

**TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY**  
**PERFORMANCE BASED APPRAISAL SYSTEM**  
**CAREER ADVANCEMENT SCHEME (CAS) - 2018**

**Instructions:**

1. The PBAS format should be sent only typewritten in a computer. Hand written PBAS or PBAS in any other format will not be accepted. The **MS-Word file** will be provided on request to [www.tnifu.ac.in](http://www.tnifu.ac.in). The file should not be provided to any other individual who are not employees of TNJFU under any circumstances. It also should not be used for any other purpose other than the present one. All formats are in tables and hence you may add rows in the PBAS format at relevant places while filling up.
2. Guidelines issued by the University should be scrupulously followed while filling up the proforma. Please look for regular updates at [www.tnifu.ac.in](http://www.tnifu.ac.in) in this regard.
3. The particulars provided should be in quantitative terms and supported by evidence.
4. The HoDs and UOs or the officers concerned should carefully scrutinize the data before sending the same to the University. The HoDs/UOs are requested to ensure that data for Category I (4/5/6 year) and Category II (4+5 year) are provided for the mentioned period and for Category III it is only for the **assessment period** as per the Stage to which the candidate is applying. Application with insufficient and false information will be summarily rejected. The incumbent teacher must be **on the roll and in active service** of the University on the date of consideration by the selection committee for promotion.
5. Activities in addition to what has not been mentioned may also be provided in the PBAS proforma under any other. Explain these in quantitative terms.
6. For publications provide only the first page. If you claim as the corresponding author, it should be mentioned clearly in the publications itself. Else, the claim will not be considered.
7. Applicants who were doing Ph.D., under part time may clearly mention that in the format for Category I and II along with USO permitting them to do part time Ph.D. The screening committee shall decide on points with the approval of the University.
8. Applicants who were on maternity leave during above period may also clearly mention that in the format for Category I and II along with leave approval letter. The screening committee shall decide on points with the approval of the University.
9. The period of EOL availed for higher scientific and technical studies including Ph.D., programme by the employees who were permitted after 24.06.2004 shall not be counted as Qualifying Service for the purpose of Career Advancement.
10. Every page of PBAS should be signed by the applicant.
11. The cut-off date for all qualifications and performance indicators shall be **01.09.2018**
12. Completed applications should reach the Registrar, Tamil Nadu Dr. J. Jayalalithaa Fisheries University, Nagapattinam on or before **5:00 PM on 28.09.2018**. Hard copy and CD with all enclosures duly forwarded by Heads and /or University officers concerned should reach Registrar, TNJFU, Nagapattinam within this time frame.
13. Category I, teaching, learning and evaluation related activities; applicants are requested to provide their period of service from the date of eligibility in College/ Centres.

**(A) – GENERAL PARTICULARS**

1.	Name				
2.	Contact details <i>Provide contact address, mobile number and Email id<sup>1</sup>.</i>				
3.	Place (s) of work from the date of entry into the University service				
		Place of work	Controlling UO	From	To
	(1)				
	(2)				
	(3)				
	(4)				
	(5)				
4.	Important Dates				
	Designation	From		To	
	AP (Stage 1)				
	AP (Stage 2)				
	AP (Stage 3)				
	Associate Professor				
	Professor				
	Date of Birth				
	Date of Regularization				
	Date of declaration of probation				
	Date of passing ASRR examination				
5.	Stage to which applying now <sup>2</sup> : <b>2 / 3 / 4 / 5 / 6</b>				
6.	Academic Qualifications <sup>3</sup> :				
	<b>Degree</b>	<b>Year of Passing</b>	<b>Discipline</b>	<b>University</b>	<b>OGPA/Marks</b>
	<b>PDF Area</b>	<b>From</b>	<b>To</b>	<b>University</b>	<b>Remarks</b>
7.	Any other information found relevant by the staff pertaining to any of the above				

<sup>1</sup> Please note the preferred method of communication is email

<sup>2</sup> Encircle the appropriate stage for which you apply

<sup>3</sup> Include UG, PG, PG Diploma, Doctoral and Other degrees. Also include Postdoctoral fellowships, etc.

