |
|  Summary of Total Claimed Score (1+2+3+4+5+6) Assessment Period from ………………………….. to ………………………….. |
| Year | Claimed Score | Total Claimed Score |
| **Entire Assessment Period** | 1 | 2 | 3 | 4 | 5 | 6 |
| From ……………………….. To ……………………….. |  |  |  |  |  |  |  |
| **Total Claimed Score** |  |  |  |  |  |  |  |

**Verified by the committee**

|  |
| --- |
|  Summary of Total Claimed Score (1+2+3+4+5+6) Assessment Period from ………………………….. to ………………………….. |
| Year | Claimed Score | Total Claimed Score |
| **Entire Assessment Period** | 1 | 2 | 3 | 4 | 5 | 6 |
| From ……………………….. To ……………………….. |  |  |  |  |  |  |  |
| **Total Claimed Score** |  |  |  |  |  |  |  |

**Declaration**

I, …………………………………………………………………………………….. hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

**Place: …………………………….. Signature of the applicant: ……………………………………**

**Date: …………………………….. Designation: ………………………………………………………….**

**Forwarded through:**

 **Head of the Department Dean**

 **Department of …………………………….. School of ……………………………..**