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Letter No.002/CAS/RC/PR10 & 20/2023

Dated: 07-06-2023

Sub: Personnel – Teachers and other Academic Staff of University Departments, Regional Campuses and University Colleges of Engineering – Career Advancement Scheme under 6th CPC and Promotion under 7th CPC – Applications Called for – Reg.

Ref: 1. G.O.(Ms) 119 Higher Education (C2) Department dated 12-05-2017.
2. G.O.(Ms) No.19, Higher Education (C2) Department, dt. 14-01-2020.
3. UGC Notification, dated 18-07-2018.

CAREER ADVANCEMENT SCHEME (CAS) – 6TH PAY COMMISSION & PROMOTION – 7TH PAY COMMISSION

Applications are invited from teachers and other academic staff of the University Departments and Regional Campuses / University Colleges of Engineering who become eligible for promotion under CAS of 6th pay Commission as per Ref.1 and Promotion under 7th Pay Commission as per Ref.2 and Ref.3.

(a) Eligible from **05.03.2010** to **28.02.2019** (under 6th CPC):

Sl. No.	Details of Movement
1	Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 1 (AGP 6000) to Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 2 (AGP 7000)
2	Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 2 (AGP 7000) to Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 3 (AGP 8000)
3	Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 3 (AGP 8000) to Associate Professor/Deputy Director Physical Education / Deputy Librarian Stage 4 (AGP 9000 – in the Pay band of Rs.37400)
4	Associate Professor / Deputy Director Physical Education / Deputy Librarian Stage 4 (AGP 9000) to Professor / Director Physical Education (for University Departments only) / Librarian (for University Departments only) Stage 5 (AGP 10000)

(b) Eligible on or after **01-03-2019** under (7th CPC):

Sl. No.	Details of Movement
1.	Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-I (Level-10) to Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-II (Level-11)
2.	Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-II (Level-11) to Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-III (Level-12)
3.	Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-III (Level-12) to Associate Professor / Deputy Librarian / Deputy Director of Physical Education Stage-IV (Level-13A1/13A)
4.	Associate Professor / Deputy Librarian / Deputy Director of Physical Education Stage-IV (Level-13A1/13A) to Professor / Deputy Librarian / Deputy Director of Physical Education Stage-V (Level-14)

The Deans of the CEG/ACTech/MIT/SAP Campuses, Heads and Centre Directors of University Departments, and Heads of the Departments and Deans of the Regional Campuses / University Colleges of Engineering are requested to bring this to the notice of all the teachers/other academic staff in their respective campuses.

- *The teachers are requested to fill up the **online** application form and generate the filled-in application and submit a **hardcopy** of the application along with all supporting documents.*
- *The other academic staff (Librarian Cadres and Physical Education Cadres) are requested to submit the filled-in applications **only in hardcopy** in the prescribed format given in this brochure applicable to respective cadres along with the supporting documents.*

"Only the teachers /other academic staff, who have become eligible for promotion under CAS of 6th Pay Commission / Promotion under 7th Pay Commission, may apply".

The eligible teachers and other academic staff are requested to submit a "**separate application**" for the upward movement of "**each stage**" under the suitable Pay Commission.

The **Notification, Important Instructions, Eligibility Conditions for Teachers and other Academic Staff, and Application forms for other Academic Staff** are enclosed. The teachers and other academic staff are requested to download and read the entire document before applying for the promotion under CAS. **The other academic staff (Librarian Cadres and Physical Education cadres) are requested to use the hardcopy application forms enclosed for each movement under CAS.**

For **filing online applications**, the **eligible teacher** may use the URL
<https://rcell.annauniv.edu>
as per the eligibility

The **filled-in applications with all supporting documents** are to be submitted to the Registrar, Anna University, Chennai-25 **on or before 28-06-2023 (5:30 pm)** through the proper channel.

Any queries related to the submission of applications shall be entertained only through email: aurcell2015@gmail.com.

-sd-
REGISTRAR (i/c)

To

All the Deans of the CEG, ACTech, MIT and SAP Campuses
All the Deans of the Regional Campuses / University Colleges of Engineering
All the Chairperson of Faculties
All the Heads of the Departments / Divisions
All the Directors of the Centres / Institutes
The Professor & Chairperson, Anna University Sports Board
The Professor & Director, University Library
P.S. to V.C. / P.A. to Registrar
DR(P), PR10, PR20 / Stock file

A. IMPORTANT INSTRUCTIONS FOR CANDIDATES ELIGIBLE UNDER 6th CPC:

1. (a) The incumbent teacher/other academic staff who are on the roll and active service of the University Departments / University Colleges of Engineering / Regional Campuses of Anna University are alone eligible to apply for Promotion under Career Advancement Scheme (CAS).
- (b) CAS Promotion being a personal promotion to the incumbent teacher/other academic staff holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.
2. Applications should be submitted as per the following instructions.

(a) Teachers/Other Academic Staff who qualify for any of the stages between 05-03-2010 and 7-11-2015

Application to be used: CAS Application Form without API

Teachers/other academic staff who **qualify between 05-03-2010 and 7-11-2015** for any of the stages mentioned in TABLE-I are **exempted from API** and the qualifications required for the movement from one stage to another stage are given in Column 4 of Table-I(A) to Table-I(F).

(b) Teachers/Other Academic Staff who qualify for any of the stages on or after 8-11-2015 and 28.02.2019

Application to be used: CAS Application Form with API

Teachers/other academic staff who **qualify on or after 8-11-2015** for any of the stages mentioned in TABLE-I will be **assessed with API** in addition to the qualifications required for the movement from one stage to another stage are given in Column 5 of Table-I(A) to Table-I(F).

(i) If a teacher/other academic staff qualifies on or after 8-11-2015 and if the period between 8-11-2015 and the date of qualification is less than one year, the API will be assessed for one full year prior to the date of qualification in addition to the other requirements as given in Column 5 of Table-I(A) to Table-I(F).

(ii) If a teacher/other academic staff qualifies on or after 8-11-2015 and if the period between 8-11-2015 and the date of qualification is less than two/three/four/five years, the API will be assessed for the full two/three/four/five years as the case may be prior to the date of qualification in addition to the

other requirements as given in Column 5 of Table-I(A) to Table-I(F).

3. (a) The teachers are requested to fill up the **online** application form and generate the filled-in application and submit a **hard copy** of the application along with all supporting documents.
- (b) The other academic staff (Physical Education Cadres and Librarian Cadres) are requested to submit the filled-in applications **only in hardcopy** in the prescribed format given in this brochure applicable to the respective cadres along with the supporting documents.

STAGES OF PROMOTION

Sl. No.	Details of Movement
1	Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 1 (AGP 6000) to Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 2 (AGP 7000)
2	Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 2 (AGP 7000) to Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 3 (AGP 8000)
3	Assistant Professor / Assistant Director of Physical Education / Assistant Librarian Stage 3 (AGP 8000) to Associate Professor/Deputy Director Physical Education / Deputy Librarian Stage 4 (AGP 9000 – in the Pay band of Rs.37400)
4	Associate Professor / Deputy Director Physical Education / Deputy Librarian Stage 4 (AGP 9000) to Professor / Director Physical Education (for University Departments only) / Librarian (for University Departments only) Stage 5 (AGP 10000)

4. **Only the teachers/other academic staff, who have become eligible for promotion under CAS, may apply.**
5. **The eligible teachers and other academic staff are requested to submit a “separate application” for the upward movement of “each stage”.**
6. **The *Notification, Important Instructions, Eligibility Conditions for Teachers and other Academic Staff, and Application forms for other Academic Staff* are available on the webpage <https://rcell.annauniv.edu/rc> of the **Recruitment Cell**. The teachers and other academic staff are requested to download and read the entire document before applying for the promotion under CAS. **The other academic staff (Physical Education and Librarian Cadres) are requested to use these hardcopy application forms for each movement under CAS.****

For filing online applications, the **eligible teacher** may use the URL
<https://rcell.annauniv.edu>
as per the eligibility.

7. The filled-in applications with all supporting documents are to be submitted to the Registrar, Anna University, Chennai-25 **on or before 28.06.2023 (5:30 pm)** through the proper channel.

8. **Promotion under CAS for Teachers:**

- (a) Assistant Professor possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (Stage 2) after completion of **four years** of service as Assistant Professor subject to the fulfilment of the conditions given in Table – I(A) to Table – I(B).
- (b) Assistant Professor M.Phil. Degree or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of **five years** of service as Assistant Professor subject to the fulfilment of the conditions given in Table – I(A) to Table – I(B).
- (c) Assistant Professor who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of **six years** of service as Assistant Professor subject to the fulfilment of the conditions given in Table – I(A) to Table – I(B).
- (d) Assistant Professor who has completed **five years** of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the requirements laid down by these Regulations as in Tables – I(A) to Table – I(B), to move up to next higher grade of Rs.8000 (Stage 3).
- (e) Assistant Professor completing **three years** of teaching in the grade of Rs.8000 (Stage 3) shall be eligible to move to the Pay Band of Rs.37400-67000 with the next higher grade of Rs.9000 (Stage 4) and to be designated as Associate Professor subject to the fulfilment of the conditions given in Table – I(A) to Table – I(B). **However, those joining the Service after 5th March 2010 shall have also earned Ph.D. in addition to the above-mentioned requirements to move to Stage 4.**
- (f) Associate Professor possessing a Ph.D. degree and completing **three years** of service in Stage 4 shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (Stage 5) subject to the fulfilment of the conditions given in Table – I(A) to Table – I(B).

9. **Promotion under CAS for Physical Education Cadres:**

- (a) Assistant Director of Physical Education (Assistant DPE) possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (stage 2) after completion of **four years** of service as Assistant DPE subject to the fulfilment of the conditions given in Tables – I(C) to Table – I(D).
- (b) Assistant DPE possessing M.Phil. Degree shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of **five years** of service as Assistant DPE subject to the fulfilment of the conditions given in Tables – I(C) to Table – I(D).
- (c) Assistant DPE who does not have Ph.D. or M.Phil. shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of **six years** of service as Assistant DPE subject to the fulfilment of the conditions given in Tables – I(C) to Table – I(D).
- (d) Assistant DPE who has completed **five years** of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the requirements laid down by these Regulations as in Table–I(C) to Table–I(D), to move up to next higher grade of Rs.8000 (stage 3).
- (e) Assistant DPE completing **three years** and possessing Ph.D. in the grade of Rs.8000 (Stage 3) shall be eligible to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (Stage 4) and to be designated as Deputy Director of Physical Education (Deputy DPE) subject to the fulfilment of the conditions given in Tables – I(C) to Table – I(D).
- (f) Deputy DPE possessing Ph.D. degree and completing **three years** of service in Stage 4 shall be eligible to be appointed and designated as Director Physical Education and be placed in the next higher grade of Rs.10000 (Stage 5) subject to the fulfilment of the conditions given in Tables – I(C).

10. **Promotion under CAS for Librarian Cadres:**

- (a) Assistant Librarian possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (stage 2) after completion of **four years** of service as Assistant Librarian subject to the fulfilment of the conditions given in Tables – I(E) to Table – I(F).
- (b) Assistant Librarian possessing M.Phil. Degree approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of **five years** of service as Assistant Librarian subject to the fulfilment of the conditions given in Tables – I(E) to Table – I(F).
- (c) Assistant Librarian who does not have Ph.D. or M.Phil. shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of **six years** of service as Assistant Librarian subject to the fulfilment of the conditions given in Tables – I(E) to Table – I(F).
- (d) Assistant Librarian who has completed **five years** of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the requirements laid down by these Regulations as in Tables – I(E) to Table – I(F), to move up to next higher grade of Rs.8000 (stage 3).
- (e) Assistant Librarian completing **three years** and possessing Ph.D. in the grade of Rs.8000 (Stage 3) shall be eligible to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (Stage 4) and to be designated as Deputy Librarian subject to the fulfilment of the conditions given in Tables – I(E) to Table – I(F).
- (f) Deputy Librarian possessing Ph.D. degree and completing **three years** of service in Stage 4 shall be eligible to be appointed and designated as University Librarian and be placed in the next higher grade of Rs.10000 (Stage 5) subject to the fulfilment of the conditions given in Tables – I(E).

