



## CRITERION 6

SSR CYCLE IV

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

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### 6.3. Faculty Empowerment Strategies

**6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**DIRECTORATE OF COLLEGIATE EDUCATION  
CHENNAI**

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

(As per the 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 / Career 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) :** .....

.....

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.....

**12. Permanent Address (with pin code) :** .....

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.....

.....

Mobile No. : ..... Landline No.: .....

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

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

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

| Degrees       | Title | Date and<br>Year of<br>Award | University |
|---------------|-------|------------------------------|------------|
| M.Phil.       |       |                              |            |
| Ph.D.         |       |                              |            |
| Post-Doctoral |       |                              |            |

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

| Name of the<br>Test | Conducting Body | Month &<br>Year | Roll<br>Number | Subject | Score, if<br>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 pursuing M.Phil./Ph.D.)

**19. Fields of Specialisation under the Subject/ Discipline:**

(a) .....

.....

.....

(b) .....

.....

.....

**20. Orientation/ Refresher/Other Courses attended\* :**

(Enclose copies of certificates of the courses attended)

| Name of the Course | Academic Staff College, University  | Duration in Days | Period (Mention dates) |    |
|--------------------|---|------------------|------------------------|----|
|                    |   |                  | From                   | To |
|                    |   |                  |                        |    |
|                    |   |                  |                        |    |
|                    |   |                  |                        |    |
|                    |   |                  |                        |    |
|                    |   |                  |                        |    |
| <b>*Note 1.</b>    | 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 CAS for college teachers. |                  |                        |    |
| <b>2.</b>          | As referred to 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 upto 31 <sup>st</sup> December 2018.   |                  |                        |    |

Date:

Signature of the Teacher

**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) |
|---|--|--|--|
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
| <b>Overall Grading (for the Assessment period)</b>  |  |  |  |
| <ul style="list-style-type: none"><li>✓ Grading Criteria: [(No. of classes taught/total classes assigned) x100]</li><li>✓ More than 80% = Good., 70-80% = Satisfactory, Less than 70% = Not Satisfactory</li><li>✓ Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</li><li>✓ 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.</li></ul> |  |  |  |
| <b>Note:</b> For further information, please refer to 'Annexure II – Table 1(Assessment Criteria and Methodology for University/College Teachers) – Activity1' 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.         |         |
| <b>Overall Grading (for the Assessment period)</b>   |            |         |
| 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 counselling, study visits, student seminars, and other events, cultural, sports, NCC, NSS, YRC, RRC and other community services. (d) Organising 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) – Activity1' 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.)

| <b>Academic Year</b> | <b>Details</b><br>(Enclose copies of relevant certificates/documents) |
|----------------------|---|
|                      |   |
|                      |   |
|                      |   |
|                      |   |

### **List of Enclosures:**

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

| <b>S.No.</b> | <b>Enclosures</b> |
|--------------|-------------------|
| <b>1</b>     |                   |
| <b>2</b>     |                   |
| <b>3</b>     |                   |
| <b>4</b>     |                   |
| <b>5</b>     |                   |
| <b>5</b>     |                   |
| <b>6</b>     |                   |
| <b>7</b>     |                   |
| <b>8</b>     |                   |
| <b>9</b>     |                   |
| <b>10</b>    |                   |
| <b>11</b>    |                   |
| <b>12</b>    |                   |

### 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 |   |
| <b>Overall Grading by the Screening-cum-Evaluation Committee</b>   |  |   |
| <b>Overall Grading: <u>Good</u>:</b> Good in Criteria No. I and Satisfactory or good in Criteria No. II;<br><b><u>Satisfactory</u>:</b> Satisfactory in Criteria No. I and good or satisfactory in Criteria No. II;<br><b><u>Not Satisfactory</u>:</b> If neither good nor satisfactory in overall grading<br>* 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. |  |   |

#### Undertaking:

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

**Date:**

**Signature of the Teacher**

**Designation:**

#### **Screening-cum-Evaluation Committee**

| S.No.    | Name and Designation            | Recommendation<br>(Recommended/ Not recommended) | Signature |
|----------|---------------------------------|--|-----------|
| <b>1</b> | <b>Subject Expert-1</b>         |  |           |
| <b>2</b> | <b>Subject Expert-2</b>         |  |           |
| <b>3</b> | <b>Head of the Department</b>   |  |           |
| <b>4</b> | <b>Principal of the College</b> |  |           |

#### 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 Committee (Refer 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 Sciences/Physical Education may refer to 'Appendix-II, Table-4/5' of UGC Regulations 2018, No. F.1-2/2017(EC/PS), dated 18<sup>th</sup> July, 2018 (available in UGC/DCE website) and G.O. (Ms.) No.5, Hr. Edn. (H1) 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.