**(B) CATEGORY I - TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES:**

FOR THOSE WORKING IN COLLEGE (From _____ to _____)							
1.	Courses handled <sup>4</sup>	No.	Course No.	Title	Credit Hours	Total Contact Hours <sup>5</sup>	Hours contributed <sup>6</sup>
		1.					
2.	Seminars <sup>7</sup>	No.	Title of seminar		Date of delivery	No of students attended	
		1.					
3.	Special lectures <sup>8</sup>	No.	Discipline and Course		Duration	No of students benefitted	
		1.					
4	<b>Examination duties</b>	Question paper setting for IE /Final Theory/ABE/CQE/Thesis evaluation etc., of other Universities, invigilator for IE/ABE (both theory and practical), Invigilator for any other exam conducted by the University (like PG entrance examination) – <i>Indicate the number and provide evidence</i> <sup>9</sup>					
5	<b>Others<sup>10, 11</sup></b>	Course materials/Practical manuals, Websites <sup>12</sup> prepared (Indicate Numbers) E - learning modules <sup>13</sup> Innovative teaching aid (like a CBL software) or research / extension support system not coming under any of the above <sup>14</sup>					

<sup>4</sup> A score of 40 shall be allotted for being course teacher for a UG/PG course for a semester. If he/she has been a teacher for theory or practical alone 50% of the points allotted shall be provided. For interdepartmental courses percentage of classes shall decide the points. For being course coordinator 5 points shall be provided.

<sup>5</sup> For one hour of theory contact hour is one; for one hour of practical contact hour in two; farm training one hour is three contact hours

<sup>6</sup> Percentage contributed (contact hours) = (No. of contact hours contributed / Total number of contact hours) \* 100

<sup>7</sup> Seminars delivered for the benefit of students (Should have been organized with the concurrence of UO). A circular supporting this should be enclosed. A score of 20 points shall be provided.

<sup>8</sup> Any affirmative action provided by the staff in the course they are handling toward improvement of perception level of students. A score of 20 points shall be provided. Proof to be provided. E.g. Exposure to a particular technique, etc.

<sup>9</sup> A score of 5 points shall be provided for every activity pertaining to IE/Final theory / practical examination/ TNJFU Entrance examination. A score of 10 points shall be provided for ABE/question paper setting-PG/CQE/Viva-voce-PG pertaining to other universities. A score of 20 and 30 points shall be provided for evaluating Masters and doctoral thesis respectively

<sup>10</sup> Other activity worth mentioning by the staff may be provided here. However, it should not be subjective but should be objective and in quantifiable terms. Activities not mentioned here may also be included by staff.

<sup>11</sup> 25 points shall be allotted for every course material/practical manual. If there is more than one author, they share the points equally

<sup>12</sup> 50 points shall be allotted for developing and continuously maintaining a website for a particular course. The co-developer shall be provided 30 points.

<sup>13</sup> 50 points shall be allotted for developing contents for e-course. The co-developer shall be provided 30 points.

<sup>14</sup> 50 points shall be allotted for developing a CBL software for teaching/research/extension. If there is more than one author, they share the points equally.

**(B) CATEGORY I -TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES:**

FOR THOSE WORKING AT IFTs /FTRC /FREC (From _____ to _____)							
1.	Courses handled <sup>15</sup>	No.	Course No.	Title	Credit Hours	Total Contact Hours <sup>16</sup>	Hours contributed
		1.					
2.	Seminars <sup>17</sup>	No.	Title of seminar		Date of delivery	No of students attended	
		1.					
3.	Special lectures <sup>18</sup>	No.	Discipline and Course		Duration	No of students benefitted	
		1.					
		2.					
4.	Field visits		Farm output <sup>19</sup> / Strength <sup>20</sup>		Total No.	% contribution	
		1.					
		2.					
			Nature of Infrastructure <sup>21</sup>		Total	% Contribution	
		1.					
5.	Any other Activities <sup>22</sup>	SOPs prepared, pamphlets, booklets or any other research or extension material <sup>23</sup> (other than research papers, popular articles and papers presented in seminars), E-learning modules, Innovative teaching aid (like a CBL software) or research / extension support system not coming under any of the above <sup>24</sup>					
		Farm radio schools, Radio talks, TV talks <sup>25</sup>					
		Mass contact programme participated					
		Awareness / training programmes for end users					

<sup>15</sup> Indicate the course in which instruction is provided. Calculate proportionate load. A score of 40 shall be allotted for being course teacher for a UG/PG course for a semester. If he/she has been a teacher for theory or practical alone 50% of the points allotted shall be provided. For interdepartmental courses percentage of classes shall decide the points. For being course coordinator 5 points shall be provided.