11. **Assessment of Research Contribution:**

- (a) The research contribution in the case of teachers shall be assessed by the Selection committee based on the information provided by the applicant under the heads (i) Research Publications (Papers) (ii) Research Publications (Books etc.), (iii) Research Projects,

(iv) Research Guidance and (v) Training Courses and Conferences, Seminars, and Workshops (Refer to Table-II(A) and Table-II(B)).

(b) The research contribution in the case of Physical Education and Librarian Cadres shall be assessed by the Selection committee based on the information provided by the applicant under the heads (i) Research Publications (Papers) (ii) Research Publications (Books etc.), (iii) Research Projects, (iv) Research Guidance, and (v) Awards, Fellowships, invited Lectures delivered, papers presented in conferences and seminars (Refer to Table-II(C) and Table-II(D) for Physical Education Cadres and Table-II(E) and Table-II(F) for Librarian Cadres).

12. Assessment of Domain Knowledge and Teaching Practices in case of teachers shall be assessed by the Selection committee based on the following activities (Refer to Table-II(A) and Table-II(B)).:

Sl. No.	Nature of Activity
1	Lectures, seminars, tutorials, practicals, contact hours undertaken as a percentage of lectures allocated.
2	Lectures or other teaching duties in excess of the AICTE norms.
3	Preparation and Imparting of knowledge/instruction as per curriculum/ syllabus, enrichment by providing additional resources (Textbook/manual ,etc.) to students
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement, etc.
5	Examination duties (invigilation, question paper setting, evaluation/assessment of answer scripts) as per allotment.

13. Assessment of Domain Knowledge and Skills in sports in case of Physical Education Cadres shall be assessed by the Selection committee based on the following activities (Refer to Table-II(C) and Table-II(D)).:

Sl. No.	Nature of Activity
a1)	Library resources organization and maintenance of books, journals, and reports; Provision of library reader- services, literature retrieval services to researchers, and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals, and related documents; Assistance towards updating the institutional website with activity related information and for bringing out institutional Newsletters, etc.

a2)	Development, organization, and management of e-resources including their accessibility over the Intranet/Internet, digitization of library resources, e-delivery of information, etc.
a3)	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.
b)	ICT and other new technologies applications for the upgradation of library services such as automation of catalog learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.
c)	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, and building and extending institutional library facilities to outsiders through external membership norms.

14. Assessment of Domain Knowledge on library automation and organizational skills in the case of Librarian Cades shall be assessed by the Selection committee based on the following activities (Refer to Table-II(E) and Table-II(F)).:

Sl. No.	Nature of Activity
a1	Lecture cum practice-based athlete/sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps/sports person development/training programmes
a2	Identifying sports talents and Mentoring sports excellence among students
a3	Development and Maintenance of play fields, purchase, and maintenance of the other sports facilities
b1	Management of Physical Education & Sports Programs for students (planning, executing, and evaluating the policies in physical education & Sports)
b2	Organizing and conducting sports and games competitions at the International / National / State / Inter University/Inter-Zonal Levels
c1	Upgradation of scientific and technological knowledge in Physical Education and Sports
c2	Extending services, sports facilities, and training on holidays to the institutions and organizations

15. Date of Eligibility for the upward movement under CAS:

- (a) If a candidate applies for promotion under CAS on completion of the minimum eligibility period and is successful, the date of promotion will be from that of the minimum period of eligibility.
- (b) If, however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
- (c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

TABLE – I(A)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER
ADVANCEMENT SCHEME – APPLICABLE FOR THE TEACHERS OF UNIVERSITY DEPARTMENTS**

1	2	3	4	5
Sl. No.	Promotion of Teachers through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria	Minimum Academic Performance Requirements and Screening / Selection Criteria
			Teachers who qualify between 05-03-2010 and 7-11-2015	Teachers who qualify from 8-11-2015 onwards
1	Assistant Professor/equivalent cadres from Stage 1 to Stage 2 AGP Rs.6000 to Rs.7000	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. or six years of service who are without Ph.D. / M.Phil. / PG Degree in Professional Courses	(i) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration in each programme or 2/3 numbers of one week duration in each programme approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc. (ii) Screening cum verification process for recommending promotion.	(i) Minimum API scores using PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(A). (ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration in each programme or 2/3 numbers of one week duration in each programme duration approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc. (iii) Screening cum verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3 AGP Rs.7000 to Rs.8000	Assistant Professor with completed service of five years in Stage 2.	(i) 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 weeks duration or 2/3 numbers of one week duration approved or conducted by AICTE / Central Govt. / State Govt./	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University 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

			<p>TEQIP / CIILP / ISTE/ NITTTR / IIT / DTE/SBTE / University, etc.</p> <p>(ii) Screening cum verification process for recommending promotion.</p>	<p>development Programmes and Faculty Development Programmes of 2/3 weeks duration or 2/3 numbers of one week duration approved or conducted by AICTE / Central Govt. / State Govt./ TEQIP / CIILP / ISTE / NITTTR / IIT / DTE / SBTE / University, etc.</p> <p>(iii) Screening cum verification process for recommending promotion.</p>
3	<p>Assistant Professor (Stage 3) to Associate Professor (Stage 4)</p> <p>AGP Rs.8000 to Rs.9000</p>	<p>Assistant Professor with 3 years of completed service in Stage 3</p>	<p>(i) At least three publications in the entire period as Assistant Professor (twelve years).</p> <p>(ii) 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 approved or conducted by AICTE/ Central Govt./ State Govt./ TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc.</p> <p>(iii) A selection committee process as stipulated in regulation and in Table-II(A) without API.</p>	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(A).</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years).</p> <p>(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 approved or conducted by AICTE / Central Govt./ State Govt./ TEQIP / CIILP / ISTE / NITTTR / IIT / DTE / SBTE / University, etc.</p> <p>(iv) A selection committee process as stipulated in these Regulations and in Table-II(A).</p>

4	Associate Professor (Stage 4) to Professor (Stage 5) AGP Rs.9000 to Rs.10000	Associate Professor with three years of completed service in Stage 4.	(i) A minimum of five publications since the period that the teacher is placed in Stage 3 / 3 years since the appointment of Associate Professor by direct recruitment. (ii) A selection committee process as stipulated in regulation and in Table-II(A) without API.	(i) Minimum yearly / cumulative API scores using the PBAS scoring proforma developed by the concerned University 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 / 3 years since the appointment of Associate Professor by direct recruitment. (iii) A selection committee process as stipulated in this Regulation and in Table-II(A).
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TABLE – I(B)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER
ADVANCEMENT SCHEME – APPLICABLE FOR THE TEACHERS OF UNIVERSITY COLLEGES OF ENGINEERING AND
REGIONAL CAMPUSES**

1	2	3	4	5
Sl. No.	Promotion of Teachers through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria	Minimum Academic Performance Requirements and Screening / Selection Criteria
			Faculty who qualify between 05-03-2010 and 7-11-2015	Faculty who qualify from 8-11-2015 onwards
1	Assistant Professor / equivalent cadres from Stage 1 to Stage 2 AGP Rs.6000 to Rs.7000	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. or six years of service who are without Ph.D. / M.Phil. / PG Degree in Professional Courses	(i) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration in each programme or 2/3 numbers of one week duration in each programme or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc. (ii) Screening cum verification process for recommending promotion.	(i) Minimum API scores using PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(B). (ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration in each programme or 2/3 numbers of one week duration in each programme approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc. (iii) Screening cum verification process for recommending promotion.
2	Assistant Professor / equivalent cadres from Stage 2 to Stage 3 AGP Rs.7000 to Rs.8000	Assistant Professor with completed service of five years in Stage 2.	(i) 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 weeks duration or 2/3 numbers of one week duration approved or conducted by AICTE / Central Govt. / State Govt./ TEQIP / CIILP / ISTE/ NITTTR / IIT / DTE/SBTE / University,	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(B). (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 weeks

			etc. (ii) Screening cum verification process for recommending promotion.	duration or 2/3 numbers of one week duration approved or conducted by AICTE / Central Govt. / State Govt./ TEQIP / CIILP / ISTE/ NITTTR / IIT / DTE/ SBTE / University, etc. (iii) Screening cum verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4) AGP Rs.8000 to Rs.9000	Assistant Professor with 3 years of completed service in Stage 3	(i) 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 will be given to M.Phil. holders and an exemption of two publications will be given to Ph.D. holders. (ii) 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 approved or conducted by AICTE/ Central Govt./ State Govt./ TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc. (iii) A selection committee process as stipulated in regulation and in Table-II(B) without API.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(B). (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 will be given to M.Phil. holders and an exemption of two publications will 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 approved or conducted by AICTE/ Central Govt. / State Govt./ TEQIP / CIILP/ ISTE/ NITTTR / IIT / DTE / SBTE / University, etc. (iv) A selection committee process as stipulated in these Regulations and in Table-II(B).

4	Associate Professor (Stage 4) to Professor (Stage 5) AGP Rs.9000 to Rs.10000	Associate Professor with three years of completed service in Stage 4.	(i) A minimum of five publications since the period that the teacher is placed in Stage 3 / 3 years since the appointment of Associate Professor by direct recruitment. (ii) A selection committee process as stipulated in regulation and in Table-II(B) without API.	(i) Minimum yearly / cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(B). 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 / 3 years since the appointment of Associate Professor by direct recruitment. (iii) A selection committee process as stipulated in this Regulation and in Table-II(B).
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TABLE – I(C)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER
ADVANCEMENT SCHEME – APPLICABLE FOR THE PHYSICAL EDUCATION CADRES IN UNIVERSITY DEPARTMENTS**

1	2	3	4	5
Sl. No.	Promotion of Physical Education Cadres through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria	Minimum Academic Performance Requirements and Screening / Selection Criteria
			Physical Education Cadres who qualify between 05-03-2010 and 7-11-2015	Physical Education Cadres who qualify from 8-11-2015 onwards
1	Assistant DPE to Assistant DPE (Stage 1 to Stage 2) AGP Rs.6000 to Rs.7000	Assistant DPE completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil.	(i) One Orientation and one Refresher/ Research methodology course of 3/4 weeks duration in each programme or 3/4 numbers of one week duration in each programme (ii) Screening cum verification process for recommending promotion.	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II(C). (ii) One Orientation and one Refresher/ Research methodology course of 3/4 weeks duration in each programme or 3/4 numbers of one week duration in each programme (iii) Screening cum verification process for recommending promotion
2	Assistant DPE to Deputy DPE (Stage 2 to Stage 3) AGP Rs.7000 to Rs.8000	Assistant DPE (senior scale) with completed service of five years in Stage 2	(i) 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 3/4 weeks duration or 3/4 numbers of one week duration (ii) Screening cum verification process for recommending promotion.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table-II(C). (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 3/4 weeks duration or 3/4 numbers of one week duration. (iii) Screening cum verification process for recommending promotion.
3	Deputy DPE	Assistant DPE (Selection	(i) At least three publications in the entire	(i) Minimum cumulative API scores using the

	to Deputy DPE (Stage 3 to Stage 4). AGP Rs.8000 to Rs.9000	Grade) with three years of completed service in Stage 3.	period as Assistant DPE (twelve years). (ii) Evidence of having produced teams / athletes. (iii) A selection committee process as stipulated in regulation and in Table-II(C) without API.	PBAS scoring proforma developed by the UGC as per the norms provided in Table-II(C). (ii) At least three publications in the entire period as Assistant DPE (twelve years). (iii) Evidence of having produced teams / athletes. (iv) A selection committee process as stipulated in the regulation and Table-II(C).
4	University Director of Physical Education (Stage 5) AGP Rs.9000 to Rs.10000	Deputy Director of Physical Education in Universities with three years of completed service in Stage 4	(i) A minimum of five publications since the period the personnel is placed in stage 3 / 3 years since the appointment of Deputy Director Physical Education by direct recruitment. (ii) Evidence of having produced teams / athletes. (iii) A selection committee process as stipulated in regulation and in Table-II(C) without API.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(C). 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 the personnel is placed in stage 3 / 3 years since the appointment of Deputy Director Physical Education by direct recruitment. (iii) Evidence of having produced teams / athletes. (iv) A selection committee process as stipulated in the regulation and in Table-II(C).

