



UNIVERSITY OF MADRAS

CIRCULAR

The faculty members those who are eligible for promotion under Career Advancement Scheme (CAS) upto 31st December 2026, irrespective of their respective dates of eligibility, are requested to submit their applications along with all the requisite enclosures and **one set of the Data Sheet** (with supporting documentary evidence) as per the requirements below:

- **Three (3) sets of applications:**
 - Assistant Professor [Stage-1] to [Stage-2]
 - Assistant Professor [Stage-2] to [Stage-3]
- **Five (5) sets of applications:**
 - Assistant Professor [Stage-3] to Associate Professor [Stage-4]
 - Associate Professor [Stage-4] to Professor [Stage-5]
 - Professor [Stage-5] to Senior Professor [Stage-6]

The prescribed application form and Data Sheet are available on the University website for all respective cadres.

The last date for submission of the completed application form to the University is 31st December 2026.


28/9/26
REGISTRAR

No. D1(A)/TE/2026/ 648

Dated 28 SEP 2026

Centenary Building,

Chepauk, Chennai – 600 005.

To

1. The Director i/c, Institute of Distance Education, University of Madras.
2. All Campus Directors, University of Madras.
3. All Heads of the Departments, University of Madras.
4. All Faculty members, University of Madras.
5. The Secretary to the Vice-Chancellor.
6. The Senior P.A. to the Registrar.
7. The Technical officer, Network Centre [with a request to upload the notification, application and Data Sheet on the University website]

UNIVERSITY OF MADRAS
Data Sheet – Senior Professor (CAS)
(Under UGC Regulations, 2018)

CAS promotion from Professor to Senior Professor
(Academic Level 14 - Academic Level 15)

Candidate Details

Name of the Applicant	
Name of the Department and School	
Date of Appointment / Promotion to Professor (Attach appointment letter/ service certificate)	
Assessment Period (From – To)	
Date of Eligibility for Promotion to Senior Professor	

1. Research and Publications in Peer-Reviewed / UGC-Listed Journals during the Assessment period

Sl. No	Title	Author(s)	Name of the Journal and Publisher	Year of Publication	UGC Listed / Peer Reviewed Yes / No
1					
2					
3					
4					
5					
6					
7					
8					
9					

10					
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2. Ph.D. Guidance during the Assessment period

Sl. No	Name of the Ph.D. scholar	Date of Registration of the candidates registered in the present institution	Date of submission	Date of Award
1				
2				

3. Externally Funded Research / Consultancy / Collaborative Projects executed during Assessment period

Sl. No	Name of the Topic	Supported by	Project Duration	Sanctioned Amount in Rs.
1				
2				

4. Academic & Administrative Contributions and Collaborations during Assessment period

5. Overall Assessment of Your Academic Performance

Name and Signature of the Candidate



சென்னைப் பல்கலைக்கழகம்

University of Madras

Application form for promotion under Career Advancement Scheme (CAS)

(As per UGC Regulations 2018)

-
- I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)
 - II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)
 - III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)
 - IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)
-

Application for promotion from Level _____ to Level _____

Name of the Applicant			Affix/Paste Self-attested Recent Passport Size Photograph
Designation			
Department and School			
Date of Initial Appointment			
Date of Promotion to Present Position			
Assessment Period for Promotion	From	To	
Date of Eligibility for Stage-11/12/13A/14			
Date of Award of Ph.D.			
No. of Ph.D. students guiding			
No. of Courses Completed in the Current Stage	Orientation: Refresher /Short-term Course:		
No. of Research Papers Published in UGC listed Journals			
Total Academic Research Scores as per Academic/Research Score Sheet			

Declaration:

I, hereby, declare that all the statements/particulars made/furnished in this application are true, complete, and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my promotion is liable to be cancelled.

