CAS-July - 2021

பாரதியார் பல்கலைக்கழகம்
BHARATHIAR UNIVERSITY
COIMBATORE - 641 046, TAMIL NADU, INDIA

State University	Re-Accredited with "A" Grade by NAAC	Ranked 14th among Indian Universities by MHRD-NIRF

APPLICATION FOR CAREER ADVANCEMENT SCHEME PROMOTIONS AS PER SYNDICATE RESOLUTIONS & UGC REGULATIONS, 2016

[ASSISTANT PROFESSOR-STAGE-I TO II, STAGE-II TO III]
[ASSISTANT PROFESSOR –STAGE-III TO STAGE-IV]
[ASSOCIATE PROFESSOR TO PROFESSOR/EQUIVALENT CADRES]

DESIGNATION & PRESENT STAGE : _____

DESIGNATION & STAGE TO BE PROMOTED : _____

ASSESSMENT PERIOD : FROM _____TO _____

PART-A – GENERAL & ACADEMIC BACKGROUND

1.	**Name (in block letters):**							
2.	**Father's Name/ Mother's Name:**							
3.	**Date of Birth & Age:**							
4.	**Category:** **(Please tick the appropriate box)**							
		GEN	**BC**	**MBC**	**DNC**	**SC**	**ST**	**PwD**
5.	**Present Designation & Academic Grade Pay(AGP):**							
6.	**Department/ School**							
7.	**Dates of the previous promotions, if any (in this University):**							
8.	**Date of eligibility for promotion as per existing UGC Guidelines dated 11th July 2016:** (N.B: Counting of past service, if any, is to be considered while deciding the date of eligibility for promotion)	**Applicant's Claim** (In case of counting of past service for the date of eligibility for promotion, justification for the same is to be given)				**Official Note on verification of the claim**		
9.	**Date of eligibility for promotion:**							
10.	**Address for correspondence:**							
11.	**Permanent address:**							
12.	**Telephone No./ Mobile No.:**							
13.	**Email:**							

14. Academic Qualifications:

A. Academic Qualifications (other than research degree(s)):						
S. No.	**Degree/ Diploma/ Certificate...**	**Discipline/ Subject**	**Name of the Board/University**	**Year of Passing**	**Percentage of Marks Obtained**	**Division/ Class/Grade**
1.						
2.						

B. Research Degrees:			
Degree	**Title of Dissertation/Thesis**	**Date of award**	**Name of the University**
M. Phil.			
Ph. D. / D. Phil.			
D. Sc. / D. Litt.			

15. Position(s) held prior to Joining this University, if any:

Designation	**Name of Employer**	**Date of**		**Gross salary with AGP/Scale of Pay/ Total Pay**	**Reason for Leaving**
		Joining	**Leaving**		

16. Posts held after Appointment in this University:

Designation	**Department/School**	**Period**		**Pay Scale/ Academic Grade Pay (AGP)/Total Pay**
		From	**To**	

17. Period of Teaching and/ or Research Experience (Other than the time taken to obtain Ph.D.:

(I). Teaching / (II). Research Experience	**No. of years**	**Total Experience in Years**
I)Level of Classes – Teaching Experience		
PG Classes		
UG Classes		
Total:		
II)Research Experience		
Total:		
Total (I+II):		

18. Field(s) of Specialisation under the Subject/ Discipline:

(a).

(b).

19. Orientation/ Refresher Course(s)/ Other Courses Attended:

Title of the Course	Place	Duration (No. of Weeks/Days)	Period

PART – B: - ACADEMIC PERFORMANCE INDICATORS

- Please see the details of API scoring point requirements for each category in Annexure I.
- All information provided in the API based PBAS proforma must be supported by documentary proof and Document Tag No. against the relevant indicator.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
(For Assistant Professors (Stage-I to II, Stage-II to III & Stage-III to Associate Professor Promotions & Associate Professor to Professor Promotions)
(Enclose Annexure –1 for details)

Category	Nature of Activity	Maximum Score	Actual Score	Self Appraisal Score to be submitted by the applicant [year wise]	Supporting Document as proof [Tag No. 1, 2, 3… or 1 to n]	Verified API Score (for Office use only)
I	a. Direct Teaching	70 for Assistant Professors (or) 60 for Associate Professors	Actual hours spent per Academic year ÷ (7.5 for Assistant Professors) (Or) (÷ 7.75 for Associate Professors)	Year-1		
				Year-2		
				. . .		
				Year-3/4/5/6		
	b. Examination duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment	20 for Assistant Professors (Or) Associate Professors	Actual hours spent per Academic year ÷ 10	Year-1		
				Year-2		
				. . .		
				Year-3/4/5/6		
	c. Innovative Teaching – learning methodologies, updating of subject contents/ courses, mentoring etc..	10 for Assistant Professors (or) 15 for Associate Professors	Actual hours spent per Academic year ÷ 10	Year-1		
				Year-2		
				. . .		
				Year-3/4/5/6		
Total Score in Category-I						

CATEGORY- II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES:
(For Assistant Professor Stage-I to II, Stage-II to III, Stage-III to Associate Professor & Associate Professor to Professor Promotions)