TABLE – I(D)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER
ADVANCEMENT SCHEME – APPLICABLE FOR THE PHYSICAL EDUCATION CADRES IN UNIVERSITY COLLEGES OF
ENGINEERING AND REGIONAL CAMPUSES**

1	2	3	4	5
Sl. No.	Promotion of Physical Education Cadres through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria	Minimum Academic Performance Requirements and Screening / Selection Criteria
			Physical Education Cadres who qualify between 05-03-2010 and 7-11-2015	Physical Education Cadres who qualify from 8-11-2015 onwards
1	Assistant DPE to Assistant DPE (Stage 1 to Stage 2) AGP Rs.6000 to Rs.7000	Assistant DPE completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil.	(i) One Orientation and one Refresher/ Research methodology course of 3/4 weeks duration in each programme in each programme or 3/4 numbers of one week duration in each programme (ii) Screening cum verification process for recommending promotion.	(i) Minimum API scores using PBAS scoring proforma developed by UGC as per the norms provided in Table II(D). (ii) One Orientation and one Refresher/ Research methodology course of 3/4 weeks duration in each programme or 3/4 numbers of one week duration in each programme (iii) Screening cum verification process for recommending promotion
2	Assistant DPE (senior scale) to Assistant DPE (selection grade) (Stage 2 to Stage 3) AGP Rs.7000 to Rs.8000	Assistant DPE (senior scale) with completed service of five years in Stage 2	(i) 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 3/4 weeks duration or 3/4 numbers of one week duration. (ii) Screening cum verification process for recommending promotion.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table-II(D). (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 3/4 weeks duration or 3/4 numbers of one week duration. (iii) Screening cum verification process for recommending promotion.

3	Assistant DPE (Selection Grade) to Deputy DPE (Stage 3 to Stage 4). AGP Rs.8000 to Rs.9000	Assistant DPE (Selection Grade) with three years of completed service in Stage 3.	(i) At least three publications in the entire period as Assistant DPE (twelve years). Exemption of one publication is given for M.Phil. holders and exemption two publications for Ph.D. holders. (ii) Evidence of having produced teams / athletes. (iii) A selection committee process as stipulated in the regulation and Table-II(D) without API.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by UGC as per the norms provided in Table-II(D). (ii) At least three publications in the entire period as Assistant DPE (twelve years). Exemption of one publication is given for M.Phil. holders and exemption two publications for Ph.D. holders. (iii) Evidence of having produced teams / athletes. (iv) A selection committee process as stipulated in the regulation and Table-II(D).
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TABLE – I(E)

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME – APPLICABLE FOR THE LIBRARIAN CADRES IN UNIVERSITY DEPARTMENTS

1	2	3	4	5
Sl. No.	Promotion of Librarian Cadres through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria	Minimum Academic Performance Requirements and Screening / Selection Criteria
			Librarian Cadres who qualify between 05-03-2010 and 7-11-2015	Librarian Cadres who qualify from 8-11-2015 onwards
1	Assistant Librarian to Assistant Librarian (Senior Scale) Stage 1 to Stage 2 AGP Rs.6000 to Rs.7000	Assistant Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. / or six years of service without Ph.D. / M.Phil.	(i) One Orientation and one Refresher course of 3/4 weeks duration in each programme or 3/4 numbers of one week duration in each programme (ii) Screening cum verification process for recommending promotion.	(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table II(E). (ii) One Orientation and one Refresher course of 3/4 weeks duration in each programme or 3/4 numbers of one week duration in each programme (iii) Screening cum verification process for recommending promotion
2	Assistant Librarian (Senior Scale) to Assistant Librarian (Selection Grade) Stage 2 to Stage 3 AGP Rs.7000 to Rs.8000	Assistant Librarian (Senior Scale) with completed service of five years in Stage 2.	(i) Two refresher courses for a minimum period of 3/4 weeks duration or 3/4 numbers of one week duration to have been undergone during the assessment period. (ii) Screening cum verification process for recommending promotion.	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table-II(E). (ii) Additionally, two refresher courses for a minimum period of 3/4 weeks duration or 3/4 numbers of one week duration to have been undergone during the assessment period. (iii) Screening cum verification process for recommending promotion.

3	Assistant Librarian (Selection Grade) to Deputy Librarian (Stage 3 to Stage 4). AGP Rs.8000 to Rs.9000	Assistant Librarian (Selection Grade) with three years of completed service in Stage 3	<ul style="list-style-type: none"> (i) Three publications over twelve years. (ii) Additionally one course / training under the categories on library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the regulation and in Table II(E) without API. 	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table-II(E). (ii) Three publications over twelve years. (iii) Additionally one course / training under the categories on library automation / Analytical tool Development for academic documentation. (iv) A selection committee process as stipulated in the regulation and in Table II(E).
4	University Librarian (Stage 5) AGP Rs.9000 to Rs.10000	Deputy Librarian in Universities with three years of completed service in Stage 4	<ul style="list-style-type: none"> (i) A minimum of five publications, since the period that the personnel is placed in Stage 3 / 3 years since the appointment of Deputy Director Librarian by direct recruitment. (ii) Evidence of innovative library service and organization of published work. (iii) A selection committee process as stipulated in the regulation and in Table-II(E) without API. 	<ul style="list-style-type: none"> (i) Minimum cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II(E). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required. (ii) A minimum of five publications, since the period that the personnel is placed in Stage 3 / 3 years since the appointment of Deputy Director Librarian by direct recruitment. (iii) Evidence of innovative library service and organization of published work. (iv) A selection committee process as stipulated in the regulation and in Table II(E).

TABLE – I(F)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER
ADVANCEMENT SCHEME – APPLICABLE FOR THE LIBRARIAN CADRES IN UNIVERSITY COLLEGES OF ENGINEERING
AND REGIONAL CAMPUSES**

1	2	3	4	5
Sl. No.	Promotion of Librarian Cadres through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria	Minimum Academic Performance Requirements and Screening / Selection Criteria
			Librarian Cadres who qualify between 05-03-2010 and 7-11-2015	Librarian Cadres who qualify from 8-11-2015 onwards
1	Assistant Librarian to Assistant Librarian (Senior Scale) Stage 1 to Stage 2 AGP Rs.6000 to Rs.7000	Assistant Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. / or six years of service without Ph.D. / M.Phil.	(i) One Orientation and one Refresher course of 3/4 weeks duration in each programme or 3/4 numbers of one week duration in each programme (ii) Screening cum verification process for recommending promotion.	(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table II(F). (ii) One Orientation and one Refresher course of 3/4 weeks duration in each programme or 3/4 numbers of one week duration in each programme (iii) Screening cum verification process for recommending promotion
2	Assistant Librarian (Senior Scale) to Assistant Librarian (Selection Grade) (Stage 2 to Stage 3) AGP Rs.7000 to Rs.8000	Assistant Librarian (Senior Scale) with completed service of five years in Stage 2.	(i) Two refresher courses for a minimum period of 3/4 weeks duration or 3/4 numbers of one week duration to have been undergone during the assessment period. (ii) Screening cum verification process for recommending promotion.	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table-II(F). (ii) Additionally, two refresher courses for a minimum period of 3/4 weeks duration or 3/4 numbers of one week duration to have been undergone during the assessment period. (iii) Screening cum verification process for recommending promotion.

3	Assistant Librarian (Selection Grade) to Deputy Librarian (Stage 3 to Stage 4). AGP Rs.8000 to Rs.9000	Assistant Librarian (Selection Grade) with three years of completed service in Stage 3	<ul style="list-style-type: none"> (i) Three publications over twelve years. Exemption of one publication is given for M.Phil. holders and exemption of two publications for Ph.D. holders. (ii) Additionally one course / training under the categories on library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the regulation and in Table II(F) without API. 	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table-II(F). (ii) three publications over twelve years. Exemption of one publication is given for M.Phil. holders and exemption of two publications for Ph.D. holders (iii) Additionally one course / training under the categories on library automation / Analytical tool Development for academic documentation. (iv) A selection committee process as stipulated in the regulation and in Table II(F).
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TABLE-II(A)

MINIMUM APIs REQUIRED

TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND WEIGHTAGES FOR EXPERT ASSESSMENTS

Sl. No.	Activity	Assistant Professor / equivalent cadres (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Associate Professor (Stage 4) to Professor (Stage 5)
I	Teaching-learning Evaluation Related Activities (Category-I)	75 / year	75 / year	75 / year	75 / year
II	Co-curricular Extension and Profession related activities (Category-II)	15 / year	15 / year	15 / year	15 / year
III	Minimum total average annual score under Categories I and II*	100 / year	100 / year	100 / year	100 / year
IV	Research and Academic Contribution (Category III)	10 / year (40 / assessment period)	20 / year (100 / assessment period)	30 / year (90 / assessment period)	40 / year (120 / assessment period)
Expert Assessment system		Screening committee	Screening 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% contribution to research, 50% Assessment of domain knowledge and Teaching practices, 20% interview performance	50% contribution to research, 30% Assessment of domain knowledge and Teaching practices, 20% interview performance

***Teachers may score the balance of 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.**

TABLE-II(B)

MINIMUM APIs REQUIRED

TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY COLLEGES OF ENGINEERING AND REGIONAL CAMPUSES AND WEIGHTAGES FOR EXPERT ASSESSMENTS

Sl. No.	Activity	Assistant Professor / equivalent cadres (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Associate Professor (Stage 4) to Professor (Stage 5)
I	Teaching-learning Evaluation Related Activities (Category-I)	75 / year	75 / year	75 / year	75 / year
II	Co-curricular Extension and Profession related activities (Category-II)	15 / year	15 / year	15 / year	15 / year
III	Minimum total average annual score under Categories I and II*	100 / year	100 / year	100 / year	100 / year
IV	Research and Academic Contribution (Category III)	5 / year (20 / assessment period)	10 / year (50 / assessment period)	15 / year (45 / assessment period)	20 / year (60 / assessment period)
Expert Assessment System		Screening Committee	Screening 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	20% contribution to research, 60% Assessment of domain knowledge and Teaching practices, 20% interview performance	30% contribution to research, 50% Assessment of domain knowledge and Teaching practices, 20% interview performance

***Teachers may score the balance of 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.**

TABLE-II(C)

MINIMUM APIs REQUIRED

TO BE APPLIED FOR THE PROMOTION OF PHYSICAL EDUCATION CADRES UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND WEIGHTAGES FOR EXPERT ASSESSMENTS

Sl. No.	Activity	Assistant Director of Physical Education to Assistant Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	Assistant Director of Physical Education (Senior Scale) to Assistant Director of Physical Education (Selection Grade) (Stage 2 to Stage 3)	Assistant Director Physical Education (Selection Grade) to Deputy Director Physical Education (Stage 3 to Stage 4)	Deputy Director Physical Education (Selection Grade) (Stage 4) to Director of Physical Education (Stage 5)
I	Teaching, training, coaching, sports person development and sports management activities (Category-I)	80 / year	80 / year	75 / year	70 / year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively (Category-II)	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period
III	Research and Academic Contributions – Minimum score required – to be assessed cumulatively (Category III)	20 / assessment period	50 / assessment period	75 / assessment period	100 / assessment period
IV	Minimum total API score under Categories II and III*	90 / assessment period	120 / assessment period	150 / assessment period	180 / assessment period
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 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 and Skills in Sports, 20% interview performance	50% - Research Contribution, 30% -Assessment of domain knowledge and organization track record with vision plan, 20% interview performance

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

**TABLE-II(D)
MINIMUM APIs REQUIRED**

TO BE APPLIED FOR THE PROMOTION OF PHYSICAL EDUCATION CADRES UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY COLLEGES OF ENGINEERING & REGIONAL CAMPUSES AND WEIGHTAGES FOR EXPERT ASSESSMENTS

