TAMIL NADU OPEN UNIVERSITY

[A State Open University Established by Government of Tamil Nadu, Recognized by UGC & DEB, Member in Asian Association of Open Universities & Association of Commonwealth Universities, Accredited by NAAC with A+ Grade & CGPA 3.32]

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E-mail: registrar@tnou.ac.in; Website: www.tnou.ac.in

CAREER ADVANCEMENT SCHEME (CAS)

Self-Assessment-cum-Performance Appraisal form

For Promotion To
- Senior Professor (Academic Level 15)

Name of the applicant:

School/ Department/ Subject:

Promotion claimed from the position _____

To the position _____

PART A: General Information & Academic Background

1.	Name (in Block Letters)	
2.	Father's / Mother's Name	
3.	Date & Place of Birth	
4.	Sex	
5.	Marital Status	
6.	Nationality	
7.	Community	
8.	Name of the School & Department/ Subject	
9.	Date of joining at TNOU	
10.	Date of joining as Professor	
11.	Current Designation & Level & Scale of Pay	
12.	Date of eligibility for CAS Promotion as Senior Professor	

13.	Address for correspondence Contact Phone Number E-mail	
14.	Permanent Address Contact Phone Number E-mail	

15. Academic Qualification

Degree & Other Exams	Subject	Name of the University / Agency	Year of Passing	% of marks / score obtained	Division / Class / Grade
PG					

16. Research

Programme	Subject	Degree Award Date / PDR Period	University / Institute
M.Phil.			
Ph.D./ D.Phil.			
D.Sc./ D.Litt.			
Post-Doctoral Research (PDR)			

17. Position held prior to joining this University

Employer	Designation	Period		Level & Scale of Pay	Reason of leaving
		From	To		

18. Academic Position held in this University

School/ Department	Designation	Period		Level & Scale of Pay
		From	To	

19. Administrative Position held

School/ Department	Designation	Period From	Period To	Level & Scale of Pay

20. Member in Statutory bodies and Important Committee

Name of the Statutory Body/ Committee	Institution/ Oraganization	Period From	Period To

21.	**Teaching Experience:**
22.	**Research Experience** after obtaining M.Phil./Ph.D. (Years):
23.	**Specify Specialization** (if any) Subject / Discipline (a) (b)

PART B: ACADEMIC PERFORMANCE INDICATORS (API)
(Note: Applicants must submit documentary evidences in support of each of the claim; add more rows in the table(s), if needed)

CATEGORY 1: TEACHING

1a. Teaching

No.	Academic year	Sem.	Programme	Course	No. of classes assigned	No. of classes taught	Percentage of classes taught	Average Percentage
1		Odd						
2		Even						
3		Odd						
4		Even						
5		Odd						
6		Even						
7		Odd						
8		Even						
							TOTAL	
							Grand Average Percentage	

Note: Teaching - Classes/ PCP/Weekend Counselling taught include Lecture / Tutorial / Practical / Project & Research Supervision / Field work / Mentoring / counselling etc.
Identification of Academic Programmes/ Feasibility Studies/ Planning, Design and Development of Curriculum / Identification of Course writer/ Orientation of Course Writers/ Management of Regional Centres, Learner Support Centres and Community Colleges/ Design, development and delivery of student support/ Identification of Academic Counsellors/ Identification of Examiners/ Student Counselling/ Academic Counselling/ Grievance redressal/ Technology mediated services/ Social Media counseling/ Policy, Planning, Development and Execution of academic Programmes/ Additional Responsibilities and its work/ Contact-cum-Counselling classes/ Engaging contact-cum-counselling classes of Preparatory/ Certificate/ Diploma/PG Diploma/UG/PG/ Research Programme / Pre-Admission Counselling/ other academic relevant activities as per the orders and communication given from time to time by the competent authorities.

CATEGORY 2: INVOLVEMENT IN STUDENT ACTIVITIES / RESEARCH ACTIVITIES
(Note: Applicants must submit documentary evidences in support of each of the claim; add more rows in the table(s), if needed)

2.a. Administrative Responsibility
2.a.(i) Administrative Responsibility (Registrar / Controller of Examinations / Finance Officer / Special Officer / Director / Deputy Director/ Assistant Director/ HoD / Chairperson / Coordinator)

No.	Name of the Role / Responsibility held	Period		Experience		Document Evidence Page No.
		From	To	Years	Months	
1						
2						
3						
4						
verified (for official use):						

2.a.(ii) Participation in BoS, Administrative and Academic Committees

No.	Year / Period	Name of the BoS / Administrative Committee / Academic Committee	Role played as (Chairperson / Convener / Member)	Document Evidence Page No.
1				
2				
3				
4				
verified (for official use):				