<sup>16</sup> For one hour of theory contact hour is one; for one hour of practical contact hour in two; for farm training one hour is three contact hours

<sup>17</sup> Seminars delivered for the benefit of students (Should have been organized with the concurrence of UO). Do not include meetings, where you provided assistance. This may be mentioned in any other. A circular supporting this should be enclosed. A score of 20 points shall be provided.

<sup>18</sup> Any affirmative action provided by the staff toward improvement of perception level of students. You may include special training provided to students in imparting skills to handle equipments. A score of 20 points shall be provided. Proof to be provided

<sup>19</sup> Mention the nature of output in quantifiable terms. The screening committee shall decide points with the approval of university.

<sup>20</sup> Refers to number of fish farmers / fishermen guided. The screening committee shall decide points with the approval of university

<sup>21</sup> Includes farm buildings, automation equipments or any other but should be quantifiable terms like Sq.M. No. of new machinery purchase, etc. The screening committee shall decide points with the approval of university

<sup>22</sup> Any other activity worth mentioning by the staff may be provided here. However, it should not be subjective but should be objective and in quantifiable terms.

<sup>23</sup> A score of 5 points may be provided for every activity

<sup>24</sup> Please refer **For those working in college** for points

<sup>25</sup> A score of 20 points may be provided for farm radio school, radio talks, and TV talks. For mass contact programme participated and for awareness / training programme for end users 2 points may be provided.

**(B) CATEGORY I- TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

FOR THOSE WORKING AS UNIVERSITY OFFICERS (From _____ to _____)					
1.	<b>Developmental activities initiated<sup>26</sup></b>	No.	<b>Nature of the activity</b>	<b>Output in quantifiable terms</b>	<b>% contribution</b>
		1.			
		2.			
		3.			
		4.			
2	<b>Reforms introduced<sup>27</sup></b>	No.	<b>Nature of the reform</b>	<b>Output in quantifiable terms</b>	<b>% contribution</b>
		1.			
		2.			
		3.			
		4.			
3	<b>Any other<sup>28</sup></b>	No.	<b>Nature of the activity</b>	<b>Output in quantifiable terms</b>	<b>% contribution</b>
		1.			
		2.			
		3.			
		4.			

<sup>26</sup> The developmental activities should be towards institution building only like – No. of projects obtained for the University, Increase in farm outputs, trainings organized, increase in budget outlay, infrastructure improvement, reforms initiated, patents encouraged, innovative teaching and evaluation methods introduced, guest lectures delivered to PG students, etc. These should be explained in quantifiable terms in comparison to previous year. The screening committee shall decide points with the approval of university.

<sup>27</sup> A new activity, which was never done previously and its output/benefits in quantifiable terms such as new courses introduced, new ideas for fund mobilization and research support, new ideas for motivation of staff etc. What is mentioned here should not be mentioned in the earlier point. The screening committee shall decide points with the approval of university.

<sup>28</sup> Any other activity worth mentioning by the UO may be provided here. However, it should not be subjective but should be objective and in quantifiable terms. The screening committee shall decide points with the approval of university.