Sl. No.	Activity	Assistant Director of Physical Education to Assistant Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	Assistant Director of Physical Education (Senior Scale) to Assistant Director of Physical Education (Selection Grade) (Stage 2 to Stage 3)	Assistant Director Physical Education (Selection Grade) to Deputy Director Physical Education (Stage 3 to Stage 4)
I	Teaching, training, coaching, sports person development and sports management activities (Category-I)	80 / year	80 / year	75 / year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively (Category-II)	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period
III	Research and Academic Contributions – Minimum score required – to be assessed cumulatively (Category III)	20 / assessment period	50 / assessment period	75 / assessment period
IV	Minimum total API score under Categories II and III*	90 / assessment period	120 / assessment period	150 / assessment period
Expert Assessment system		Screening cum evaluation committee	Screening cum evaluation committee	Selection committee
V	Percentage distribution of weightage points in the expert assessment (Total weightage = 100. Minimum required 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 and Skills in Sports, 20% interview performance

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

TABLE-II(E)

MINIMUM APIs REQUIRED

TO BE APPLIED FOR THE PROMOTION OF LIBRARIAN CADRES UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND WEIGHTAGES FOR EXPERT ASSESSMENTS

Sl. No.	Activity	Assistant Librarian to Assistant Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian (Senior Scale) to Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Assistant Librarian (Selection Grade) to Deputy Librarian (Stage 3 to Stage 4)	Librarian (Stage 4 to Stage 5)
I	Procurement, organization, and delivery of knowledge and information through Library services (Category-I)	80 / year	80 / year	75 / year	70 / year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively (Category-II)	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period
III	Research and Academic Contributions – Minimum score required – to be assessed cumulatively (Category III)	20 / assessment period	50 / assessment period	75 / assessment period	100 / assessment period
IV	Minimum total API score under Categories II and III*	90 / assessment period	120 / assessment period	150 / assessment period	180 / assessment period
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 50)	No separate points. Screening Committee to verify API Scores	No separate points. Screening Committee to verify API Scores	30% - Library related research papers evaluation, 50% -Assessment of domain knowledge on library automation and organizational skills, 20% interview performance	50% - Library Publication Work, 30% -Assessment of innovative library service and organization of digital library services, 20% interview performance

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

TABLE-II(F)

MINIMUM APIs REQUIRED

TO BE APPLIED FOR THE PROMOTION OF LIBRARIAN CADRES UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY COLLEGES OF ENGINEERING & REGIONAL CAMPUSES AND WEIGHTAGES FOR EXPERT ASSESSMENTS

Sl. No.	Activity	Assistant Librarian to Assistant Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian (Senior Scale) to Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Assistant Librarian (Selection Grade) to Deputy Librarian (Stage 3 to Stage 4)
I	Procurement, organization, and delivery of knowledge and information through Library services (Category-I)	80 / year	80 / year	75 / year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively (Category-II)	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period
III	Research and Academic Contributions – Minimum score required – to be assessed cumulatively (Category III)	20 / assessment period	50 / assessment period	75 / assessment period
IV	Minimum total API score under Categories II and III*	90 / assessment period	120 / assessment period	150 / assessment period
Expert Assessment system		Screening cum evaluation committee	Screening cum evaluation 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% - Library related research papers evaluation, 50% -Assessment of domain knowledge on library automation and organizational skills, 20% interview performance

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



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APPLICATION FOR CAREER ADVANCEMENT SCHEME – LIBRARIAN CADRES (Application form without API)

Stage to Stage

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Pay Band :
11. Present Pay and AGP :

12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC) (Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. Courses attended: (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 1 to 2 – Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

22. List of enclosures :

(i) Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof for Experience after mandatory qualification for the post	Yes/No
(iii) Proof for post-doctoral experience	Yes/No
(iv) Proof for Study-Abroad	Yes/No
(v) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vi) Copies of publications in the order of International and National Conferences along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vii) Copies of Certificates for attending Courses	Yes/No
(viii) Evidence of innovative library service and organization of published work	Yes/No

DECLARATION

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are incorrect, in any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

Forwarded to the Registrar, Anna University, Chennai – 25.

**Signature of the Head of the Department (with Seal)
(in case of University Departments) /**

**Signature of the Dean (with Seal)
(in case of University Colleges of Engineering/
Regional Campuses)**



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APPLICATION FOR CAREER ADVANCEMENT SCHEME – LIBRARIAN CADRES
(Application form without API)

Stage to Stage

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Pay Band :
11. Present Pay and AGP :

12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC)
(Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. Courses attended: (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 2 to 3 – Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

22. List of enclosures :

(i) Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof for Experience after mandatory qualification for the post	Yes/No
(iii) Proof for post-doctoral experience	Yes/No
(iv) Proof for Study-Abroad	Yes/No
(v) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vi) Copies of publications in the order of International and National Conferences along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vii) Copies of Certificates for attending Courses	Yes/No
(viii) Evidence of innovative library service and organization of published work	Yes/No

DECLARATION

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are not correct, in any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

Forwarded to the Registrar, Anna University, Chennai – 25.

**Signature of the Head of the Department (with Seal)
(in case of University Departments) /**

**Signature of the Dean (with Seal)
(in case of University Colleges of Engineering/
Regional Campuses)**



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APPLICATION FOR CAREER ADVANCEMENT SCHEME – LIBRARIAN CADRES
(Application form without API)

Stage to Stage

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Pay Band :
11. Present Pay and AGP :
12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC) (Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. Courses attended: (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 3 to 4 – Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

21. List of Publications: (mandatory for the movement of Stage 3 to 4 - Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

Sl. No.	Title	Name of the Journal/Proceedings, Vol. No., Year	ISSN/ ISBN Number
1			
2			
3			
4			
5			

Note:

- i. Use separate sheet, if required.
- ii. Attach the copies of the papers for evaluation for stage 3 onwards

22. Innovative library service and organization of published work: (mandatory for the movement of Stage 3 to 4 and Stage 4 to 5 - Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

--

23. Assessment of Domain Knowledge and library automation and organizational skills:

Sl. No.	Nature of Activity	Details of Activity
a1)	Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	
a2)	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	
a3)	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	
b)	ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	
c)	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	

24. Contribution to Research :

A: RESEARCH PUBLICATIONS (PAPERS)			
Reprints of the publications are to be enclosed for award of marks wherever eligible			
Sl. No.	Activity	Librarian Cadres	No. of Publications with Details
(i)	Research Papers published in:	Refereed Journals as notified by UGC	
		Other reputed journals as notified by UGC	

B: RESEARCH PUBLICATIONS (BOOKS etc.)			
Sl. No.	Activity	Librarian Cadres	No. of Books with Details
(i)	Publications other than journal articles(books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University.	
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University.	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University.	

C: RESEARCH PROJECTS			
Sl. No.	Activity	Librarian Cadres	Amount in Rs. (in Lakh) with Details
(i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	
		Major Projects with grants above Rs. 3 lakhs up to Rs.5 lakhs	
		Minor Projects with grants above Rs.1 lakh up to Rs.3 lakhs	
(ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 2 lakhs	
(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	

D: RESEARCH GUIDANCE			
Sl. No.	Activity	Librarian Cadres	No. of Candidates with Details
(i)	M.Phil.	Degree awarded	
(ii)	Ph.D.	Degree awarded	
		Thesis submitted	

E: AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS			
Sl. No.	Activity	Librarian Cadres	Details
(i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	
	Award / Fellowship	State / University Award/Fellowship from academic bodies/associations	
(ii)	Invited lectures / papers presented	International	
		National	
		State / University level	
(iii)	Development of e-delivery process/material		

25. List of enclosures :

(i)	Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii)	Proof for Teaching Experience after mandatory qualification for the post	Yes/No
(iii)	Proof for the M.Phil. / Ph.D. guided (Copy of the letter from Director (Research) / HOD must be enclosed)	Yes/No
(iv)	Proof for post-doctoral experience	Yes/No
(v)	Proof for Study-Abroad	Yes/No
(vi)	Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vii)	Proof for papers presented in International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(viii)	Proof for publication of books in the order of International and National (in the order as listed in the application)	Yes/No
(ix)	Research projects with approval from funding agencies and related documents	Yes/No
(x)	Proof for the award of Fellowships and Awards	Yes/No
(xi)	Proof for the delivery of invited lectures and papers presented in Conferences	Yes/No
(xii)	Evidence of innovative library service and organization of published work	Yes/No

DECLARATION

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are not correct, in any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

Forwarded to the Registrar, Anna University, Chennai – 25.

**Signature of the Head of the Department (with Seal)
(in case of University Departments) /**

**Signature of the Dean (with Seal)
(in case of University Colleges of Engineering/
Regional Campuses)**



ANNA UNIVERSITY
CHENNAI – 600 025

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APPLICATION FOR CAREER ADVANCEMENT SCHEME – LIBRARIAN CADRES
(Application form without API)

Stage to Stage

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
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4. Employee ID :
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9. Faculty :

10. Pay Band :

11. Present Pay and AGP :

12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC) (Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
 (Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. List of Publications: (mandatory for the movement of Stage 4 to 5 - Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

Sl. No.	Title	Name of the Journal/Proceedings, Vol. No., Year	ISSN/ ISBN Number
1			
2			
3			
4			
5			

Note:

- i. Use separate sheet, if required.
- ii. Attach the copies of the papers for evaluation for stage 3 onwards

21. Innovative library service and organization of published work: (mandatory for the movement of Stage 4 to 5 - Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

22. Assessment of Domain Knowledge and library automation and organizational skills:

Sl. No.	Nature of Activity	Details of Activity
a1)	Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	

a2)	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	
a3)	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	
b)	ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	
c)	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	

23. Contribution to Research :

A: RESEARCH PUBLICATIONS (PAPERS)			
Reprints of the publications are to be enclosed for award of marks wherever eligible			
Sl. No.	Activity	Librarian Cadres	No. of Publications with Details
(i)	Research Papers published in:	Refereed Journals as notified by UGC	
		Other reputed journals as notified by UGC	

B: RESEARCH PUBLICATIONS (BOOKS etc.)			
Sl. No.	Activity	Librarian Cadres	No. of Books with Details
(i)	Publications other than journal articles(books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University.	
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University.	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University.	

C: RESEARCH PROJECTS			
Sl. No.	Activity	Librarian Cadres	Amount in Rs. (in Lakh) with Details
(i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	
		Major Projects with grants above Rs. 3 lakhs up to Rs.5 lakhs	
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D: RESEARCH GUIDANCE			
Sl. No.	Activity	Librarian Cadres	No. of Candidates with Details
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		Thesis submitted	

E: AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS			
Sl. No.	Activity	Librarian Cadres	Details
(i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	
	Award / Fellowship	State / University Award/Fellowship from academic bodies/associations	
(ii)	Invited lectures / papers presented	International	
		National	
		State / University level	
(iii)	Development of e-delivery process/material		

24. List of enclosures :

(i) Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof for Teaching Experience after mandatory qualification for the post	Yes/No
(iii) Proof for the M.Phil. / Ph.D. guided (Copy of the letter from Director (Research) / HOD must be enclosed)	Yes/No
(iv) Proof for post-doctoral experience	Yes/No
(v) Proof for Study-Abroad	Yes/No
(vi) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vii) Proof for papers presented in International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(viii) Proof for publication of books in the order of International and National (in the order as listed in the application)	Yes/No
(ix) Research projects with approval from funding agencies and related documents	Yes/No
(x) Proof for the award of Fellowships and Awards	Yes/No
(xi) Proof for the delivery of invited lectures and papers presented in Conferences	Yes/No
(xii) Evidence of innovative library service and organization of published work	Yes/No

DECLARATION

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are not correct, in any stage, my **upward movement to the post will be forfeited.**

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Date:

SIGNATURE

Forwarded to the Registrar, Anna University, Chennai – 25.