Date:

Signature of the applicant

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name :
2. Category (SC/ST/MBC/BC/General) :
3. Father's Name :
4. Mother's Name :
5. Date of Birth and Age :
6. Gender :
7. Nationality :
8. Current Designation :
9. Current Pay Scale :
10. Department and School :
11. Date of Initial Appointment and Stage with Pay Scale :
12. Date of Last Promotion :
13. Date of Eligibility for Promotion :
14. Address for communication :
15. Permanent Address :
16. Mobile Number :
17. Landline Number :
18. E-Mail ID :

19. ACADEMIC QUALIFICATIONS: [Enclose attested copies starting with UG degree]

Certificate / Degree	Year	Name of the Institution	Major	% Marks/ Grade

20. TEACHING EXPERIENCE IN THE UNIVERSITY:

Level of Teaching	Name of the Programme	In years	From	To
PG				
UG				

21. RESEARCH EXPERIENCE: (After Joining the University of Madras)

Total Number of Years: _____ **Period:** From _____ To _____

22. AWARDS /PRIZES/HONOURS/RECOGNITIONS:

Sl. No.	International	National

23. ORIENTATION/REFRESHER/SHORT-TERM COURSE ATTENDED (ONLY UGC-HRDC RECOGNIZED:
(Attach certificates)

Sl. No	Particulars	Place	Duration		Sponsoring Agency	Encl. No.
			From	To		

24. ANY OTHER TRAINING PROGRAM/ SUMMER SCHOOL/ WORKSHOPS/ QIP/ FIP etc ATTENDED: (Attach certificates)

Sl. No	Particulars	Place	Duration		Sponsoring Agency	Encl. No.
			From	To		

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

25. YOUR VISION AND PLAN FOR THE DEVELOPMENT OF THE DEPARTMENT

26. YOUR CONTRIBUTION TO THE DEPARTMENT AND UNIVERSITY DURING THE PERIOD

PART-B

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

(As per UGC Regulations 2018, APPENDIX II, TABLE 1: Assessment Criteria and Methodology for University/College Teachers)

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

Sl. No.	Academic Year	Semester	TEACHING			Claimed Score	*Encl. No.
			Total Classes Assigned	Number of Classes Taught	Teaching= (Number of Classes Taught / Total Classes Assigned) X 100%		
1	Year 1	Odd Sem.					
		Even Sem.					
	Year 2	Odd Sem.					
		Even Sem.					
	Year 3	Odd Sem.					
		Even Sem.					
	Year 4	Odd Sem.					
		Even Sem.					
	Year 5	Odd Sem.					
		Even Sem.					
	Year 6	Odd Sem.					
		Even Sem.					
Sl. No.	Academic Year	Activity					*Encl.

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

			Claimed Score	No.
1	Year 1	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
		b. Examination and evaluation duties assigned by the Department/ School / university or attending the examination paper evaluation.		
		c. Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
		d. Organizing seminars/ conferences/ workshops, other Department/ School /university activities.		
		e. Evidence of actively involved in guiding Ph.D students.		
		f. Conducting minor or major research project sponsored by national or international agencies.		
		g. At least one single or joint publication in peer reviewed or UGC list of Journals.		
2	Year 2	<i>As above In Year 1</i>		
3	Year 3	<i>As above In Year 1</i>		
4	Year 4	<i>As above In Year 1</i>		
5	Year 5	<i>As above In Year 1</i>		
6	Year 6	<i>As above In Year 1</i>		

* Should be claimed by the applicant with supporting documents.

B. ACADEMIC / RESEARCH SCORE. (As per UGC Regulations 2018, APPENDIX II, AND TABLE 2: Methodology for University and College Teachers for calculating Academic/ Research Score.)

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

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

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

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

2. PUBLICATIONS (other than Research papers):

Sl. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	Claimed Score	Encl. No.
(a) BOOKS AUTHORED WHICH ARE PUBLISHED BY:							
International publishers							
National publishers							
Chapter in Edited Book							

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

Editor of Book by International Publisher							
Editor of Book by National Publisher							
(b) TRANSLATION WORKS IN INDIAN AND FOREIGN LANGUAGES BY QUALIFIED FACULTIES							
CHAPTER OR RESEARCH PAPER							
BOOK							

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

3. CREATION OF ICT-MEDIATED TEACHING-LEARNING PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA:

Sr. No.	Activity*	Claimed Score	Encl. No.
(a) DEVELOPMENT OF INNOVATIVE PEDAGOGY			

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

(b) DESIGN OF NEW CURRICULA AND COURSES			
(c) MOOCs			
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)			
MOOCs (developed in 4 quadrant) per module/lecture			
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)			
(d) E-CONTENT			
Development of e-Content in 4 quadrants for a complete course/e-book			
e-Content (developed in 4 quadrants) per module			

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
Editor of e-content for complete course/ paper /e-book			

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

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

Sl. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis submitted	University	Month and Year	Claimed Score	Encl. No.