2.b. Examination Duties (including participation in Question paper scrutiny Board)
2.b.(i) Question paper setting (including Ph.D. course work)

No.	Year	Sem.	Programme	Course	No. of Question papers set including CIA & Practicals	Document Evidence Page No.
1		Odd				
2		Even				
3		Odd				
4		Even				
verified (for official use):						

2.b.(ii) Participation in Question paper Scrutiny Board

No.	Year / Period	Question paper Scrutiny Board	Role played as (Chairperson / Convener / Member)	Document Evidence Page No.
1				
2				
3				
4				
verified (for official use):				

2.b.(iii) Invigilation / Supervision and related examination duties

No.	Year	Sem.	Exam Date	No. of hours of invigilation / supervision / Chief Supt. / other exam related duties	Document Evidence Page No.
1		Odd			
2		Even			
3		Odd			
4		Even			
verified (for official use):					

2.b.(iv) Evaluation of Answer Scripts/ Assignment/ Lab records / Observation work

No.	Year	Sem.	Programme	Course	Chairperson / No. of answer scripts/ Assignments / records / observation valued	Document Evidence Page No.
1		Odd				
2		Even				
3		Odd				
4		Even				
verified (for official use):						

2.c. Student related co-curricular, extension and field based activities

2.c.(i) Co-curricular (eg. Remedial classes, Career counselling, Student Seminar etc).

No.	Name of the co-curricular activity	Period		Total			Total No. of student participants	Document Evidence Page No.
		From	To	Years	Months	Days		
1								
2								
3								
4								
verified (for official use):								

2.c.(ii) Extension activities (eg. Cultural, NSS, Student clubs, Department Association, Placement activity, Magazine clubs, participation in National / International Days or Events etc)

No.	Name of the Extension activity	Conducted at	Period		Total			Total No. of participants	Document Evidence Page No.
			From	To	Years	Months	Days		
1									
2									
3									
4									
verified (for official use):									

2.c.(iii) Field based activities (Study visit, Industrial Visit, Education tour/ Field work/ Project/ Dissertation etc.)

No.	Name of the Field activity	Conducted at	Period		Total			Total No. of student participants	Document Evidence Page No.
			From	To	Years	Months	Days		
1									
2									
3									
verified (for official use):									

2.d. Organizing/ Attending of Events (Lectures / Webinars / FDP / Talks / Quiz / Seminars / Conferences etc.)

No.	Name of the Event	Conducted at	Period		Sponsor / Funding agency	Total No. of participants	Document Evidence Page No.
			From	To			
1							
2							
3							
4							
verified (for official use):							

2.e. Evidence of activity involved in guiding Ph.D students

Date of Research Supervision Recognition	Total No. of scholars pursuing Ph.D (including thesis submitted)	Total No. of Ph.Ds awarded	Document Evidence Page No.
verified (for official use):			

2.f. Conducting Minor/ Major Research Project sponsored by National/ International/ University agencies

Projects (Major & Minor)	Total Number of projects	Total budget (Rs.lakhs)	Funding Agencies	Document Evidence Page No.
Completed				
Ongoing				
verified (for official use):				

2.g. Publication in Peer-reviewed or UGC list of Journals

Data Source (SCOPUS / Web of Science / Google Scholar)	Total No. of papers published	Total Citation	"h" index	Document Evidence Page No.
verified (for official use):				

CATEGORY 3 – ACADEMIC / RESEARCH ACTIVITY

(Note: Applicant must submit documentary evidences in support of each of the claim;
add more rows in the table(s), if needed)

3.1. Research Papers published in Peer-Reviewed or UGC listed Journals
(During the Assessment Period)

No.	Title of the Paper	First / Corresponding Author	Co-Authors	Journal Name, Vol. No., Year & Page	Impact Factor	Document Evidence Page No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
verified (for official use):						

3.2. PUBLICATIONS OTHER THAN RESEARCH PAPERS (INCLUDING SLM)

3.2a.(i) Books authored that are published by International publishers

No.	Title of the Book	Author	Co-Author(s)	Publisher Name, Year	ISBN/ ISSN	Document Evidence Page No.
1						
2						
3						
4						
5						
verified (for official use):						

3.2a.(ii) Books authored that are published by National publishers

No.	Title of the Book	Author	Co-Author(s)	Publisher Name, Year	ISBN/ ISSN	Document Evidence Page No.
1						
2						
3						
4						
5						
verified (for official use):						

3.2a.(iii) Chapters in edited Book (including SLM)

No.	Title of the Chapter contributed	Author	Co-Author(s)	Edited Book Name, Publisher, Year	ISBN/ ISSN	Document Evidence Page No.
1						
2						
3						
4						
5						
verified (for official use):						