**Signature of the Head of the Department (with Seal)
(in case of University Departments) /**

**Signature of the Dean (with Seal)
(in case of University Colleges of Engineering/
Regional Campuses)**



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CHENNAI – 600 025

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APPLICATION FOR CAREER ADVANCEMENT SCHEME – LIBRARIAN CADRES
(Application form with API)

Stage to Stage

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10. Pay Band :
11. Present Pay and AGP :

12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. :
Degree

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC) (Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)
(Start from the most recent experience)**

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

21. **Courses attended:** (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 1 to 2, Stage 2 to 3 and Stage 3 to 4 – Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

SI. No	Name of the Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

22. **List of Publications:** (mandatory for the movement of Stage 3 to 4 and Stage 4 to 5 - Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

SI. No.	Title	Name of the Journal, Vol. No., Year	ISSN/ ISBN Number
1			
2			
3			
4			
5			

Note:

- i. Use separate sheet, if required.
- ii. Attach the copies of the papers for evaluation for stage 3 onwards

23. **Innovative library service and organization of published work:** (mandatory for the movement of Stage 3 to 4 and Stage 4 to 5 - Refer Table-I(E) for University Departments and Table-I(F) for University Colleges and Regional Campuses)

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24. Academic Performance Indicator (API)

CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

Minimum API Score Required under Category – I: For Asst. Librarian – 70, Deputy Librarian – 60 and Librarian – 55

An Assistant/Deputy Librarian is required to score a minimum API points (based on self-assessment) from this category of PBAS. The self-assessment score should be supported with documental/verifiable evidence wherever possible.

S. No.	Nature of Activity	Maximum Score	Details of Activity	Self-Evaluation	Scrutiny Committee Evaluation
a1)	Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40			
a2)	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	15			
a3)	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	15			
b)	ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	15			
c)	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	15			

Procedure for Evaluation:

S. No.	Nature of Activity	Assistant Librarian		Deputy Librarian		Librarian	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a1)	Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	70	Actual hours spent per academic year ÷ 20	60	Actual hours spent per academic year ÷ 20	55	Actual hours spent per academic year ÷ 20
a2)	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.						
a3)	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.						
b)	ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10
c)	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	15	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Minimum API Score Required under Category – II: 15

An Assistant/Deputy Librarian is required to score a minimum of 15 API points (based on self-assessment) from this category of PBAS which includes professional development, co-curricular and extension activities. The self-assessment score should be supported with documental/verifiable evidence wherever possible.

S. No.	Nature of Activity	Maximum Score	Details of Activity	Self-Evaluation	Scrutiny Committee Evaluation
a)	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15			
b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15			
c)	Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15			

Procedure for Evaluation:

S. No.	Nature of Activity	Maximum API Score	Actual score
a)	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷ 10
b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ 10
c)	Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷ 10

CATEGORY- III: RESEARCH AND ACADEMIC CONTRIBUTIONS

The minimum API score (based on self-assessment) for research and academic contributions required by an Assistant/Deputy Librarian from this category is different for different levels of promotion. The self-assessment score should be supported with documental/verifiable evidence and will be finalized by the screening/selection committee.

CATEGORY- III (A): RESEARCH PUBLICATIONS (PAPERS)						
Brief Explanation:						
<ul style="list-style-type: none"> • API scores are proposed for the research and academic contributions by the candidate. • The self-assessment score will be based on verifiable criteria and will be finalized by the screening committee. • Reprints of the publications are to be enclosed for award of marks wherever eligible 						
Sl. No.	Activity	Librarian Cadres	Max. Score	No. of Publications	Points Scored	
					Self-Evaluation	As per Screening Committee
III (A)	Research Papers published in:	Refereed Journals as notified by UGC	25 per Publication			
		Other reputed journals as notified by UGC	10 per Publication			

CATEGORY- III (B): RESEARCH PUBLICATIONS (BOOKS etc.)

Sl. No.	Activity	Librarian Cadres	Max. Score	No. of Books	Points Scored	
					Self-Evaluation	As per Screening Committee
III (B)	Publications other than journal articles(books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University.	30 per book for Single Author			
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University.	20 per Book for Single Author			
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	15 per Book for Single Author			
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University.	International – 10 per Chapter National – 5 per Chapter			

CATEGORY- III (C): RESEARCH PROJECTS						
Sl. No.	Activity	Librarian Cadres	Max. Score	Amount in Rs. (in Lakh)	Points Scored	
					Self-Evaluation	As per Screening Committee
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per project			
		Major Projects with grants above Rs. 3 lakhs up to Rs.5 lakhs	15 per project			
		Minor Projects with grants above Rs.1 lakh up to Rs.3 lakhs	10 per Project			
III (C) (ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 2 lakhs	10 per every Rs. 2 lakhs			
III (C) (iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	Major policy document of			
			International bodies - 30			
			Central Government – 20			
			State Govt.- 10			
			Local bodies – 5			

CATEGORY-III (D) : RESEARCH GUIDANCE						
Sl. No.	Activity	Librarian Cadres	Max. Score	No. of Candidates	Points Scored	
					Self-Evaluation	As per Screening Committee
III (D) (i)	M.Phil.	Degree awarded	5 per each candidate			
III (D) (ii)	Ph.D.	Degree awarded	15 per candidate			
		Thesis submitted	10 per candidate			

CATEGORY-III (E) : AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS					
Sl. No.	Activity	Librarian Cadres	Max. Score	Points Scored	
				Self- Evaluation	As per Screening Committee
III (E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ associations	15 per Award / 15 per Fellowship		
	Award / Fellowship	National Award/Fellowship academic bodies/ associations	10 per Award / 10 per Fellowship		
	Award / Fellowship	State / University Award/Fellowship from academic bodies/associations	5 Per Award		
III (E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented		
		National	5 per lecture / 3 per paper presented		
		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 (E) (iii)	Development of e-delivery process/material		10 per module		

25. List of enclosures :

(i) Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof for Teaching Experience after mandatory qualification for the post	Yes/No
(iii) Proof of documents to support information given in Category – I and Category - II	Yes/No
(iv) Proof for the M.Phil. / Ph.D. guided (Copy of the letter from Director (Research) / HOD must be enclosed)	Yes/No
(v) Proof for post-doctoral experience	Yes/No
(vi) Proof for Study-Abroad	Yes/No
(vii) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(viii) Proof for papers presented in International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(ix) Proof for publication of books in the order of International and National (in the order as listed in the application)	Yes/No
(x) Research projects with approval from funding agencies and related documents	Yes/No
(xi) Proof for the award of Fellowships and Awards	Yes/No
(xii) Proof for the delivery of invited lectures and papers presented in Conferences	Yes/No
(xiii) Evidence of innovative library service and organization of published work	Yes/No
(xiv) Research Performance Evaluation Form as per the format	Yes/No

DECLARATION

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are not correct, in any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

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**Signature of the Head of the Department (with Seal)
(in case of University Departments) /**

**Signature of the Dean (with Seal)
(in case of University Colleges of Engineering/
Regional Campuses)**

CLARIFICATIONS FOR FILLING THE API FORM (CATEGORY – III):

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) Paper with impact factor between 1 and 2 by 10 points
- (iii) Paper with impact factor between 2 and 5 by 15 points
- (iv) Paper with impact factor between 5 and 10 by 20 points
- (v) Paper 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.

Please enclose the details on the self-evaluation in a separate sheet along with the application form.



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**APPLICATION FOR CAREER ADVANCEMENT SCHEME – PHYSICAL
EDUCATION CADRES
(Application form without API)**

Stage to Stage

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Pay Band :
11. Present Pay and AGP :

12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC) (Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. Courses attended: (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 1 to 2 – Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

21. List of enclosures :

(i) Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof for Experience after mandatory qualification for the post	Yes/No
(iii) Proof for post-doctoral experience	Yes/No
(iv) Proof for Study-Abroad	Yes/No
(v) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vi) Papers presented in the International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(vii) Copies of Certificates for attending Courses	Yes/No
(viii) Evidences for produced teams / athletes	Yes/No

DECLARATION

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are incorrect, in any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

Forwarded to the Registrar, Anna University, Chennai – 25.

**Signature of the Head of the Department (with Seal)
(in case of University Departments) /**

**Signature of the Dean (with Seal)
(in case of University Colleges of Engineering/
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**APPLICATION FOR CAREER ADVANCEMENT SCHEME – PHYSICAL
EDUCATION CADRES
(Application form without API)**

Stage to Stage

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Pay Band :
11. Present Pay and AGP :

12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC) (Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. Courses attended: (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 2 to 3 – Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

21. List of enclosures :

(i) Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof for Experience after mandatory qualification for the post	Yes/No
(iii) Proof for post-doctoral experience	Yes/No
(iv) Proof for Study-Abroad	Yes/No
(v) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vi) Papers presented in the International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(vii) Copies of Certificates for attending Courses	Yes/No
(viii) Evidences for produced teams / athletes	Yes/No

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Place:

Date:

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**APPLICATION FOR CAREER ADVANCEMENT SCHEME – PHYSICAL
EDUCATION CADRES**
(Application form without API)

Stage **3** to Stage **4**

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Pay Band :
11. Present Pay and AGP :
12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC) (Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. Courses attended: (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 3 to 4 – Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

21. List of Publications: (mandatory for the movement of Stage 3 to 4 - Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

Sl. No.	Title	Name of the Journal/Proceedings, Vol. No., Year	ISSN/ ISBN Number
1			
2			
3			
4			
5			

Note:

- i. Use separate sheet, If required.
- ii. Attach the copies of the papers for evaluation for stage 3 onwards

22. Details on produced teams / athletes: (mandatory for the movement of Stage 3 to 4 - Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

--

23. Assessment of Domain Knowledge and Skills in sports:

Sl. No.	Nature of Activity	Details of Activity
a1	Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes	
a2	Identifying sports talents and Mentoring sports excellence among students	
a3	Development and Maintenance of play fields, purchase and maintenance of the other sports facilities	
b1	Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports)	
b2	Organizing and conducting sports and games competitions at the International / National / State / Inter University/Inter Zonal Levels	
c1	Upgradation of scientific and technological knowledge in Physical Education and Sports	
c2	Extending services, sports facilities and training on holidays to the institutions and organizations	

24. Contribution to Research :

A: RESEARCH PUBLICATIONS (PAPERS)			
Reprints of the publications are to be enclosed for award of marks wherever eligible			
Sl. No.	Activity	Physical Education Cadres	No. of Publications with Details
(i)	Research Papers published in	Refereed Journals as notified by UGC	
		Other reputed journals as notified by UGC	

B: RESEARCH PUBLICATIONS (BOOKS etc.)			
Sl. No.	Activity	Physical Education Cadres	No. of Books with Details
(i)	Publications other than journal articles(books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University.	
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University.	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University.	

C: RESEARCH PROJECTS			
Sl. No.	Activity	Physical Education Cadres	Amount in Rs. (in Lakh) with Details
(i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	
		Major Projects with grants above Rs. 3 lakhs up to Rs.5 lakhs	
		Minor Projects with grants above Rs.1 lakh up to Rs.3 lakhs	
(ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 2 lakhs	
(iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	

D: RESEARCH GUIDANCE			
Sl. No.	Activity	Physical Education Cadres	No. of Candidates with Details
(i)	M.Phil.	Degree awarded	
(ii)	Ph.D.	Degree awarded	
		Thesis submitted	

CATEGORY-III (E) : AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS

Sl. No.	Activity	Physical Education Cadres	Details
III (E) (i)	Award / Fellowship	International Award/Fellowship from Govt./recognized International Sports Bodies/ International Sports Organizations	
	Award / Fellowship	National Award/Fellowship from Govt./recognized National Sports Bodies/National Sports Organizations	
	Award / Fellowship	State / University Award/Fellowship from Govt./recognized State Sports Bodies/State Sports Organizations	
III (E) (ii)	Invited lectures / papers presented	a) International	
		b) National	
		c) State / University level	
III (E) (iii)	Development of e-delivery process/material		

25. List of enclosures :

(i) Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof for Teaching Experience after mandatory qualification for the post	Yes/No
(iii) Proof for the M.Phil. / Ph.D. guided (Copy of the letter from Director (Research) / HOD must be enclosed)	Yes/No
(iv) Proof for post-doctoral experience	Yes/No
(v) Proof for Study-Abroad	Yes/No
(vi) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vii) Proof for papers presented in International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(viii) Proof for publication of books in the order of International and National (in the order as listed in the application)	Yes/No
(ix) Research projects with approval from funding agencies and related documents	Yes/No
(x) Proof for the award of Fellowships and Awards	Yes/No
(xi) Proof for the delivery of invited lectures and papers presented in Conferences	Yes/No
(xii) Evidences for produced teams / athletes	Yes/No

DECLARATION

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are incorrect, in any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

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**Signature of the Head of the Department (with Seal)
(in case of University Departments) /**

**Signature of the Dean (with Seal)
(in case of University Colleges of Engineering/
Regional Campuses)**



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**APPLICATION FOR CAREER ADVANCEMENT SCHEME – PHYSICAL
EDUCATION CADRES**
(Application form without API)

Stage to Stage

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
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11. Present Pay and AGP :

12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC) (Attach self-attested copies of certificates)

Degree	Branch	University / Board	Month & Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
 (Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. List of Publications: (mandatory for the movement of Stage 4 to 5 - Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

Sl. No.	Title	Name of the Journal/Proceedings, Vol. No., Year	ISSN/ ISBN Number
1			
2			
3			
4			
5			

Note:

- Use separate sheet, If required.
- Attach the copies of the papers for evaluation for stage 3 onwards

21. Details on produced teams / athletes: (mandatory for the movement of Stage 4 to 5 - Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

--

22. Assessment of Domain Knowledge and Skills in sports:

Sl. No.	Nature of Activity	Details of Activity
a1	Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes	
a2	Identifying sports talents and Mentoring sports excellence among students	
a3	Development and Maintenance of play fields, purchase and maintenance of the other sports facilities	
b1	Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports)	

b2	Organizing and conducting sports and games competitions at the International / National / State / Inter University/Inter Zonal Levels	
c1	Upgradation of scientific and technological knowledge in Physical Education and Sports	
c2	Extending services, sports facilities and training on holidays to the institutions and organizations	

23. Contribution to Research :

A: RESEARCH PUBLICATIONS (PAPERS)			
Reprints of the publications are to be enclosed for award of marks wherever eligible			
Sl. No.	Activity	Physical Education Cadres	No. of Publications with Details
(i)	Research Papers published in	Refereed Journals as notified by UGC	
		Other reputed journals as notified by UGC	
B: RESEARCH PUBLICATIONS (BOOKS etc.)			
Sl. No.	Activity	Physical Education Cadres	No. of Books with Details
(i)	Publications other than journal articles(books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University.	
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University.	
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University.	

C: RESEARCH PROJECTS			
Sl. No.	Activity	Physical Education Cadres	Amount in Rs. (in Lakh) with Details
(i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	
		Major Projects with grants above Rs. 3 lakhs up to Rs.5 lakhs	
		Minor Projects with grants above Rs.1 lakh up to Rs.3 lakhs	
(ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 2 lakhs	
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D: RESEARCH GUIDANCE			
Sl. No.	Activity	Physical Education Cadres	No. of Candidates with Details
(i)	M.Phil.	Degree awarded	
(ii)	Ph.D.	Degree awarded	
		Thesis submitted	

CATEGORY-III (E) : AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS			
Sl. No.	Activity	Physical Education Cadres	Details
III (E) (i)	Award / Fellowship	International Award/Fellowship from Govt./recognized International Sports Bodies/ International Sports Organizations	
	Award / Fellowship	National Award/Fellowship from Govt./recognized National Sports Bodies/National Sports Organizations	
	Award / Fellowship	State / University Award/Fellowship from Govt./recognized State Sports Bodies/State Sports Organizations	
III (E) (ii)	Invited lectures / papers presented	a) International	
		b) National	
		c) State / University level	
III (E) (iii)	Development of e-delivery process/material		

24. List of enclosures :

(i) Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof for Teaching Experience after mandatory qualification for the post	Yes/No
(iii) Proof for the M.Phil. / Ph.D. guided (Copy of the letter from Director (Research) / HOD must be enclosed)	Yes/No
(iv) Proof for post-doctoral experience	Yes/No
(v) Proof for Study-Abroad	Yes/No
(vi) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vii) Proof for papers presented in International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(viii) Proof for publication of books in the order of International and National (in the order as listed in the application)	Yes/No
(ix) Research projects with approval from funding agencies and related documents	Yes/No
(x) Proof for the award of Fellowships and Awards	Yes/No
(xi) Proof for the delivery of invited lectures and papers presented in Conferences	Yes/No
(xii) Evidences for produced teams / athletes	Yes/No

DECLARATION

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Stage to Stage

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1. Name of the applicant in full with initials at the end (in Block Letters) :
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12. Movement Applied for :

13. Date on which eligible for movement :

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16. **Details of Academic Qualifications**
(Start from the most recent degree and list up to SSLC)
(Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. **Courses attended:** (Use separate sheet as enclosures if needed) (mandatory for the movement of Stage 1 to 2, Stage 2 to 3 and Stage 3 to 4 – Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

21. **List of Publications:** (mandatory for the movement of Stage 3 to 4 and Stage 4 to 5 - Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

Sl. No.	Title	Name of the Journal/Proceedings, Vol. No., Year	ISSN/ ISBN Number
1			
2			
3			
4			
5			

Note:

- i. Use separate sheet, if required.
- ii. Attach the copies of the papers for evaluation for stage 3 onwards

22. **Details on produced teams / athletes:** (mandatory for the movement of Stage 3 to 4 and Stage 4 to 5 - Refer Table-I(C) for University Departments and Table-I(D) for University Colleges and Regional Campuses)

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23. Academic Performance Indicator (API)

CATEGORY I: TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

Minimum API Score Required under Category – I: Assistant Director – 80, Deputy Director – 70, Director – 60

An Assistant/Deputy Director/Director PE is required to score a minimum API points (based on self-assessment) from this category of PBAS. The self-assessment score should be supported with documental/verifiable evidence wherever possible.

S. No.	Nature of Activity	Maximum Score	Details of Activity	Self-Evaluation	Scrutiny Committee Evaluation
a1	Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes	50			
a2	Identifying sports talents and Mentoring sports excellence among students	20			
a3	Development and Maintenance of play fields, purchase and maintenance of the other sports facilities	10			
b1	Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports)	10			
b2	Organizing and conducting sports and games competitions at the International / National / State / Inter University/ Inter Zonal Levels	10			
c1	Upgradation of scientific and technological knowledge in Physical Education and Sports	10			
c2	Extending services, sports facilities and training on holidays to the institutions and organizations	10			

Procedure for Calculation:

S. No.	Nature of Activity	Assistant Director		Deputy Director		Director	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a1	Lecture cum practice based athlete / sports classes, seminars undertaken as per allotted hours /organizing and conducting coaching camps / sports person development / training programmes	80	Actual hours spent per academic year ÷ 17.5	70	Actual hours spent per academic year ÷ 17.25	60	Actual hours spent per academic year ÷ 16.75
a2	Identifying sports talents and Mentoring sports excellence among students						
a3	Development and Maintenance of play fields, purchase and maintenance of the other sports facilities						
b1	Management of Physical Education & Sports Program for students (planning, executing and evaluating the policies in physical education & Sports)	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10
b2	Organizing and conducting sports and games competitions at the International / National / State / Inter University/Inter Zonal Levels						
c1	Upgradation of scientific and technological knowledge in Physical Education and Sports	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10
c2	Extending services, sports facilities and training on holidays to the institutions and organizations						

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Minimum API Score Required under Category – II: 15

An Assistant/Deputy Director PE is required to score a minimum of 15 API points (based on self-assessment) from this category of PBAS which includes professional development, co-curricular and extension activities. The self-assessment score should be supported with documental/verifiable evidence wherever possible.

S. No.	Nature of Activity	Maximum Score	Details of Activity	Self-Evaluation	Scrutiny Committee Evaluation
a	Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (Cultural, Sports, NSS, NCC etc.) (various levels of intramural and extramural programmes) (ii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15			
b	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities(including as Principal / Director / Convener / similar other duties that require regular office hours for its discharge)	15			
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)	15			

Procedure for Calculation:

S. No.	Nature of Activity	Maximum Score	Actual Score
a	Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (Cultural, Sports, NSS, NCC etc.) (various levels of intramural and extramural programmes) (ii) Extension and dissemination activities (public /popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10
b	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities(including as Principal / Director / Convener / similar other duties that require regular office hours for its discharge)	15	Actual hours spent per academic year ÷ 10
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, camps & events, talks, lectures in refresher / faculty development courses, membership of associations, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10

CATEGORY- III: RESEARCH AND ACADEMIC CONTRIBUTIONS

The minimum API score (based on self-assessment) for research and academic contributions required by an Assistant/Deputy Director PE from this category is different for different levels of promotion. The self-assessment score should be supported with documental/verifiable evidence and will be finalized by the screening/selection committee.

CATEGORY- III (A): RESEARCH PUBLICATIONS (PAPERS)						
Brief Explanation:						
<ul style="list-style-type: none"> • API scores are proposed for the research and academic contributions by the candidate. • The self-assessment score will be based on verifiable criteria and will be finalized by the screening committee. • Reprints of the publications are to be enclosed for award of marks wherever eligible 						
Sl. No.	Activity	Physical Education Cadres	Max. Score	No. of Publications	Points Scored	
					Self-Evaluation	As per Screening Committee
III (A)	Research Papers published in	Refereed Journals as notified by UGC	25 per Publication			
		Other reputed journals as notified by UGC	10 per Publication			

CATEGORY- III (B): RESEARCH PUBLICATIONS (BOOKS etc.)						
Sl. No.	Activity	Physical Education Cadres	Max. Score	No. of Books	Points Scored	
					Self-Evaluation	As per Screening Committee
III (B)	Publications other than journal articles(books, chapters in books)	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University.	30 per book for Single Author			
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University.	20 per Book for Single Author			
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University.	15 per Book for Single Author			
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University.	International – 10 per Chapter National – 5 per Chapter			

CATEGORY- III (C): RESEARCH PROJECTS						
Sl. No.	Activity	Physical Education Cadres	Max. Score	Amount in Rs. (in Lakh)	Points Scored	
					Self-Evaluation	As per Screening Committee
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per project			
		Major Projects with grants above Rs. 3 lakhs up to Rs.5 lakhs	15 per project			
		Minor Projects with grants above Rs.1 lakh up to Rs.3 lakhs	10 per Project			
III (C) (ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 2 lakhs	10 per every Rs. 2 lakh			
III (C) (iii)	Projects Outcome / Outputs	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	Major policy document of			
			International bodies – 30			
			Central Government – 20			
			State Govt. – 10			
			Local bodies – 5			

CATEGORY-III (D) : RESEARCH GUIDANCE						
Sl. No.	Activity	Physical Education Cadres	Max. Score	No. of Candidates	Points Scored	
					Self-Evaluation	As per Screening Committee
III (D) (i)	M.Phil.	Degree awarded	5 / each candidate			
III (D) (ii)	Ph.D.	Degree awarded	15 / each candidate			
		Thesis submitted	10 / each candidate			

CATEGORY-III (E) : AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS					
Sl. No.	Activity	Physical Education Cadres	Max. Score	Points Scored	
				Self- Evaluation	As per Screening Committee
III (E) (i)	Award / Fellowship	International Award/Fellowship from Govt./recognized International Sports Bodies/ International Sports Organizations	15 per Award / 15 per Fellowship		
	Award / Fellowship	National Award/Fellowship from Govt./recognized National Sports Bodies/National Sports Organizations	10 per Award / 10 per Fellowship		
	Award / Fellowship	State / University Award/Fellowship from Govt./recognized State Sports Bodies/State Sports Organizations	5 Per Award		
III (E) (ii)	Invited lectures / papers presented	a) International	7 per lecture / 5 per paper presented		
		b) National	5 per lecture / 3 per paper presented		
		c) 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 (E) (iii)	Development of e-delivery process/material		10 per module		

25. List of enclosures :

(i)	Proof for mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii)	Proof for Teaching Experience after mandatory qualification for the post	Yes/No
(iii)	Proof of documents to support information given in Category – I and Category - II	Yes/No
(iv)	Proof for the M.Phil. / Ph.D. guided (Copy of the letter from Director (Research) / HOD must be enclosed)	Yes/No
(v)	Proof for post-doctoral experience	Yes/No
(vi)	Proof for Study-Abroad	Yes/No
(vii)	Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(viii)	Proof for papers presented in International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(ix)	Proof for publication of books in the order of International and National (in the order as listed in the application)	Yes/No
(x)	Research projects with approval from funding agencies and related documents	Yes/No
(xi)	Proof for the award of Fellowships and Awards	Yes/No
(xii)	Proof for the delivery of invited lectures and papers presented in Conferences	Yes/No
(xiii)	Evidences for produced teams / athletes	Yes/No
(xiv)	Research Performance Evaluation Form as per the format	Yes/No

DECLARATION

I hereby declare that all the information given in this application are true to the best of my knowledge and belief. If the information found are incorrect, in any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

Forwarded to the Registrar, Anna University, Chennai – 25.