* Submit Ph.D. Notification/Certificate of Submission

M.Phil./P.G. awarded *

Sl. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Claimed Score	Encl. No.

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

(b) RESEARCH PROJECTS COMPLETED

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.
					From	To		
Sl. No.	Title of the Project (Less than 10 lakhs)		Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.
					From	To		

(c) RESEARCH PROJECTS ONGOING:

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.
					From	To		
Sl. No.	Title of the Project (Less than 10 lakhs)		Funding Agency	Grant Sanctioned	Duration		Claimed Score	Encl. No.
					From	To		

(d) CONSULTANCY

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

Sl. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Encl. No.
				From	To		

5. (a) PATENTS

Sl. No.		Details of Patent	International/ National	Year	Claimed Score	Encl. No.

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

Sl. No.	Details of Policy Document	International/ National / State	Year	Claimed Score	Encl. No.

(c) Awards/Fellowship

Sl. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Date Awarded	Claimed Score	Encl. No.

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

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)

Sl. No.	Title	Name of the Event	Invited/Oral/Poster	Organizer/ Institute	Duration	International (Abroad)/International(within country) / National / State / University level	Claimed Score	Encl. No.

NOTE:

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

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.

APPLICANT CLAIMED SCORE

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
from _____ to _____							
Total Claimed Score							

Declaration

I, hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage; my promotion is liable to be cancelled.

Place:
Date:

Signature of the applicant

Forwarded by:

Signature of Head of the Department

Academic/Research Score

I. RESEARCH PAPERS PUBLISHED IN REFEREED JOURNALS

1. Peer Reviewed/UGC listed*	Sciences	Humanities and Social Sciences	Total Score

* Calculation of Research Score for Peer Reviewed and UGC-listed journals

Sl. No.	Impact Factor From Scopus or Web of Science	Single Author (100%)		First or Corresponding Author/Supervisor/Mentor (70%)		Rest of Authors (30%)		Total Points
		Points per paper	Number of Papers	Points per paper	Number of Papers	Points per paper	Number of Papers	
1	10 & Above	30		21.0		9.0		
2	5-10	25		17.5		7.5		
3	2-5	20		14.0		6.0		
4	1-2	15		10.5		4.5		
5	< 1	10		7.0		3.0		
6	Nil but UGC listed Journal	8 (for Sciences) 10 (for Science and Humanities)		5.6/7.0		2.4/3.0		

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

II. PUBLICATIONS (OTHER THAN RESEARCH PAPERS)

2(a). Books Authored (Single author 100 %; Two authors 70%; more than two authors 70% for first author 30% for rest)	Books by International Publisher (12 marks)	Books by National Publishers (10 marks)	Chapter in Edited Books (5 marks)	Editor of Book by International Publisher (10 marks)	Editor of books by National Publisher (8 marks)	
2(b). Translation	Chapter or Research Paper (3 marks)			Book (8 marks)		

III. CREATION OF ICT MATERIALS

Sl.No.	Type of ICT Material				No. of Materials Created	Total Score
1.	Development of Innovative Pedagogy (5 marks)					
2.	Design of New Curricula and Course (2 marks per course)					
3.	MOOCs					
	Complete MOOCs For 5 Credit Courses (20 marks)	MOOCs per module/lecture (5 marks)	Content Writer/Subject Matter Expert (2 marks)	Course Coordinator (4 credit course)		

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				(8 marks)		
4.	e-Content					
	e-Content (full course)/e-book (12 marks)	e-Content per module (5 marks)	One quadrant of e-content modules (2 marks)	Editor of e-content For complete course (10 marks)		

IV (a). RESEARCH GUIDANCE

Sl.No.	Degree	Status	Points	No. of Candidates	Total Score
1.	P.G Dissertation	Degree Awarded	2 per candidate		
2.	M.Phil.,	Degree Awarded	2 per candidate		
3.	Ph.D.,	Degree Awarded/Thesis Submitted	10/5 per candidate		

IV (b). RESEARCH PROJECTS AND CONSULTANCY

Sl.No.	Project - Sciences/ Humanities & Social Sciences				Consultancy (3 marks)	Total Score
	10 lakhs and above		Less than 10 lakhs			
	Completed (10 marks)	Ongoing (5 marks)	Completed (5 marks)	Ongoing (2 marks)		
Joint Projects: PI and CO-I 50% each.						