3.2a.(iv) Editor of Books by International Publisher

No.	Title of the Book	Editor	Publisher, Year	ISBN/ ISSN	Document Evidence Page No.
1					
2					
3					
4					
5					
verified (for official use):					

3.2a.(v) Editor of Books by National Publisher (including SLM)

No.	Title of the Book	Editor	Publisher, Year	ISBN/ ISSN	Document Evidence Page No.
1					
2					
3					
4					
verified (for official use):					

3.2b. Translation works in Indian and Foreign Languages by qualified faculties
3.2b.(i) Chapter or Research Paper (including SLM)

No.	Chapter/ Research paper Title	Author	Co-Author(s)	Translated Language	Publisher Name, Year	ISBN/ ISSN	Document Evidence Page No.
1							
2							
3							
4							
verified (for official use):							

3.2b.(ii) Book (including SLM)

No.	Book Title	Author	Co-Author(s)	Translated Language	Publisher Name, Year	ISBN/ ISSN	Document Evidence Page No.
1							
2							
3							
4							
verified (for official use):							

3.3. Creation of ICT mediated Teaching Learning Pedagogy & content and Development of new and innovative courses & curricula

3.3a. Development of Innovative Pedagogy

No.	Year	Sem.	Programme	Course	Credit (if any)	Description of Innovative pedagogy developed	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
verified (for official use):							

3.3b. Design of New Curricula / Courses

No.	Year	Sem.	Programme	New Curricula/ Course	Credit (if any)	Description of new curricula / course designed	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
verified (for official use):							

3.3c. MOOCs
3.3c.(i) Development of complete MOOCs in 4 quadrants (4 credit course).

No.	Year	Sem.	Programme	Course	Credit (if any)	Description of Complete MOOC developed	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
verified (for official use):							

3.3c.(ii) MOOCs (developed in 4 quadrant) per module/ lecture

No.	Year	Sem.	Programme	Course	Credit (if any)	Description of MOOC module / lecture developed	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
verified (for official use):							

3.3c.(iii) Content writer/ subject matter expert for each module of MOOC (at least one quadrant)

No.	Year	Sem.	Programme	Course	Credit (if any)	Description of Writer / Expert for MOOC module developed	Document Evidence Page No.
1		Odd					
2		Even					
3		Odd					
4		Even					
verified (for official use):							

3.3c.(iv) Course Coordinator for MOOC (4 credit course)

No.	Year	Sem.	Programme	Credit	Coordinator for Curricula/ Course	Document Evidence Page No.
1		Odd				
2		Even				
3		Odd				
4		Even				
verified (for official use):						

3.3d. E-content
3.3d.(i) Development of e-Content in 4 quadrants for a complete course/eBook

No.	Year	Sem.	Programme	Course / eBook	Description of Complete E-content developed	Document Evidence Page No.
1		Odd				
2		Even				
3		Odd				
4		Even				
verified (for official use):						

3.3d.(ii) e-Content (developed in 4 quadrants) per module

No.	Year	Sem.	Programme	Curricula/ Course	Description of E-content module developed	Document Evidence Page No.
1		Odd				
2		Even				
3		Odd				
4		Even				
verified (for official use):						

3.3d.(iii) Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)

No.	Year	Sem.	Programme	Curricula/ Course	Description of Contribution in E-content module developed	Document Evidence Page No.
1		Odd				
2		Even				
3		Odd				
4		Even				
verified (for official use):						

3.3d.(iv) Editor of e-content for complete course/ paper /e-book

No.	Year	Sem.	Programme	Curricula/ Course	Description of E-content for complete course/ paper/ e-book edited	Document Evidence Page No.
1		Odd				
2		Even				
3		Odd				
4		Even				
verified (for official use):						

3.4. RESEARCH
3.4a.(i) Research Guidance - Ph.D Awarded

No.	Scholar Name	PhD Thesis Title	Awarded Date	University	Document Evidence Page No.
1					
2					
3					
4					
verified (for official use):					

3.4a.(ii) Research Guidance - Ph.D Thesis submitted / In-progress

No.	Scholar Name	PhD Thesis Title	Submitted Date	University	Document Evidence Page No.
1					
2					
3					
4					
verified (for official use):					

3.4a.(iii) Research Guidance – M.Phil./PG Dissertation Awarded

No.	Scholar / Student Name	M.Phil/PG Dissertation Title	Awarded Date	University	Document Evidence Page No.
1					
2					
3					
4					
verified (for official use):					

3.4b.(i) Research Projects completed (more than 10 Lakhs)

No.	Project Title	Funding Agency	Grant sanctioned (Rs.lakh)	Principal Investigator	Duration		Document Evidence Page No.
					From	*To*	
1							
2							
3							
4							
verified (for official use):							

