



**Manonmaniam Sundaranar University
Tirunelveli, 627 012**

Accredited by NAAC with 'A' Grade (3.13 out of 4) in the 3rd Cycle



APPLICATION FOR PROMOTION FROM STAGE TO STAGE

(Write the stage no in the above box as it is a mandatory field. Before filling the form read the instructions carefully)

1.	Name (in Block Letters)			
2.	Father's Name			
3.	Employee Number			
4.	Department			
5.	Current Designation and Grade pay	Designation	Grade Pay	Academic Level
6.	Date and Designation at the time of Joining service at MSU with Order reference			
7.	Date of Last Promotion with Grade/ Level promoted to with promotion order Reference (Attach a photo copy)	Date	Promoted from	Promoted to
8.	Details regarding the rejection of your earlier CAS application. If YES, provide the reasons for rejection			
9.	Date of eligibility for next promotion			
10.	Nationality			
11.	Date and Place of Birth			
12.	Sex			
13.	Permanent Address with PIN			
14.	Address for Communication with PIN			
15.	Mobile No. and email id			

16. Academic Qualifications:

Qualification	Subjects/ Specialization	University/ Board	Duration of Study from-to dates	Date of award	% of marks obtained
DSc/DLitt*					
PhD.*					
MPhil*					
PG					
UG					
HSC					
SSLC/10 th Std					

*In case of MPhil/PhD/ DSc/DLitt., a self-attested copy of the degree & result notification for the same is to be attached. Further, **PhD is a mandatory qualification** for the promotion to selection grade Assistant Professor (Academic Level 12), Associate Professor and Professor.

17. UGC / AICTE / ISTE/ NITTT recognized Orientation / Refresher / winter / Summer Courses attended *:

Nature of the Course / Summer School	Organized by	Course Sponsoring Agency	Duration	
			From	To

(*Attach Photostat copies)

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS Proforma before filling out this section)

TABLE 1

Table: 1.1 Assessment Criteria and Methodology for University Teachers

(Mandatory Proof: Copy of Attendance Register and time table during the assessment period endorsed by HOD)

Sl. No.	Course Handled	Odd/ Even	Credit	Assigned Classes/ Week (A)	Actual Hrs as per attendance Register (B)	Teaching score B/(A*15) * 100	Self -Score Good/Sat/ Above Sat/ Not Sat	Verified Score	Enclosure
2.									

Table 1.2 Involvement in the University/ Students related/ Research Activities

Item	Activity	Self Scores Good/ Sat/ Non Sat	Verified Score	ENC
a.	Administrative Responsibilities such as Head, Chair Person, Dean, Director, Coordinator, Warden, etc. 1. 2. 3.			
b.	Examination and Evaluation Duties assigned by the University or attending the examination paper evaluation 1. 2. 3.			
	Student related cocurricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other			

c.	events, cultural, sports, NCC, NSS, and community services 1. 2. 3.			
d.	Organizing seminars/ Conferences/ Workshops and other University activities 1. 2. 3.			
e.	Evidence of actively involved in supervising PhD students 1. 2. 3.			
f.	Conducting minor or major research project sponsored by national or international agencies 1. 2. 3.			
g.	At least one single or joint publication in peer reviewed or UGC list of Journals 1. 2. 3.			

TABLE 2

Table 2: Methodology for University Teachers for calculating Academic/ Research Score

2.1 JOURNAL PUBLICATION (Proof for the claims including refereed journal needs to be enclosed) Refereed Journals with/without Impact Factor (IF) are only to be claimed and augmentation will be as per the Thomson Reuter IF: No IF – 5 IF<1 – 10 IF (1 - 2) – 15 IF (2 - 5) – 20 IF (5 – 10) – 25 IF >10 – 30 2 Authors : 70 % each More than two: 70 % for 1 st / Principal/ Corresponding author & 30 for others Author Types: 1 st / Principal/ Corresponding/ Guide/ Co Guide								
Sl. No.	Author names, Paper Title, Journal name, Vol., issue, pp., Yr of Publication	Author type	Int/ National	UGC List details	IF	Self Score	Verified Score	Enc.