**(B) CATEGORY II CO-CURRICULAR AND PROFESSION RELATED ACTIVITIES**  
**(For those working in College/ FTRC/FREC/IFTs)**

S.No.	Nature of activity
1	<p>Student related co-curricular, extension and field based activities (such as NSS Officers, Warden, Deputy warden, Coordinators, Counsellors, Vice President of Student Club, ETC Coordinator, Library Officer, Security Officer in-charge, Campus Development Officer in-charge, Cafeteria in-charge, Vehicle Officer, Editor of University Publications, Website Developer, Website Administrator, Sports Secretary, faculty associated with the co-curricular activities, study circle, or such other items and approved by the University from time to time.<sup>29</sup></p> <p><b>For staff working in Research and extension stations and farms : Not applicable</b></p>
2	<p>Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.<sup>30</sup></p>
3	<p>Professional Development activities (such as participation in seminars, conferences, talks and lectures, membership of associations, dissemination and general articles, not covered in I and III<sup>31</sup></p>
4	<p>Personal file ratings (for the last year)<sup>32</sup></p>

*Staff should submit a write up for the above three points. The write up should clearly specify their role in above points with supportive documents.*

<sup>29</sup> A score of 15 points shall be provided for every activity mentioned here.

<sup>30</sup> A score of 10 points shall be provided for member of University level committees, 15 for National level and 20 for International level may be provided.

<sup>31</sup> A score of 5 points shall be provided for every activity here. Do not include seminars in which papers have presented (oral/abstract) here.

<sup>32</sup> 10 Points for Excellent; 8 for Very Good, 6 for Good, 4 for Satisfactory

**(B) CATEGORY III – RESEARCH, EXTENSION AND ACADEMIC CONTRIBUTIONS**

<b>S No.</b>	<b>Category</b>	<b>Nature of contribution</b>	<b>Number</b>
a	<b>Research papers</b>	Refereed Journals	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	
b 1	<b>Books / Chapters</b>	Text or Reference Books Published by International Publishers (Established peer review system is optional)	
		Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	
		Text or Reference Books by Other local (State level) publishers with ISBN/ISSN numbers.	
		Chapters contributed to edited knowledge based volumes published by International Publishers	
		Chapters in knowledge based volumes by National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	
b 2	<b>Popular articles</b>	Published in a Newspaper / professional magazines	
b 3	<b>Pamphlets</b>	Published for farmers. Indicate the number published	
b 4	<b>Exhibitions conducted</b>	Indicate the number, your role, target group and approximate number of attendees	
b 5	<b>Assets created for the University</b>	Indicate the land purchased, buildings constructed and such other activity. Mention the value of the asset	
b 6	<b>Name of the Seminar / Workshop / Training organized</b>	Indicate whether it is international, national, state or university level. Also mention your role in the conduct as Organizing Secretary, Chairman of a committee etc.	
b 7	<b>Extension achievements</b>	List the number of on farm trials conducted, farmer interaction groups organized inter institutional HRD programmes conducted, On campus and off campus trainings (with USO)	
C	<b>i) Research Projects (obtained / ongoing)</b>	Major Projects amount mobilized with grants above 100.0 lakhs	
		Major Projects amount mobilized with grants between 60 Lakhs and 100 Lakhs	

S No.	Category	Nature of contribution	Number
		Major Projects amount mobilized with grants between 30 Lakhs and 60 Lakhs	
		Major projects amount mobilized with grants between 15 Lakhs and 30 Lakhs	
		Minor Projects (Amount mobilized with grants above Rs. 5.00 Lakh up to Rs. 15 lakh)	
		Minor Projects (Amount mobilized with grants upto 5.00 Lakhs)	
	<b>ii) Consultancy project (obtained /ongoing)</b>	Amount mobilized with a minimum of Rs. 10 lakhs	
	<b>iii) Completed projects (After evaluation)</b>	Completed project Report (Acceptance from funding agency)	
	<b>iv) Projects Outcome / Outputs</b>	Patent / Technology transfer / Product / Process / Package of practice	
d	<b>Research guidance (only completed degrees)</b>	M.F.Sc / Any other Masters degree identified by TNJFU from time to time	
		Ph.D	
		M.Phil / PG Diploma programmes	
e	<b>i) Training programmes / Refresher courses / Summer, Winter Schools / Workshops / Faculty Development Programmes / Skill development Programmes (Participation only)</b>	Minimum of two weeks duration	
		Less than two weeks and more than one week	
		Up to one week	
	<b>ii) Papers presented in seminar / conference / workshops<sup>33</sup></b>	Both posters and oral presentation	
		International	10 ( Seminar / Proceedings)   Guest Lectures
		National	
		State / Regional	
		University	
	<b>iii) Invited papers / Lead</b>	International	

<sup>33</sup> If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication [III (A)] and not under presentation [III (E) (ii)].



S No.	Category	Nature of contribution	Number
	papers	National	
f	Any other	Awards International – National – University – Professional Associations – Any other -	

**III a) Format for research publications:**

Sl. No	Title of the paper	Authors	NAAS Rating <sup>34</sup>	Your position FA/CA/OT <sup>35</sup>

**III b1) Format for books**

Sl. No	Title of the book / Chapter in the book	Nature of book <sup>36</sup>	Authors	Publishers <sup>37</sup>	ISBN / ISSN No.	Your position FA/OT

**III b2) Format for popular articles**

Sl. No	Title of the paper	Authors	Source of publication	Your position FA/OT

<sup>34</sup> Follow NAAS Ratings effective from 1.1.2013 irrespective of the year of publication. For non-NAAS rated journals provide impact factor as provided in the website of the Journal

<sup>35</sup> FA – First author; CA – Corresponding author; OT – Other author

<sup>36</sup> Text Book or Knowledge based book

<sup>37</sup> Also mention whether the publishers are International or National

**Format for papers presented**

<b>Sl. No</b>	<b>Title of the paper</b>	<b>Authors</b>	<b>International National / State / University</b>	<b>Your position FA/OT</b>

**List of enclosures<sup>38</sup>**

<b>No.</b>	<b>Type of enclosure</b>	<b>Proof for which category<sup>39</sup></b>	<b>Page No.<sup>40</sup></b>	<b>Remarks</b>

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<sup>38</sup> Keep all enclosures at the end of PBAS

<sup>39</sup> Mention Category I, II or III

<sup>40</sup> Provide running Page No. starting from the last page of the PBAS

# Mandatory Certificates to be provided

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## **By the Applicant:**

*I solemnly and sincerely affirm that all information furnished in the PBAS application is true to the best of my knowledge and belief. Should there be any false/wrong information having furnished that may come to light in the due course, I bind myself to such actions as initiated by the University. I understand that I am liable for criminal prosecution and the University has the right to cancel my candidature. I shall also agree to bring all the originals at the time of interview for verification or to the selection / screening committee. I shall also agree to provide clarifications to all the queries raised by the selection / screening committee during the process.*

Date:

Signature with Seal

## **By the HoD:**

*Certified that all the information provided by the candidate has been verified with Service Register of the applicant and found correct to the best of my knowledge. He/she has got necessary service to be eligible for elevation to the stage to which he/she is applying now.*

Date:

Signature with Seal

## **By the UO:**

*The application of \_\_\_\_\_ for elevation to the Stage \_\_\_\_\_ is transmitted here with all enclosures.*

Date:

Signature with Seal

## ACADEMIC PERFORMANCE INDICATORS RESEARCH, EXTENSION AND ACADEMIC CONTRIBUTIONS

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of recruitment. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	Category	Nature of contribution	Maximum Points
a	Research papers <sup>41, 42</sup>	Refereed Journals	25/publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication
b 1	Books / Chapters	Text or Reference Books Published by International Publishers (Established peer review system is optional)	50 /sole author; 10 /chapter in an edited book
		Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author; 5 /chapter in an edited book
		Text or Reference Books by Other local (State level) publishers with ISBN/ISSN numbers.	15 /sole author; 03 /chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 /Chapter
b 2	Popular articles	Published in a Newspaper / professional magazines	3/publication
b 3	Pamphlets	Published for farmers. Indicate the number published	3/publication
b 4	Exhibitions conducted	Indicate the number, your role, target group and approximate number of attendees	30 – State /Regional Level as organizing secretary 5 - State /Regional Level as Chairman or member of a

<sup>41</sup> Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: papers with NAAS ratings - Less than 4.0 = 5 Points; 4.1 to 4.9 = 10 Points; 5.0 to 5.9 = 15 Points; 6.0 to 6.9 = 20 Points; 7.0 and above = 25 Points; Points for publications not rated by NAAS shall be based on impact factors and other criteria as decided by screening committee with the approval of the University