Category No.	Nature of Activity	Max Score	Actual Score	Self Appraisal Score to be submitted by the applicant	Supporting Document as proof [Tag No. 1, 2, 3… or 1 to n]	Verified API Score (for Office use only)
II.a	**Student related co-curricular, extension and field based activities:** (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/ talks/seminars etc.)	15	Actual hours spent per academic year ÷10			
II.b	**Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:** i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷10			
II.c	**Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)**	15	Actual hours spent per academic year ÷10			
					TOTAL SCORE in Category-II	

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(For Assistant Professor Stage-I to II, Stage-II to III, Stage-III to Associate Professor & Associate Professor to Professor Promotions)
(Enclose Annexure –2 for details)

Category No.	Nature of Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences/ Library / Physical education / Management	Maximum score for University Teacher	Self Appraisal Score to be submitted by the appli-cant	Supporting Document as proof [Tag No. 1, 2, 3… or 1 to n]	Verified API Score (for Office use only)
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	25 per Publication			
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10 per Publication			
III (B)	Publications other than journal articles (books, chapters in books)	**i.** Text/ Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author			
		ii. Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author			

		iii. Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author			
		iv. Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Inter-national – 10 per Chapter National – 5 per Chapter			
III(C) RESEARCH PROJECTS							
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30/- lakhs	Major Projects with grants above Rs. 5/- lakhs	20 per Project			
		(b) Major Projects with grants above Rs. 5/- lakhs up to Rs. 30/- lakhs	Major Projects with grants above Rs. 3/- lakhs up to Rs. 5/- lakhs	15 per Project			
		(c) Minor Projects with grants above Rs. 1/- lakh up to Rs. 5/- lakhs	Minor Projects with grants above Rs. 1/- lakh up to Rs. 3/- lakhs	10 per Project			
III (C) (ii)	Consultanc y Projects	Amount mobilized with a minimum of Rs.10/- lakhs	Amount mobilized with a minimum of Rs. 2/- lakhs	10 for every Rs.10/- lakhs and Rs.2/- lakhs, respectivel y			
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international	30 for each Inter-national / 20 for each			

			bodies like WHO/UNO/ UNESCO/ UNICEF etc. Central / State Govt./ Local Bodies	national level output or patent. Major policy document of Inter-national bodies – 30 Central Govt. –20, State Govt.-10 Local bodies – 5			
III (D) RESEARCH GUIDANCE							
III (D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate			
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate			
III (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars:							
III (E) i	Fellowships / Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship			
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/ associations	10 per Award / 10 per Fellowship			
		State/ University level Award from academic bodies	State/ University level Award from academic bodies/ associations	5 Per Award			
III (E) (ii)	Invited lectures / papers	International	International	7 per lecture / 5 per paper Presented			
		National level	National level	5 per lecture / 3 per paper presented			

		State/ University level	State/ University level	3 per lecture / 2 per paper presented			
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period						
III(F)	Development of e-learning delivery process/material			10 per module			

* Wherever relevant, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications/books shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor of the teacher would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

PART-B: SUMMARY OF API SCORES FOR THE ENTIRE ASSESSMENT PERIOD:
(Please fill the applicable and ignore others)

For Assistant Professor Stage-I to II promotion			
Category	**Minimum Required**	**Self Appraised Score**	**Verified API Score (for office use only)**
I	80 per year		
II	50 per Assessment period		
III	20 per Assessment period		
(II + III)*	90 per Assessment Period		

For Assistant Professor Stage-II to III promotion			
Category	**Minimum Required**	**Self Appraised Score**	**Verified API Score (for office use only)**
I	80 per year		
II	50 per Assessment period		
III	50 per Assessment period		
(II + III)*	120 per Assessment Period		

For Assistant Professor Stage-III to Associate Professor promotion			
Category	**Minimum Required**	**Self Appraised Score**	**Verified API Score (for office use only)**
I	75 per year		
II	50 per Assessment period		
III	75 per Assessment period		
(II + III)*	150 per Assessment Period		

For Associate Professor to Professor promotion			
Category	**Minimum Required**	**Self Appraised Score**	**Verified API Score (for office use only)**
I	70 per year		
II	50 per Assessment period		
III	100 per Assessment period		
(II + III)*	180 per Assessment Period		

*Teachers may score the balance of the points from either Category-II or Category-III to achieve the minimum score required under Category II + III.

PART – C: OTHER RELEVANT INFORMATION

Please give details of any other significant contributions not included above. All information provided here should be supported by documentary proof.

S.No.	Details (Mention year, value, etc., where relevant)

LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, sanction orders, papers, etc. wherever necessary)

Annexure/ Tag No.	Page No.	Details
1.		
2.		
. . . n.		

Note :

The application will be considered only from the candidates who do not have any objection of Local Fund Audit or pending DVAC.

DECLARATION

I, _____, hereby solemnly declare that the information provided in this application form is true and correct to the best of my knowledge and belief. Further, I hereby declare that I do not have any audit objection or other DVAC.

Place : **Signature of the applicant**
Date : **Designation**

Forwarded by:

Head of the Department **Dean - Arts/Science/Social Sciences/ Commerce/Education**

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(ANNEXURE-I)

1. MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES (as per UGC Guidelines)

S. No.	Promotion of Teachers through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

4.	Associate Professor (Stage4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in stage 3. (iii) A selection committee process as stipulated in the regulation and in Tables II (A).

2. MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I (as per UGC Guidelines) TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / Equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor / Equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % -Interview performance

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**