2.2 PUBLICATIONS OTHER THAN RESEARCH PAPERS**2.2 a) Books**

Books authored : Int. : 12 National: 10 Chapter: 5 Editor of Int. Pub:10 Ed. of Nat. Pub: 8

Type: Int. Pub/ Nat. Pub/ Chapter/ Edition of Int. Pub/ Editor of Nat. Pub

Sl. No.	Author names, Book Title, Publisher Name, Edition, Place, Yr of Publication	Type	ISBN/ISSN	Self Score	Verified Score	Enc

2.2 b) Translation Works in Indian and Foreign Language by qualified faculties

Sl. No	Details of Translation work	Chapter/ Research Paper (3) and Book (8)	ISBN/ISSN	Self Score	Verified Score	Enc.

2.3 CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW INNOVATIVE COURSES AND CURRICULA**2.3 a) Development of Innovative Pedagogy : 05**

Sl. No.	Details of innovative pedagogy	Self score	Verified score	Enc.

2.3 b) Design of New Curricula

Sl. No	Details of Design of new curricula	Self score	Verified score	Enc.

2.3 c) MOOC (provide web link)**2.3 c1) Details of development of complete MOOCs in 4 quadrants (4 credit course) – 20 score. in case of lesser credits 5 marks/ credit**

Sl. No.	Name of MOOC course	Credit	Web link	Self score	Verified score	Enc

2.3 c2) Details of MOOC Developed (4 quadrants) per module/ lecture 5 score

Sl. No.	Name of MOOC module/ lecture	Self score	Verified score	Enc.

2.3 c3) Content Writer/ Subject Expert for Each Module of MOOC (At Least 1 Quadrant) 2 Score

SL. No	Details of work carried out	self-score	verified score	enc.

2.3 c4) Course coordinator for MOOC (4 credit or less) 2 score for every credit

Sl. No.	Details of course coordination	Self score	Verified score	Enc.

2.3 D. e- Content**2.3 d1) Development of e Contents in 4 quadrant for a complete course or e book 12 score**

Sl. NO.	Details of the e contents developed	Self score	Verified score	ENC.

2.3 d2) e - Content (4 Q) Module Development 5 Score Per Module							
Sl. No.	E Content Module Name	Self score	verified score	Enc			
2.3 d3) Contribution to Development of e - Content Module in Complete Course/ Paper/ E Book (at least 1 quadrant) 2 score							
Sl, No.	Details of e - Content module in Complete Course/ paper/ e book	Self Score	Verified Score	ENC.			
2.3 d4) Editor of e content for complete course/ paper/ e book (score 10)							
Sl, No.	Details of E Content module for Complete Course/ paper/ e book	Self Score	Verified Score	ENC.			
2.4 RESEARCH GUIDANCE							
2.4 a) Ph.D [10 for Awarded (A), 5 for Submitted (S)] , M.Phil/ PG (2 for awarded)							
Sl. No.	Details of research guidance Reg. No., name, year of guidance	Status A/S	PhD/ MPhil/ PG	Self score	Verified score	Enc.	
2.4 b) Research Projects Completed (>10 Lakhs: 10 Score and < 10 Lakhs : 5 Score)							
Sl. No.	Title of Research Projects & Agency	PI/CI	Date of Completion	Amount	Self Score	Verified Score	Enc.
2.4 c) Research Projects Ongoing (>10 Lakhs: 5 Score and < 10 Lakhs : 2 Score)							
Sl. No.	Title of Research Projects & Agency	PI/CI	Duration	Amount	Self Score	Verified Score	Enc.
2.4 d) Consultancy (3 Scores)							
Sl. No.	Details of Consultancy work & Consulting Organization	Duration	Amount	Self Score	Verified Score	Enc.	
2.5 Intellectual Property Right							
2.5 a) Patent (Status : Published/ Granted/ Licenced) Int (10) National (7)							
Sl. No.	Patent / IPR reference	Status	Year	IPR type Int/ nat	Self score	Verified score	Enc.
2.5. b) Policy Document Submitted to an International Body/ Orgn Like Uno/Unesco/World Bank/ Int. Monetary Fund, Etc Or Central Or State Governments [Int (10), National (7) & State (4)]#							
Sl. No	Details of the policy document	Agency	Type	Year	Self score	Verified score	Enc.
2.5.c) Awards/ Fellowships [International (7) and National (5) Only]							
Sl. No.	Details of the award	Awarding agency	Type	Year of award	Self score	Verified score	Enc.