**Signature of the Head of the Department (with Seal)
(in case of University Departments) /**

**Signature of the Dean (with Seal)
(in case of University Colleges of Engineering/
Regional Campuses)**

CLARIFICATIONS FOR FILLING THE API FORM (CATEGORY – III):

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) Paper with impact factor between 1 and 2 by 10 points
- (iii) Paper with impact factor between 2 and 5 by 15 points
- (iv) Paper with impact factor between 5 and 10 by 20 points
- (v) Paper 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.

Please enclose the details on the self-evaluation in a separate sheet along with the application form.

B. IMPORTANT INSTRUCTIONS FOR CANDIDATES ELIGIBLE UNDER 7th CPC:

1. (a) **The incumbent teacher/other academic staff belonging to Engineering / Technology / Science and Humanities / Architecture / Planning / Management / Library / Physical Education discipline** who are on the roll and active service of the University Departments / University Colleges of Engineering / Regional Campuses of Anna University are alone eligible to apply for Promotion under Career Advancement Scheme (CAS).
 - (b) Promotion being a personal promotion to the incumbent teacher/other academic staff holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.
2. Applications should be submitted as per the following instructions.

The incumbent teacher/other academic staff belonging to Engineering / Technology / Science and Humanities / Architecture / Planning / Management / Library / Physical Education discipline who qualify for any of the stages on or after 01-03-2019

Teachers/other academic staff who **qualify on or after 01-03-2019** for any of the stages mentioned in the following Table.

STAGES OF PROMOTION

Sl. No.	Details of Movement
1.	Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-I (Level-10) to Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-II (Level-11)
2.	Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-II (Level-11) to Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-III (Level-12)
3.	Assistant Professor / Assistant University Librarian / Assistant Director of Physical Education Stage-III (Level-12) to Associate Professor / Deputy Librarian / Deputy Director of Physical Education Stage-IV (Level-13A1/13A)
4.	Associate Professor / Deputy Librarian / Deputy Director of Physical Education Stage-IV (Level-13A1/13A) to Professor / Deputy Librarian / Deputy Director of Physical Education Stage-V (Level-14)

3. (a) The teachers are requested to fill up the **online** application form and generate the filled-in application and submit a **hard copy** of the application along with all supporting documents.

(b) The other academic staff (Librarian and Physical Education Cadres) are requested to submit the filled-in applications **only in hardcopy** in the prescribed format given in this brochure applicable to the respective cadres along with the supporting documents.
4. **Only the teachers/other academic staff belonging to Engineering / Technology / Architecture / Planning / Management / Library / Physical Education discipline, who have become eligible for promotion under CAS, may apply.**
5. **The eligible teachers and other academic staff are requested to submit a “separate application” for the upward movement of “each stage/ level”.**
6. The teachers and other academic staff are requested to read the entire document **such as Notification, Important Instructions, and Eligibility Conditions for Teachers and other Academic Staff before filing the applications**

Application forms for other Academic Staff are available on the webpage

<https://rcell.annauniv.edu>

of the **Recruitment Cell**. The other academic staff (Librarian Cadres and Physical Education Cadres) are requested to use these hardcopy application forms for each movement under CAS.

For **filing online applications**, the **eligible teacher** may use the URL

<https://rcell.annauniv.edu>

as per the eligibility.

7. The filled-in applications with all supporting documents are to be submitted to the Registrar, Anna University, Chennai-25 **on or 28.06.2023 (5:30 pm)** through the proper channel.

General instructions for CAS applicants (for teachers & other academic staff)

1. Before filling out the application form, the applicant faculty members are advised to read carefully the G.O.(Ms) No.19, Higher Education (C2) Department, dated 14.01.2020 and UGC Notification No.F.1-2/2017(EC/PS), dated 18th July 2018, respectively.
2. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.
3. Applicable AICTE / UGC Regulations and subsequent amendments from time to time and endorsed by AICTE / UGC will be considered for eligibility, calculating API/Research scores, determining experience, etc.
4. Ensure that each activity is claimed once. The duplicate claim is strictly prohibited.
5. The proof substantiating the Teaching activity shall be attested by the HOD.
6. Erroneous / Incomplete applications will be summarily rejected without any intimation to the applicant. Further, the Application shall not be submitted piecemeal.
7. Applicant shall note the following and take additional care while filling up the Proforma:

Para VI of UGC Notification 2018 dated 18.07.2018

- i. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be that of the minimum period of eligibility.
- ii. if however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the eligibility criteria.
- iii. if the candidate does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

A. Engineering / Technology / Architecture / Planning / Management (as given in G.O.(Ms) No.19, Higher Education (C2) Department, dated 14.01.2020)

Minimum Qualification

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels of promotions for the faculty members in Engineering/Technology/Architecture/Planning/Management are as mentioned in the G.O.(Ms) No.19, Higher Education (C2) Department, dated 14.01.2020

Minimum Qualification Norms for Promotions for University Teachers from Engineering/Technology/Architecture/Planning/Management (Stage-II to Stage-VI) as mentioned in the G.O.(Ms) No.19, Higher Education (C2) Department, dated 14.01.2020

(a) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-) for Promotion of Incumbents

a) Qualifications prescribed for the post of Assistant Professor

AND

b) Should have completed minimum training requirements as per Annexure - I.

AND

c) Should have satisfied any one of the below-mentioned sets of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

(b) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-) for Promotion of Incumbents

a) Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

b) Should have completed minimum training requirements as per Annexure - I.

AND

c) Should have satisfied any one of the below-mentioned sets of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor (Senior Scale)		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

(c) Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-) for Promotion of Incumbents

a) Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b) Should have completed minimum training requirements as per Annexure – I.

AND

c) Should have satisfied any one of the below-mentioned sets of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor (Selection Grade)		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	3	2	5 to < 8
2	-	3	1	8 to 10

(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-) for Promotion of the Incumbents

- a) Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b) Should have satisfied any one of the below-mentioned sets of requirements.

Set No.	Ph.D. Guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Note: 360° Feedback (for level 11 to 14) (Refer G.O.Ms.No.19, dt.14.1.2020 for details)

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent years may be taken into consideration while dropping the lowest feedback score in any one of the years.

B. Promotion for Science and Humanities

UNIVERSITY DEPARTMENTS:

I. ASSISTANT Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with an M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:

- (i) Attended one Orientation course of 21 days duration on teaching methodology;
- (ii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration,

OR

Taken one MOOCs course (with e-certification)

OR

development of e-contents in four-quadrants / MOOC's course during the assessment period; and

- (iii) Published one research publication in the peer-reviewed journals or UGC-listed journals during the assessment period.

Promotion Criteria:

A teacher shall be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;

(ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),

OR

Completed one MOOCs course in the relevant subject (with e-certification);

OR

Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards the conduct of a MOOCs course during the period of assessment.

- (iv) Published three research papers in peer-reviewed journals or UGC-listed journals during the assessment period.

Promotion Criteria:

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;

- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.

- (i) A Ph.D. Degree in the subject concerned/allied/relevant discipline.
- (ii) Any one of the following during the last three years: completed course/programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration);

OR

Completed one MOOCs course (with e-certification);

OR

Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards the conduct of a MOOCs course during the period of assessment.

- (iii) A minimum of seven publications in peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- (iv) Evidence of having guided at least one Ph.D. candidate.

Promotion Criteria:

A teacher shall be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.

- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14) Eligibility:

- (i) An Associate Professor who has completed three years of service in Academic Level 13 A.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- (iii) A minimum of ten research publications in peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- (iv) Evidence of having successfully guided doctoral candidate.
- (v) A minimum of 110 Research Score as per Appendix II, Table 2.

Promotion Criteria:

A teacher shall be promoted if;

- (i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research scores, as per Appendix II, Table 2.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

REGIONAL CAMPUSES / UNIVERSITY COLLEGES OF ENGINEERING:

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

Assistant Professors who have completed four years of service and have a Ph.D. degree or five years of service and have an M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- (i) Attended one Orientation course of 21 days duration on teaching methodology; and
- (ii) Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four quadrants / MOOCs course during the assessment period.

Promotion Criteria:

A teacher shall be promoted if;

- (i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Annexure II, Table 1, and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (i) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- (ii) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Upgradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration);

OR

Completed MOOCs course in the relevant subject (with e-certification);

OR

Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

Promotion Criteria:

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Annexure II, Table 1) and
- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

1. Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
2. A Ph.D. degree in subject relevant /allied/relevant discipline.
3. Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards the conduct of a MOOCs course during the period of assessment.

Promotion Criteria:**A teacher may be promoted if;**

- (i) He/she gets a 'satisfactory' (or) 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Annexure II, Table 1, and
- (ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**Eligibility:**

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in a subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Annexure-II, Table 2.

Promotion Criteria:**A teacher shall be promoted if;**

- (i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Annexure II, Table 1, and at least 110 research scores as per Annexure-II, Table 2.
- (ii) The promotion to the post of Professor is recommended by a selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for Librarian Cadres**Note:**

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching

department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of the UGC Notification dated 18.07.2018.

ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10 to College Librarian (Senior Scale/ Academic level 11) :

Eligibility:

A College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years of experience, having at least an M.Phil. Degree, or six years of service for those without an M.Phil. or a Ph.D. degree.

(i) He/she has attended at least one Orientation course of 21 days' duration; and

(ii) Training, Seminar, or Workshop on automation and digitalization, maintenance, and related activities, of at least 5 days, as per Annexure III, Table 1.

CAS Promotion Criteria:

A College Librarian may be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Annexure III, Table 1, and

ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to College Librarian (Selection Grade/ Academic level 12)

Eligibility:

1. He/she has completed five years of service as a College Librarian (Senior Scale/Academic level 11).

2. He/she has done any two of the following in the last five years:

(i) Training/Seminar/Workshop/Course on automation and digitalization,

- (ii) Maintenance and other activities as per Annexure III, Table 1 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
- (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or
- (iv) Library up-gradation course.

Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Annexure III, Table 1, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12) to College Librarian (Academic Level 13A)

- 1. He/she has completed three years of service as College Librarian (Selection Grade/Academic level 12).
- 2. He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization,
 - (ii) Maintenance and related activities as per Annexure III, Table 1 of at least two weeks (ten days) duration,
 - (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration,
 - (iv) Taken/ developed one MOOCs course in the relevant subject (with e-certification), and
 - (v) Library up-gradation course.

Promotion Criteria:

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Annexure III, Table 1; and
- (ii) The promotion is recommended by a Selection Committee constituted as per the UGC Regulations 2018 on the basis of the interview performance.

IV. The criteria for Promotions from University Deputy Librarian/College Librarian (Academic Level 13A) to College Librarian (Academic Level 14) shall be the following:

1. He/she has completed three years of service as a College Librarian (Academic Level 13A).
2. He/she has done any one of the following in the last three years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalization,
 - (ii) Maintenance and related activities as per Annexure III, Table 1 of at least two weeks (ten days) duration,
 - (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and
 - (v) Library up-gradation course.
3. Evidence of innovative library services, including the integration of ICT in a library.
4. A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

Promotion Criteria:

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Annexure III, Table 1; and
- (ii) The promotion is recommended by a Selection Committee constituted as per the UGC Regulations 2018 on the basis of the interview performance.

D. Career Advancement Scheme (CAS) for Physical Education Cadres

Note:

- (i) The following provisions apply only to those personnel who are not involved in teaching physical education. Teachers in institutions where Physical Education is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of the UGC Notification dated 18.07.2018.
- (ii) The Deputy Director Physical Education in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- (i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- (ii) He/she has attended one Orientation course of 21 days' duration; and
- (iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

Promotion Criteria:

An individual may be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Annexure III, Table 2; and
- (ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/College Director of Physical Education and Sports (Senior Scale/Academic Level 11) to College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

1. He/she has completed five years of service as College Director of Physical Education and Sports (Senior Scale/Academic Level 11).
2. He/she has done any two of the following in the last five years:
 - (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops,
 - (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and
 - (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification).

Promotion Criteria:

An individual may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period as specified in Annexure III, Table 2, and;

(ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to College Director of Physical Education and Sports (Academic Level 13 A)

1. He/she has completed three years of service as College Director of Physical Education and Sports (Selection Grade/Academic Level 12).
2. He/she has done any one of the following during the last three years:
 - (i) Completed one course/programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - (ii) Teaching-Learning Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
 - (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification).

Promotion Criteria:

An individual may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade performance assessment report of at least two out of the last three years of the assessment period as specified in Annexure III, Table 2, and;
- (ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for Promotions from University Deputy Director Physical Education and Sports/College Director of Physical Education and Sports (Academic Level 13A) to College Director of Physical Education and Sports (Academic Level 14) shall be the following:

1. He/she has completed three years of service as College Director of Physical Education and Sports (Academic Level 13A)
2. He/she has done any one of the following during the last three years:
 - (i) Completed one course/programme from among the categories of Refresher Courses, Research Methodology Workshop,
 - (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration,
 - (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification).
3. Evidence of organizing competitions and coaching camps of at least two weeks duration.
4. Evidence of having produced the good performance of teams/athletes for competitions like state/national/interuniversity/combined university, etc.
5. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

Promotion Criteria:

An individual may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade performance assessment report of at least two out of the last three years of the assessment period as specified in Annexure III, Table 2, and;
- (ii) The promotion is recommended by a selection committee constituted as per the UGC Regulations 2018 on the basis of the interview performance.

Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of

recruitment or taken admission in such courses before the publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic/administrative positions shall be deemed to have experience in academics and academic administration and be exempted from the requirement of FDP, Industrial Training, and 360° feedback. If the faculty has secured at least a **Very Good** rating, it shall be considered equivalent to 8 points on a 10-point scale of 360° feedback in reference to this notification for the period of deputation.

ANNEXURE-I

Training Requirements for Promotions of Teachers from Engineering/Technology/Architecture/ Planning/ Management Disciplines (as given in G.O.(Ms) No.19, Higher Education (C2) Department, dated 14.01.2020)

For Assistant Professor (Senior Scale): Completion of the following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Assistant Professor (Selection Grade): Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Associate Professor: Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

Mandatory Teacher Trainings

In addition to the above training requirements:

- (i) Every teacher appointed / promoted to any position here onwards with effect from the publication of AICTE notification dated 1st March 2019 shall have to

mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.

- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in the AICTE notification dated 1st March 2019 is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of the AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications dated 1st March 2019 to avail the benefit of promotion retrospectively from the date of eligibility.

ANNEXURE II

Table 1: Assessment Criteria and Methodology for College Teachers

S. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities

	<p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>(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 and community services.</p> <p>(d) Organizing seminars/ conferences/ workshops, other college/university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D. students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer reviewed or UGC list of Journals.</p>	<p>Not-satisfactory - Not involved / undertaken any of the activities</p> <p>Note:</p> <p>Number of activities can be within or across the broad categories of activities</p>
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Overall Grading:

Good: Good in teaching and satisfactory or good in activity at SI.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at SI.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading.

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher 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. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2: Methodology for College Teachers for Calculating Academic/Research Score

Sl. No.	Academic/Research Activity	Faculty of Sciences	Faculty of Languages / Humanities
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers		12
	National Publishers		10
	Chapter in Edited Book		05
	Editor of Book by International Publisher		10
	Editor of Book by National Publisher	08	08
3.	Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper		03
	Book		08
4.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
Sl. No.	Academic/Research Activity	Faculty of Sciences	Faculty of Languages / Humanities
	(a) Development of Innovative pedagogy		05
	(b) Design of new curricula and courses		02 per curricula/ course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)		20
	MOOCs (developed in 4 quadrant) per module/lecture		05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)		02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)		08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book		12

	e-Content (developed in 4 quadrants) per module	05	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	
	Editor of e-content for complete course/paper /e-book	10	
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	
	M.Phil./P.G. dissertation	02 per degree awarded	
	(b) Research Projects Completed		
	More than 10 lakhs	10	
	Less than 10 lakhs	05	
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	
	Less than 10 lakhs	02	
	(d) Consultancy	03	
5.	(a) Patents		
	International	10	
	National	07	
Sl. No.	Academic/Research Activity	Faculty of Sciences	Faculty of Languages / Humanities
	(b) Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	
	National	07	
	State	04	
	(c) Awards/Fellowship		
	International	07	
	National	05	
6.	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)		
	International (Abroad)	07	
	International (within country)	05	
	National	03	
	State/University	02	

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- (i) Paper in refereed journals without impact factor - 5 Points
 - (ii) Paper with impact factor less than 1 - 10 Points
 - (iii) Paper with impact factor between 1 and 2 - 15 Points
 - (iv) Paper with impact factor between 2 and 5 - 20 Points
 - (v) Paper with impact factor between 5 and 10 - 25 Points
 - (vi) Paper with impact factor >10 - 30 Points
- a) Two authors: 70% of total value of publication for each author.
 - b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

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 score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

ANNEXURE III

TABLE 1: Assessment Criteria and Methodology for Librarian Cadres of University as per UGC Regulations 2018

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <p>1) Library Resource and Organization and maintenance of books, journals and reports.</p> <p>2) Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</p> <p>3) Assistance towards updating institutional website</p>	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>

3	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory. OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)</p>
4	<p>Checking inventory and extent of missing books</p>	<p>Good: Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.</p>
5	<p>(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and</p>	<p>Good: Involved in any two activities</p> <p>Satisfactory: At least one activity</p> <p>Not Satisfactory: Not involved / undertaken any of the activities.</p>

	<p>extracurricular activities.</p> <p>(v)Design and offer short-term courses for users.</p> <p>(vi)Publications of at least one research paper in UGC approved journals.</p>	
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

TABLE 2: Assessment Criteria and Methodology for Physical Education cadres as per UGC Regulations 2018

S.No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2	Organizing intra college competition	<p>Good - Intra college competition in more than 5 disciplines.</p> <p>Satisfactory - Intra college competition in 3-5 disciplines.</p> <p>Unsatisfactory - Neither good nor satisfactory.</p>
3	Institution participating in external competitions	<p>Good - National level competition in at least one discipline plus State / District level competition in at least 3 disciplines.</p> <p>Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.</p> <p>Or District level competition in at least 5 disciplines.</p> <p>Unsatisfactory - Neither good nor satisfactory.</p>
4	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p>	<p>Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee</p>

S.No.	Activity	Grading Criteria
5	<p>(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state / national / inter university / inter college level competition.</p> <p>(ii)Being invited for coaching at state/national level.</p> <p>(iii)Organizing at least three workshops in a year.</p> <p>(iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items.</p> <p>Not satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <p>i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		



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CHENNAI – 600 025

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APPLICATION FOR CAREER ADVANCEMENT SCHEME – LIBRARIAN CADRES

Application for promotion from Level_____ to Level _____

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Present Academic Level :
11. Present Pay Matrix / Level / Cell :
12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. Degree :

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC)
(Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band /	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. Orientation Courses attended: (Use separate sheet as enclosures if needed)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

21. Training, Seminar or Workshop/course on automation and digitalization, maintenance, and related activities

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

22. MOOCs course attended/developed in the relevant subject (with e-certification)

Sl. No	Name of Course	Subject/Domain	No. of Modules (if created)/ No. of Weeks (if attended)	Duration (if attended)		Date of certification (if attended)
				From	To	
1						
2						
3						

23. Library up-gradation course(s)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

24. Innovative library services, including the integration of ICT in a library

Sl. No	Name of the Library Service	Description of the service	Month & Year of accomplishment
1			
2			
3			
4			

25. List of enclosures :

(i) Proof of mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof of Experience after mandatory qualification for the post	Yes/No
(iii) Proof of post-doctoral experience	Yes/No
(iv) Proof for Study-Abroad	Yes/No
(v) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vi) Copies of publications in the order of International and National Conferences along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vii) Copies of Certificates for attending Courses	Yes/No
(viii) Evidence of innovative library service and organization of published work	Yes/No

DECLARATION

I hereby declare that all the information given in this application is true to the best of my knowledge and belief. If the information found is incorrect, at any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

Forwarded to the Registrar, Anna University, Chennai – 25.

Signature of the Head of the Department (with Seal)



ANNA UNIVERSITY
CHENNAI – 600 025

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passport size
photograph and
self-attest

**APPLICATION FOR CAREER ADVANCEMENT SCHEME – PHYSICAL
EDUCATION CADRES**

Application for promotion from Level_____ to Level _____

Separate application should be filed for each upward movement

1. Name of the applicant in full with initials at the end (in Block Letters) :
2. Date of Birth :
3. Gender :
4. Employee ID :
5. Present post held :
6. Date of Appointment for the present post :
7. Department :
8. Campus/College of Appointment :
9. Faculty :
10. Present Academic Level :
11. Present Pay Matrix / Level / Cell :
12. Movement Applied for :

13. Date on which eligible for movement :

14. Title of the thesis of award of the Doctoral Degree :

15. Date of Viva-Voce Examination for the award of Ph.D. :
Degree

16. **Details of Academic Qualifications** (Start from the most recent degree and list up to SSLC)
(Attach self-attested copies of certificates)

Degree	Branch	University / Board	Year of Passing	Marks / CGPA	Class

17. **Details of experience (Evidence to be enclosed including Pay details)**
(Start from the most recent experience)

Name & address of the Institution/ Organization	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

18. Study abroad :

Country visited	Period of visit		Purpose of visit
	From	To	

19. Post-Doctoral Experience :

National		International		
University	No. of Years	University	No. of Years	Country

20. Orientation Courses attended: (Use separate sheets as enclosures if needed)

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

21. Completed Refresher / Research Methodology Course/ workshop

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

22. Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme

Sl. No	Name of Course	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

23. MOOCs course attended/developed in the relevant subject (with e-certification)

Sl. No	Name of Course	Subject/Domain	No. of Modules (if created)/ No. of Weeks (if attended)	Duration (if attended)		Date of certification (if attended)
				From	To	
1						
2						
3						

24. Organizing competitions and coaching camps

Sl. No	Name of Competition/Camps	Place	Duration	Sponsoring Agency
1				
2				
3				
4				

25. Evidence of having produced the good performance of teams/athletes for competitions like state/national/interuniversity/combined university, etc.

Sl. No	Name of the Competition	Level (state/national/interuniversity/combined university)	Month & Year
1			
2			
3			
4			

26. List of enclosures :

(i) Proof of mandatory qualification (UG, PG, Ph.D.)	Yes/No
(ii) Proof of Experience after mandatory qualification for the post	Yes/No
(iii) Proof of post-doctoral experience	Yes/No
(iv) Proof for Study-Abroad	Yes/No
(v) Copies of publications in the order of International and National Journals along with the proof of impact factors (in the order as listed in the application)	Yes/No
(vi) Papers presented at International and National Conferences along with the proof (in the order as listed in the application)	Yes/No
(vii) Copies of Certificates for attending Courses	Yes/No
(viii) Evidence for produced teams / athletes	Yes/No

DECLARATION

I hereby declare that all the information given in this application is true to the best of my knowledge and belief. If the information found is incorrect, at any stage, my **upward movement to the post will be forfeited.**

Place:

Date:

SIGNATURE

Forwarded to the Registrar, Anna University, Chennai – 25.

Signature of the Head of the Department (with Seal)