V(a). PATENTS

Sl.No.	Sciences – Patent, Technology Transfer/ Product/Process (10 marks for International and 7 marks for National)	Total Score

V(b). POLICY DOCUMENTS

Sl.No.	Humanities and Social Sciences - Policy Documents for International Bodies/ Central/State/Local Bodies (International 10 marks, National – 7 marks and State 4 marks)	Total Score

V(c). AWARDS/FELLOWSHIPS

Sl.No.	International (7 marks)	National (5 marks)	Total Score

VI. INVITED LECTURES/RESOURCE PERSONS/PAPER PRESENTATIONS IN SEMINAR AND CONFERENCES

Sl.No.	International		National (3 marks)	State/ University (2 marks)	Total Score
	Abroad (7 marks)	Within Country (5 marks)			

Summary of the Score

I	II	III	IV	V	VI	Total Score

Signature of the Candidate

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 – 8/10 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.

Note: Please sign at the bottom of every page. The claims made by the applicant must be based on objectively verifiable criteria, and supported with proof. Claims that cannot be verified will not be considered.



சென்னைப் பல்கலைக்கழகம் University of Madras

Data Sheet

**Promotion under CAS for Assistant Professor
Assistant Professor (Academic Level 10) to Assistant Professor (Senior
Scale/Academic Level 11)**

Name of the Applicant					
Department					
Date of Appointment to the Present Position		Assessment Period	From		To
Date of Award of Ph.D.		Date of Eligibility for Level-11			

PART - A

Sl. No	Activity	No of activities per Category (attach Evidence)	Verified Grade (to be filled by scrutiny committee)
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)		
2.	Involvement in the University/College students related activities/research activities:		
	(a) Administrative responsibilities such as Head / Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
	(b) Examination and evaluation duties assigned by the University / College or attending the examination paper evaluation.		
	(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
	(d) Organising seminars/ conferences/ workshops, other University / College activities.		
	(e) Evidence of actively involved in guiding Ph.D. students.		
	(f) Conducting minor or major research project sponsored by national or international agencies.		
	(g) At least one single or joint publication in peer reviewed or UGC list of Journals.		

Note: (Sl.No.1) 80% & above – Good, Below 80% but 70% & above-Satisfactory, Less than 70% - Not satisfactory
(Sl.No.2) Good - Involved in at least 3 activities, Satisfactory - 1-2 activities, Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.

PART – B

Sl. No	Name of the Course	Organised by	From	To	No. of Days
1.	Orientation Course on				
2	Refresher Course on				
3	Short Term Courses				
	(i)				
	(ii)				
Note: (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 / MOOC's course during the assessment period.					

PART - C

Research Publications (Minimum One)					
Sl. No	Title of the Paper	Name of the Author(s)	Name of the Publisher	Year of Publication	UGC Listed / Peer Reviewed Yes / No
1.					
2.					

Signature of the Candidate



சென்னைப் பல்கலைக்கழகம் University of Madras

Data Sheet

**Promotion under CAS for Assistant Professor
Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor
(Selection Grade/Academic Level 12)**

Name of the Applicant					
Department					
Date of Appointment to the Present Position		Assessment Period	From		To
Date of Award of Ph.D.		Date of Eligibility for Level-12			

PART - A

Sl. No	Activity	No of activities per Category (attach Evidence)	Verified Grade (to be filled by scrutiny committee)
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)		
2.	Involvement in the University/College students related activities/research activities:		
	(h) Administrative responsibilities such as Head / Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
	(i) Examination and evaluation duties assigned by the University / College or attending the examination paper evaluation.		
	(j) 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.		
	(k) Organising seminars/ conferences/ workshops, other University / College activities.		
	(l) Evidence of actively involved in guiding Ph.D. students.		
	(m) Conducting minor or major research project sponsored by national or international agencies.		
	(n) At least one single or joint publication in peer reviewed or UGC list of Journals.		

Note: (Sl.No.1) 80% & above – Good, Below 80% but 70% & above-Satisfactory, Less than 70% - Not satisfactory
(Sl.No.2) Good - Involved in at least 3 activities, Satisfactory - 1-2 activities, Not-satisfactory - Not involved / undertaken any of the activities
Note: Number of activities can be within or across the broad categories of activities.