2.6 INVITED LECTURES / RESOURCE PERSON/ PAPER PRESENTATIONS IN SEMINARS/ CONFERENCE PROCEEDINGS# (Paper presented in Seminars/ conferences and also published as full paper in conf. Proceedings will be counted only once)							
SL. No.	Details of the invited lectures, organization, place.	Date	No. of Sessions	Type	Self Score	Verified Score	ENC.

#2.5. B and 2.6 will have upper ceiling of 30 % Type: International abroad (7), International within country (5), National (3), State (2)

Note:

1. In case of joint projects PI and CI would get 50% each.
2. Paper presented if part of edited book or proceeding, it can be claimed only once.
3. The research score shall be from the minimum of three categories out of six categories (2.1 to 2.6)
4. Regarding the induction programme, it is to be noted that in addition to the HRDC of UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) Scheme shall also organize such induction programmes as per their mandate. These induction programmes shall be treated at par with the Orientation Programmes already being run by the HRDC for the purpose of the CAS Requirements.
5. All short term and long duration capacity building programmes for teachers / faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline specific areas being conducted by centres such as Schools of Education (SOEs), Teaching Learning Centres (TLC), Faculty Development Centres (FDC), Centres for Excellence in Science and Mathematics (CESMEs), Centre for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in CAS of the Regulation 2018.
6. The applicability of Table 2 for the CAS promotion of the Senior Scale and Selection Grade Assistant Professor will be based on the G.O. (Ms) No. 5 dated 11th January 2021.

Declaration

I hereby certify that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in relevant UGC Regulations, as amended from time to time.

Name and Signature

Place: _____

Date: _____

FOR USE BY
Head of the Department

Specific Remarks, if any.

HOD's Recommendations

Certified that Mr/Ms/Dr has been working as
in this Department since The particulars given in this application have been checked and verified from the office records and are found to be correct. Hence, it is recommended to be considered for further necessary action.

Place

Head of the Department

Date:

(Office Seal)

CHECK LIST – PBAS 2018

1.	Have you read the instructions carefully?	Yes	No
2.	Have you filled all the columns in Part A?	Yes	No
3.	In case if you have acquired the academic qualification after joining the service state whether you have attached the Degree Certificate?	Yes	No
4.	Have you filled the complete details regarding the orientation and refresher programme throughout your tenure?	Yes	No
5.	Have you attached the time table and attendance for the assessment period?	Yes	No
6.	Have you attached a copy of Officer Order related to various University activities?	Yes	No
7.	Have you attached the proof for Peer Reviewed journal in case if you claim the score for peer reviewed journal?	Yes	No
8.	Have you attached the proof for Thomson Reuter impact factor in case if you claim augmented scores?	Yes	No
9.	Have you ensured whether the score you claim belong to assessment period only?	Yes	No
10.	Have you applied the upper ceiling for the criterions 2.5 b and 2.6?	Yes	No
11.	Have ensured the provided weblink is active?	Yes	No
12.	Have you filled your self-score columns?	Yes	No
13.	Have you verified whether the score you claimed is enough to meet the eligibility criterions?	Yes	No
14.	Do you know in case of rejection you can resubmit your application after the completion of one year from the date of rejection?	Yes	No