<sup>42</sup> Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors. If there is only one person under other author category, the distribution of marks between the above two category shall be 80% and 20%. **This applies to popular articles also.**

S No.	Category	Nature of contribution	Maximum Points
			committee 5 – For other type of exhibitions irrespective of role
b 5	<b>Assets created for the University</b>	Indicate the land purchased, buildings constructed and such other activity. Mention the value of the asset	30 - More than Rs. 25.00 Lakhs 20 – 10 Lakhs to 25 Lakhs 10 - <10 Lakhs
b 6	<b>Name of the Seminar / Workshop / Training organized</b>	Indicate whether it is international, national, state or university level. Also mention your role in the conduct as Organizing Secretary, Chairman of a committee etc.	<b>International</b> 30 – for being organizing secretary 10 – for being Chairman or member of a committee <b>National</b> 20 – for being organizing secretary 5 – for being Chairman or member of a committee <b>State / University</b> 5 –Irrespective of role
b 7	<b>Extension achievements</b>	List the number of on farm trials conducted, farmer interaction groups organized inter institutional HRD programmes conducted, On campus and off campus trainings (with USO)	For every activity 20 – for being organizing secretary 10 – for being Chairman or member of a committee
c	<b>i) Research Projects (obtained / ongoing)</b>	Major Projects amount mobilized with grants above 100.0 lakhs	50 /each Project (for Principal Investigator) 40 / each project (for Co-principal investigators). The points shall be shared equally by the Co-PIs
		Major Projects amount mobilized with grants between 60 Lakhs and 100 Lakhs	40 /each Project (for Principal Investigator) 20 / each project (for Co-principal investigators). The points shall be shared equally by the Co-PIs
		Major Projects amount mobilized with grants between 30 Lakhs and 60 Lakhs	30 /each Project (for Principal Investigator) 20 / each project (for Co-principal investigators). The points shall be shared equally by the Co-PIs
		Major projects amount mobilized with grants between 15 Lakhs and 30 Lakhs	25 /each Project (for Principal Investigator) 15 / each project (for Co-principal investigators). The points shall be shared equally by the Co-PIs
		Minor Projects (Amount mobilized with grants above Rs. 5.00 Lakh up to Rs. 15 lakh)	20 /each Project (for Principal Investigator) 10 / each project (for Co-principal investigators). The points shall be shared equally by the Co-PIs

S No.	Category	Nature of contribution	Maximum Points
		Minor Projects (Amount mobilized with grants upto 5.00 Lakhs)	5 /each Project (for Principal Investigator) - >0.5Lakhs 3 / each project (for Co-principal investigators) >0.5Lakhs 2 for projects less than 0.5 lakh irrespective of the role
	<b>ii) Consultancy project (obtained /ongoing)</b>	Amount mobilized with a minimum of Rs. 10 lakhs	10 /each Project (for Principal Investigator) 05 / each project (for Co-principal investigators)
	<b>iii) Completed projects (After evaluation)</b>	Completed project Report (Acceptance from funding agency)	<b>For Principal Investigator:</b> 20 /each major project and 10 / each minor project <b>For Co-Principal Investigators:</b> 10 /each major project and 05 / each minor project
	<b>iv) Projects Outcome / Outputs</b>	Patent / Technology transfer / Product / Process / Package of practice	30 / each national level output or patent /50 /each for International Level
d	<b>Research guidance (only completed degrees)</b>	M.F.Sc / Any other Masters degree identified by TNJFU from time to time	30 / each candidate (degree awarded only) For membership in advisory committee 10/each candidate (degree awarded only)
		Ph.D.	50 / each candidate (degree awarded) 25/ each candidate (for submitted) For membership in advisory committee 15/each candidate (degree awarded only) 5/each candidate (for submitted)
		M.Phil / PG Diploma programmes	10 /each candidate (degree awarded only) For membership in advisory committee 5/each candidate (degree awarded only)
e	<b>i) Training programmes / Refresher courses / Summer, Winter Schools / Workshops / Faculty Development Programmes / Skill development Programmes (Participation only)</b>	Minimum of two weeks duration	20 / each
		Less than two weeks and more than one week	10 / each
		Up to one week	5 / each
			For Higher grade professor alone. 20 / each The training should have been only after becoming Professor.