3.4b.(ii) Research Projects completed (less than 10 Lakhs)

No.	Project Title	Funding Agency	Grant sanctioned (Rs.lakh)	Principal Investigator	Duration		Document Evidence Page No.
					From	*To*	
1							
2							
3							
4							
verified (for official use):							

3.4c.(i) Research Projects Ongoing (more than 10 Lakhs)

No.	Project Title	Funding Agency	Grant sanctioned (Rs.lakh)	Principal Investigator	Duration		Document Evidence Page No.
					From	*To*	
1							
2							
3							
4							
verified (for official use):							

3.4c.(ii) Research Projects Ongoing (less than 10 Lakhs)

No.	Project Title	Funding Agency	Grant sanctioned (Rs.lakh)	Principal Investigator	Duration		Document Evidence Page No.
					From	*To*	
1							
2							
3							
4							
verified (for official use):							

3.4d. Consultancy

No.	Nature of Consultancy	Agency	Grant (Rs.lakh)	Duration From	To	Status (Completed / Ongoing)	Document Evidence Page No.
1							
2							
3							
4							
verified (for official use):							

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

3.5. Patent / Technology Transfer / Product / Process

3.5a.(i) International Patent

No.	Title of Patent / Tech.Transfer / Product / Process	Author(s)	Patent Number	Date	Status (Filed/ Published / Granted)	Document Evidence Page No.
1						
2						
3						
4						
verified (for official use):						

3.5a.(ii) National Patent

No.	Title of Patent / Tech.Transfer / Product / Process	Author(s)	Patent Number	Date	Status (Filed/ Published / Granted)	Document Evidence Page No.
1						
2						
3						
4						
verified (for official use):						

3.5b. Policy Document (submitted to an International body / organization like UNO, UNESCO, World bank, International Monetary Fund etc or Central Government / State Government)

3.5b.(i) International

No.	Policy Document Title	Author(s)	Agency / Organization	Date	Document Evidence Page No.
1					
2					
3					
4					
verified (for official use):					

3.5b.(ii) National

No.	Policy Document Title	Author(s)	Agency / Organization	Date	Document Evidence Page No.
1					
2					
3					
4					
verified (for official use):					

3.5b.(iii) State

No.	Policy Document Title	Author(s)	Agency / Organization	Date	Document Evidence Page No.
1					
2					
3					
4					
verified (for official use):					

3.5c. Award / Fellowships

3.5c.(i) International Awards / Fellowships

No.	Award/ Fellowship Name	Awarding Agency / Body / Association	Date	Document Evidence Page No.
1				
2				
3				
4				
verified (for official use):				

3.5c.(ii) National Awards / Fellowships

No.	Award/ Fellowship Name	Awarding Agency / Body / Association	Date	Document Evidence Page No.
1				
2				
3				
4				
verified (for official use):				

3.6. Invited Lectures / Resource Person / Paper Presented in Seminar / 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).

3.6.(i) International (Abroad)

No.	Title of the Lecture / Paper	Author	Co-Author(s)	Name of Invited Lecture/ Seminar / Conference	Organiser, Country	Date	Document Evidence Page No.
1							
2							
3							
4							
verified (for official use):							

3.6.(ii) International (within Country)

No.	Title of the Lecture / Paper	Author	Co-Author(s)	Name of Invited Lecture/ Seminar / Conference	Organiser	Date	Document Evidence Page No.
1							
2							
3							
4							
verified (for official use):							

3.6.(iii) National

No.	Title of the Lecture / Paper	Author	Co-Author(s)	Name of Invited Lecture/ Seminar / Conference	Organiser	Date	Document Evidence Page No.
1							
2							
3							
4							
verified (for official use):							

3.6.(iv) State / University

No.	Title of the Lecture / Paper	Author	Co-Author(s)	Name of Invited Lecture/ Seminar / Conference	Organiser	Date	Document Evidence Page No.
1							
2							
3							
4							
verified (for official use):							

Note: Paper presented if part of edited book or proceeding then it can be claimed only once.

PART C: OTHER RELEVANT INFORMATION

Open and Distance Learning (ODL) Experience:

Please provide details of any other credentials, significant contributions, assignments (including Post-Doctoral tenure) etc. not mentioned earlier

No.	Details	Document Evidence Page No.
1		
2		
3		
4		
5		

I certify that the information provided above is correct as per the records available with the university and/or documents enclosed along with the duly filled in PBAS proforma.

Signature of the Faculty
With Designation

Place:
Date:

Signature of Head / Director of School

Note: The individual PBAS proforma duly filled-in along with all enclosures submitted for CAS promotions will be duly verified by the University / College as necessary and placed before Selection Committee for assessment / verification.