PART – B

Sl. No	Name of the Course	Organised by	From	To	No. of Days
1	Refresher Course on				
2	Refresher Course on				
3	Other courses:				
4	Other Courses				
5	Other courses:				
6	Other courses:				

Note: 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 Upgradation 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 development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

PART - C

Research Publications					
Sl. No	Title of the Paper	Name of the Author(s)	Name of the Publisher	Year of Publication	UGC Listed / Peer Reviewed Yes / No

Signature of the Candidate



சென்னைப் பல்கலைக்கழகம் University of Madras

Data Sheet

**Promotion under CAS for Associate Professor
Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor
(Academic Level 13A)**

Name of the Applicant					
Department					
Date of Appointment to the Present Position		Assessment Period	From		To
Date of Award of Ph.D.		Date of Eligibility for Level- 13 A			

PART - A

Sl. No	Activity	No of activities per Category (attach Evidence)	Verified Grade (to be filled by scrutiny committee)
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)		
2.	Involvement in the University/College students related activities/research activities:		
	(o) Administrative responsibilities such as Head / Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
	(p) Examination and evaluation duties assigned by the University / College or attending the examination paper evaluation.		
	(q) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
	(r) Organising seminars/ conferences/ workshops, other University / College activities.		
	(s) Evidence of actively involved in guiding Ph.D. students.		
	(t) Conducting minor or major research project sponsored by national or international agencies.		
	(u) At least one single or joint publication in peer reviewed or UGC list of Journals.		

Note:(Sl.No.1) 80% & above – Good, Below 80% but 70% & above-Satisfactory, Less than 70% - Not satisfactory (Sl.No.2) Good - Involved in at least 3 activities, Satisfactory - 1-2 activities, Not-satisfactory - Not involved / undertaken any of the activities **Note:** Number of activities can be within or across the broad categories of activities.

PART –B

Sl. No	Name of the Course	Organised by	From	To	No. of days
1	Refresher Course on				
2	Other courses on				
3	Other Courses on				

Note: Any one of the following during last three years:

completed one 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 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 development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment

PART - C

Research Publications					
Sl. No	Title of the Paper	Name of the Author(s)	Name of the Publisher	Year of Publication	UGC Listed / Peer Reviewed Yes / No
1					
2					
3					
4					
5					
6					
7					

Note: A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

PART – D

Ph.D Guidance					
Sl. No	Name of the Ph.D scholar	Date of Registration	Ongoing	Date of submission of thesis	Date of Award of Ph.D
1					
2					
3					
4					
5					
6					
7					

Signature of the Candidate



சென்னைப் பல்கலைக்கழகம் University of Madras

Data Sheet

Promotion under CAS for Professor
Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Name of the Applicant					
Department					
Date of Appointment to the Present Position		Assessment Period	From	To	
Date of Award of Ph.D.		Date of Eligibility for Level- 14			

PART - A

Sl. No	Activity	No of activities per Category (attach Evidence)	Verified Grade (to be filled by scrutiny committee)
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)		
2.	Involvement in the University/College students related activities/research activities:		
	(v) Administrative responsibilities such as Head / Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
	(w) Examination and evaluation duties assigned by the University / College or attending the examination paper evaluation.		
	(x) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		
	(y) Organising seminars/ conferences/ workshops, other University / College activities.		
	(z) Evidence of actively involved in guiding Ph.D. students.		
	(aa) Conducting minor or major research project sponsored by national or international agencies.		
	(bb) At least one single or joint publication in peer reviewed or UGC list of Journals.		

Note:(Sl.No.1) 80% & above – Good, Below 80% but 70% & above-Satisfactory, Less than 70% - Not satisfactory (Sl.No.2)Good - Involved in at least 3 activities, Satisfactory - 1-2 activities, Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.

PART –B

Research Publications					
Sl. No	Title of the Paper	Name of the Author(s)	Name of the Publisher	Year of Publication	UGC Listed / Peer Reviewed Yes / No
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Note: A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.					

PART – C

Ph.D Guidance					
Sl. No	Name of the Ph.D scholar	Date of Registration	Ongoing	Date of submission of thesis	Date of Award of Ph.D
1					
2					
3					
4					
5					
6					
7					
8					

Signature of the Candidate



University of Madras

Application format for promotion to the Post of Senior Professor (Academic Level – 15 / Stage – V)

(Under the Career Advancement Scheme [CAS], in accordance with UGC Regulations, 2018)

Data Summary Sheet

Name of the Applicant		Affix Self-attested Recent Passport Size Photograph
Father's Name		
Mother's Name		
Date of Birth		
Gender		
Category(SC/ST/MBC/BC/General)		
Address for communication		
Mobile Number/Landline Number		
E-Mail ID		
Date of Initial Appointment in the University		
Present Designation and Department		
Date of Promotion to Professor (Academic Level 14)		
Assessment Period for Senior Professor	From To	
Date of Eligibility for Senior Professor (Stage-V/Academic Level-15)		
No. of Ph.D. Degrees Awarded under Supervision during Assessment period		
Number of Publications in Peer-Reviewed or UGC-Listed Journals during Assessment period		

Declaration:

I, hereby, declare that all the statements / particulars made and information furnished in this application are true, complete and correct to the best of my knowledge and belief. I fully understand that in the event of any information being found false or incorrect at any stage, my promotion is liable to be cancelled

Date:

Signature of the applicant

1. ACADEMIC QUALIFICATIONS [Enclosed attested copies starting UG degree]

Certificate / Degree	Year	Name of the Institution	Subject	% Marks/ Grade
UG				
PG				
M.Phil/Ph.D				
Any other				

Kindly provide the requisite details, credentials, and achievements attained during the assessment period in all the sections given below

2. TEACHING EXPERIENCE IN THE UNIVERSITY:

Name of the Programme	In years	From	To

3. ESTABLISHMENT OF LABS/THEMATIC GROUPS

Name of the Programme	Name of facilities created	Year	Supported by

4. TRAINING PROGRAM/SUMMER SCHOOL / WORKSHOPS ETC ORGANISHED

Sl. No	Title	Place	Duration (From To)	Sponsoring Agency	Type

5. CONFERENCES/SEMINARS ORGANISED PARTICIPATED/PRESENTED

Sl. No	Title	Place	Duration (From To)	Sponsoring Agency	(Organized/ Presented/Participated)

6. CURRICULUM DEVELOPMENT:PROGRAMME/COURSE DESIGN

Sl. No	Name of the Programme/Course	Level	Year	Name of the University/College	Regular/IDE/online

7. Ph.D. GUIDANCE

S.No	Name of the Scholar	Title of the Thesis	Date of Registration	Date of Submission	Date of Award of Ph.D

8. RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS

Sl. No	Title of the Research Paper	Name of the Author(s)	Name of the Journal	Vol., PP No. & Year	Year of Publication	UGC Listed / Peer Reviewed Yes / No

9. PUBLICATIONS OTHER THAN RESEARCH PAPERS

Sl. No	Title of the Paper/Book/Edited Book	Name of the Author(s)	Name of the Publisher	Year of Publication	ISBN / ISSN	

10. RESEARCH PROJECTS AND COLLABORATIONS

Sl. No.	Title of the Project	Names of PI&Co-PI	Funding Agency	Grant Sanctioned	Duration (From To)	Collaboration if any

11. CONSULTANCY PROJECTS

Sl. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration From To

12. PATENTS/COPYRIGHTS/ POLICY DOCUMENT AND INNOVATIONS:

Sl. No.	Details of Patents/Copyrights/ Policy Document and Innovations	International/ National	Year	Remarks

13. PROFESSIONAL RECOGNITION (AWARDS, INVITATIONS/KEYNOTE ROLES/MEMBERSHIP IN ACADEMIC BODIES)

Sr. No.	Name of the Award / Fellowship/	Awarding Institute/ Organization	International/ National /	Date Awarded

14. INVITED LECTURES / RESOURCE PERSON/ PAPER PRESENTATION IN SEMINARS/ CONFERENCES

S. No.	Title	Name of the Event	Invited/Oral/ Poster	Organiser/ Institute	Duration	International(Abroad) /International(within country) / National / State / University level

15. INSTITUTIONAL AND ACADEMIC LEADERSHIP(PROOF TO BE ENCLOSED)

- Administrative Positions Held
- Key Contributions (Policy, Quality Assurance, Committees)
- Major Contributions During the Assessment Period
- Additional Contributions

16. ACADEMIC VISION AND DEPARTMENTAL DEVELOPMENT PLAN

DECLARATION

I hereby declare that the information furnished above is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or falsification may lead to cancellation of my promotion at any stage.

Place:

Date:

Signature of the Applicant

Instructions:

- Please ensure that all sections are completed with the requisite details, credentials, and achievements attained during the assessment period
- Attach all supporting documentation for academic achievements
- Use additional sheets if required.
- Incomplete applications will not be considered for promotion.