S No.	Category	Nature of contribution	Maximum Points
	<b>ii) Papers presented in seminar / conference / workshops<sup>43</sup></b>	Both posters and oral presentation	
		International	6 for first author and 2 for subsequent authors
		National	4 for first author and 1 for subsequent authors
		State / Regional	2 for first authors and 1 for subsequent authors
		University	2 for first authors and 1 for subsequent authors
	<b>iii) Invited papers / Lead papers</b>	International	<b>Invited paper</b> 10 for the first author. No marks for subsequent authors <b>Lead paper</b> 10 for the first author and 5 for subsequent authors
f	<b>Any other<sup>44,45</sup></b>	International	50 Points
		National and University	30 Points
		Professional Associations and any other	20 Points

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<sup>43</sup> If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii)).

<sup>44</sup> Any other, which the applicant may find relevant, may be mentioned here. The points for the same shall be decided by the scrutinizing / screening committee

<sup>45</sup> Awardees will share points if it is a team award

**Table - 1**

**3.1.4 - MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN THE UNIVERSITY**

<u>Sl.No</u>	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	<b>Assistant Professor/ equivalent cadres from Stage 1 to Stage 2</b>	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil/P.G Degree in Professional Courses or six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses.	(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II of Appendix I A.  ii) One Orientation <sup>#</sup> and one Refresher/Research Methodology Course/Summer / Winter school of 2 to 3 weeks duration.  iii) Screening cum Verification process for recommending promotion.(Appendix IA )
2.	<b>Assistant Professor/ equivalent cadres from Stage 2 to Stage 3</b>	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II of Appendix I A.  ii) One course / programme from among the categories of refresher courses, methodology workshops, Summer/Winter school, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2 to 3 week duration after reaching stage 2.  iii) Screening cum Verification process for recommending promotion.(Appendix IA )

# Not applicable for those who are recruited before 2009-2010.



<u>Sl.No</u>	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
3.	<b>Assistant Professor (Stage 3) to Associate Professor (Stage 4)</b>	Assistant Professors with three years of completed service in Stage 3	<ul style="list-style-type: none"> <li>i. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II of Appendix I A.</li> <li>ii. At least three publications in the entire period as Assistant Professor (twelve years).</li> <li>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 after reaching stage 3.</li> <li>iv. A Selection Committee process as stipulated in the regulation and in Appendix I A.</li> </ul>
4.	<b>Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)</b>	Associate Professor with three years of completed service in Stage 4.	<ul style="list-style-type: none"> <li>i. Minimum yearly/cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II of Appendix I A. Teachers may combine two assessment periods (in Stages 2 and 3 ) to achieve minimum API scores, if required.</li> <li>ii. A minimum of five publications since the period that the teacher is placed in Stage 3.</li> <li>iii. A Selection Committee process as stipulated in the regulation and in Appendix I A.</li> </ul>
5.	<b>Professor (Stage 5) to Professor (Stage 6).</b>	Professor with ten years of completed service (Universities only)	<ul style="list-style-type: none"> <li>i. Minimum yearly / cumulative API scores for the assessment period as per the norms provided in Table II of Appendix I A.</li> <li>ii. Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards/ honours/ recognitions/ patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt, LLB., etc.</li> <li>iii. A review process by an Expert Committee as stipulated in the regulations and in Appendix I A.</li> </ul>

\* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

**Table - 2**

**MINIMUM ACADEMIC PERFORMANCE INDICATORS FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)**

<b>S No</b>		<b>Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)</b>	<b>Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)</b>	<b>Professor (Stage 5) to Professor (Stage 6)</b>
<b>1</b>	I Teaching-learning, Evaluation Related Activities ( Category I)	75/Year	75/Year	75/Year	75/Year	75/Year
<b>2</b>	II Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year`
<b>3</b>	III Minimum total average annual Score under Category I and II	100/Year	100/Year	100/Year	100/Year	100/Year
<b>4</b>	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)	50/Year (500/assessment period)
<b>5</b>	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
<b>6</b>	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	50% - Research. 50 % - Performance evaluation and other credential by referral procedure

**Table - 3**  
**Scores for Academic Performance Indicators –**  
**Stage 3 to 4 & Stage 4 to 5**

No.	Activity	Marks allotted
<b>I. Research performance based on API scores and quality of publications</b>		
	<p>As per PBAS (Category III)</p> <p>Prorate system to be applied  For State 5</p> <ol style="list-style-type: none"> <li>1. Minimum points to be secured-120 (in assessment Period i.e. 36 months)</li> <li>2. Maximum will be set at 400 points (in assessment Period i.e. 36 months)</li> <li>3. The points secured by candidates will be normalized To 36 months by applying the following formula ( {[points secured / Service after Stage 4 in months]*36}</li> <li>4. A minimum of 10 marks will be provided for securing 120 points (normalized)</li> <li>5. The remaining 40 marks will be provided by applying the following formula ( {[Normalized points-120]*[40/280]}+10)</li> <li>6. Marks above 50 will be rounded to 50</li> </ol> <p>For Stage 4</p> <ol style="list-style-type: none"> <li>1. Minimum points to be secured – 90 (in assessment period i.e. 36 months)</li> <li>2. Maximum will be set at 220 points (in assessment period i.e. 36 months)</li> <li>3. The points secured by candidates will be normalized to 36 months by applying the following formula ( {[Points secured / Service after Stage 3 in months]*36}</li> <li>4. A minimum of 10 marks will be provided for securing 90 points (normalized)</li> <li>5. The remaining 20 marks will be provided by applying the following formula ( {[Normalized points-120]*[20/130]}+10)</li> <li>6. Marks above 30 will be rounded to 30</li> </ol>	<p>30 or 50 (as per stage)</p>
<b>II. Assessment of domain knowledge and teaching skill</b>		
	<p>As per PBAS Category I and II</p> <p>Formula for conversion of points to marks</p>	<p>30 or 50 (as per stage)</p>

No.	Activity	Marks allotted
	<p>For Stage 4 &amp; 5 Prorate system to be applied</p> <ol style="list-style-type: none"> <li>1. Minimum points to be secured - 100 (Minimum 75 in Category I and 15 in Category II (for one year). Marks will be adjusted if the period less than one year.</li> <li>2. Maximum will be set at 175 points (for one year).</li> <li>3. A minimum of 10 marks will be provided for securing 100 points (normalized)</li> <li>4. The remaining 20 marks will be provided by applying the following formula for Stage 5 (<math>\{[Points\ secured\ in\ a\ year - 100] * [20/75]\} + 10</math>)</li> <li>5. The remaining 40 marks will be provided by applying the following formula for Stage 4 (<math>\{[Points\ secured\ in\ a\ year - 100] * [40/75]\} + 10</math>)</li> <li>6. Marks above 30 or 50 will be rounded to 30 or 50 accordingly.</li> <li>7. Marks for Category I and II will be calculated for every Year and average will be taken.</li> </ol> <p>As per Category I and II</p>	
<b>III. Interview Performance</b>		
	Performance at interview	20
	<b>TOTAL</b>	100

**Table - 4**  
**Scores for Academic Performance Indicators –**  
**Stage 5 to 6**

No.	Activity	Marks allotted
<b>I. Research performance based on API scores and quality of publications</b>		
	<p>For Category III</p> <ol style="list-style-type: none"> <li>1. Minimum points to be secured-500 (in assessment Period i.e. 120 months)</li> <li>2. Maximum will be set at 1500 points (in assessment Period i.e. 120 months)</li> <li>3. The points secured by candidates will be normalized to 120 months by applying the following formula ( <math>\{[\text{Points secured} / \text{Service after Stage 5 in months}] * 120\}</math>)</li> <li>4. A minimum of 10 marks will be provided for securing 500 points (normalized)</li> <li>5. The remaining 30 marks will be provided by applying the following formula (<math>\{[\text{Normalized points}-500] * [30/1000]\} + 10</math>)</li> <li>6. Marks above 40 will be rounded to 40</li> </ol> <p>For Category I and II</p> <ol style="list-style-type: none"> <li>1. