**S.A. COLLEGE OF ARTS & SCIENCE**

(Affiliated to the University of Madras & Approved by Government of Tamil Nadu)

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**Form to be filled by Teaching Staff**

**Section – A**

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| --- | --- | --- |
| 1 | Name of the Applicant |  |
| 2 | Date of Birth and Age |  |
| 3 | Gender |  |
| 4 | Marital Status |  |
| 5 | Community (OC/BC/MBC/SC/ST/Others) |  |
| 6 | Father’s Name |  |
| 7 | Mother’s Name |  |
| 8 | Contact Number |  |
| 9 | E-Mail Id |  |
| 10 | Address for Communication |  |
| 11 | Permanent Address |  |
| 12 | Post Applied For Assistant Professor / Associate Professor |  |
| 13 | Department Applied For   * Language, English * Commerce, Corporate Secretaryship, Accounting Finance, Computer Application, Bank Management, * Business Administration, Psychology * Computer Science, Computer Application * Visual Communication * Mathematics * Home Science – Nutrition, Food Service Management & Dietetics |  |

**Section – B**

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| --- | --- | --- | --- | --- | --- |
| **14.1 EDUCATIONAL QUALIFICATION (From 10th to M.Phil.)** | | | | | |
| Name of the Examination / Degree | Name of the College / University / Institution / School | Discipline / Subject | Year of Passing | Marks (%) | Division / Class/ CGPA / Rank |
| **M.Phil** |  |  |  |  |  |
| **PG -…………….………** |  |  |  |  |  |
| **UG - ……………..……** |  |  |  |  |  |
| **H.Sc. / 12th** |  |  |  |  |  |
| **SSLC / 10th** |  |  |  |  |  |

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| **14.2 Details of Ph.D.,** | | |
| 14.2.1 | Name, Designation, Institution of the Supervisor |  |
| 14.2.2 | Name of the University where the Scholar completed / pursuing |  |
| 14.2.3 | Mode – Full Time / Part Time |  |
| 14.2.4 | Title of Thesis |  |
| 14.2.5 | Date of Award (If not Awarded, Date of Thesis Submission) |  |

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| **15. UGC-NET/ TN-SLET / TN-SET Examination** | | |
| 15.1 | Passed in NET / TN-SLET / TN-SET |  |
| 15.2 | Subject |  |
| 15.3 | Year of Passing |  |

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| **16. Post-Doctoral Research** | | |
| 16.1 | Name of the University |  |
| 16.2 | Duration / Total Years |  |
| 16.3 | Title of Thesis |  |

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| **17. Teaching Experience (including Current Position) (To fill in reverse chronological order)** | | | | | |
| **Position Held** | **Name of the Institution** | **From** | **To** | **Total years of Experience** | **Gross Pay** |
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| **18. Industry / Corporate Experience (To fill in reverse chronological order)** | | | | | |
| **Position Held** | **Name of the Organization** | **From** | **To** | **Total years of Experience** | **Gross Pay** |
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**References:**

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**Section – C**

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| **19. Category I – Teaching, Learning and Evaluation Related Activities** | | | |
| **S. No.** | **Nature of Activity** | **Maximum Score** | **Attained Score** |
| 19.1 | Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allotted | 50 Points |  |
| 19.2 | Lectures or other teaching duties in excess of the UGC norms | 10 Points |  |
| 19.3 | Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment  by providing additional resources to students | 20 Points |  |
| 19.4 | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc | 20 Points |  |
| 19.5 | Examination duties (Invigilation; question paper setting, evaluation / assessment of answer scripts) as per Allotment | 25 Points |  |
|  | **Total (Minimum API Score required is**  **75 Points)** | **125 Points** |  |

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| **20. Category II – Co-Curricular, Extension and Professional Development related Activities** | | | |
| **S. No.** | **Nature of Activity** | **Maximum Score** | **Attained Score** |
| 20.1 | Student related co-curricular, extension and field-based activities (such as extension work through NSS / NCC and other channels, cultural activities, subject related events, advisement and counseling) | 15 Points |  |
| 20.2 | Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities | 10 Points |  |
| 20.3 | Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | 05 Points |  |
| 20.4 | Institutional Governance responsibilities like Dean, Director, HoD, Warden, IQAC Director/Co-coordinator, Proctor, Coordinator SSA or any other additional responsibility | 07 Points |  |
| 20.5 | Membership in profession related committees at state and national level | 07 Points |  |
| 20.6 | Membership of professional association’s committees, editorial committees of journals / institutional publications | 06 Points |  |
|  | **Total (Minimum API Score required is**  **15 Points)** | **50 Points** |  |

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| **21. Category III – Research and Academic Contributions** | | | |
| **S. No.** | **Nature of Activity** | **Points** | **Attained Score** |
| 21.1 | **Research Papers Publication** |  |  |
|  | i) Refereed Journals | 15 Per Publication |  |
|  | ii) Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN  numbers | 10 Per Publication |  |
|  | iii) Conference proceedings as full papers, etc. (Abstracts not to be included) | 07 Per Publication |  |
| 21.2 | **Other Research Publications (books, chapters in books, other than refereed journal articles)** | |  |
|  | i) Text or Reference Books Published by International Publishers with an established peer review system | |  |
|  | 1. Sole Author | 50 Per Publication |  |
|  | 1. Sole Editor | 30 Per Publication |  |
|  | 1. Chapter in edited Book | 10 Per Publication |  |
|  | ii) Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers | |  |
|  | 1. Sole Author | 30 Per Publication |  |
|  | 1. Sole Editor | 20 Per Publication |  |
|  | 1. Chapter in edited Book | 10 Per Publication |  |
|  | iii) Text or Reference Books by other local publishers with ISBN/ISSN numbers. | |  |
|  | 1. Sole Author | 15 Per Publication |  |
|  | 1. Sole Editor | 10 Per Publication |  |
|  | 1. Chapter in edited Book | 07 Per Publication |  |
|  | iv) Text or Reference Books by other local publishers with-out ISBN/ISSN numbers. | |  |
|  | 1. Sole Author | 10 Per Publication |  |
|  | 1. Sole Editor | 07 Per Publication |  |
|  | 1. Chapter in edited Book | 04 Per Publication |  |
|  | v) Chapters contributed to edited knowledge based volumes published by International Publishers | 10 Per Publication |  |
|  | vi) Chapters in knowledge based volumes by Indian/National level publishers with ISBN / ISSN numbers | 05 Per Publication |  |
|  | vii) Editing of the Proceedings of Seminar/ Symposis /Conference/Workshops | |  |
|  | 1. International Level | 30 Per Publication |  |
|  | 1. National Level | 21 Per Publication |  |
|  | 1. Regional Level | 15 Per Publication |  |
|  | 1. State Level | 10 Per Publication |  |

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| 21.3 | **Research Projects** |  |  |
|  | i) Completed / Ongoing Sponsored Projects. (In case of Co-PI points are to be shared in 70:30 ratio). | |  |
|  | 1. Major Project with Grant >Rs. 30 Lakhs for Sciences and Rs. 5 Lakhs for Others | 20 Per Project |  |
|  | 1. Major Project with Grant > Rs.5 Lakhs for Sciences and Rs. 3 Lakhs for Others | 15 Per Project |  |
|  | 1. Minor Project with Grants > Rs. 50,000 for Sciences and Rs. 25,000 for Others | 10 Per Project |  |
|  | ii) Completed/Ongoing Consultancy Projects |  |  |
|  | Grant > Rs. 10 Lakhs for Sciences and Rs. 2 Lakhs for Others (10 per Project). In case of Jt. venture points are to be shared in 70: 30 ratio. | 10 Per Project |  |
|  | iii) Projects Outcome / Output:Patent / Technology transfer / Product /Process (for Sciences)  Major Policy document of Govt. Bodies at Central / State level (for Others). In case of Joint output points are to be shared in 70: 30 ratio. | |  |
|  | 1. International Level | 50 Per Outcome |  |
|  | 1. National Level | 30 Per Outcome |  |
| 21.4 | **Research Guidance (In case of joint supervision points are to be shared in 70: 30 ratio)** | |  |
|  | 1. M. Phil. (Degree awarded only) | 03 Per Candidate |  |
|  | 1. Ph.D. (Degree awarded only) | 10 Per Candidate |  |
|  | 1. Ph.D. Thesis Submitted | 07 Per Candidate |  |
| 21.5 | **Post-Doctoral Degree D. Sc / D/Litt. from an university based on post-doctoral thesis** | 30 Points |  |
| 21.6 | **Participation in Training Courses / Conference / Seminar / Workshop** | |  |
|  | i) Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes | |  |
|  | 1. Duration two weeks or more | 20 per participation |  |
|  | 1. Duration one weeks | 10 per participation |  |
|  | ii) Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc | |  |
|  | 1. International Conference | 10 points each |  |
|  | 1. National | 7.5 points each |  |
|  | 1. Regional / State Level | 05 points each |  |
|  | 1. Local | 03 points each |  |
|  | iii) Invited lectures or presentations for conferences / Seminar / Training Course / Refresher Course / Orientation Course |  |  |
|  | 1. International Conference | 10 per lecture |  |
|  | 1. National | 05 per lecture |  |
|  | 1. Regional / State Level | 03 per lecture |  |
|  | 1. Local | 02 per lecture |  |
| 21.7 | **Training Courses / Conference / Seminar / Workshop Organised** | |  |
|  | i) Refresher courses, Methodology workshops, Training Course, Summer / Winter School / Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes | |  |
|  | 1. Duration two weeks or more | 30 Per Course |  |
|  | 1. Duration one week | 20 Per Course |  |
|  | ii) Seminar/symposia/conference/workshop organized |  |  |
|  | 1. International | 30 Per Event |  |
|  | 1. National | 20 Per Event |  |
|  | 1. Regional | 10 Per Event |  |
|  | 1. State | 05 Per Event |  |
|  | 1. PAC / PAMC meetings of UGC / CSIR / DST / MoES / DBT / MoEF / ICSSR / ICHR / DoE etc | 10 Per Meetings |  |
| 21.8 | **Award / Honours / Recognitions** |  |  |
|  | 1. International Level | 30 Per Award |  |
|  | 1. National Level | 25 Per Award |  |
|  | 1. State Level | 15 Per Award |  |
| 21.9 | **Peer Reviewing of Papers / Project Proposal / Evaluation of Project Completion Report** | | |
|  | 1. For Refereed Journals | 07 Per Paper |  |
|  | 1. For Non-refereed but recognized and reputable journals and periodicals, having ISBN / ISSN numbers | 04 Per Paper |  |
|  | 1. Conference Proceedings as full paper | 03 Per Paper |  |
|  | 1. Evaluation of Project Completion Report | 10 Per Report for Major Project  05 Per Report for Minor Project |  |
|  | 1. Evaluation of Project Proposals | 05 Per Report for Major Project  03 Per Report for Minor Project |  |

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

**Note: Candidates are required to enclose documentary evidence along with this template**

**Signature**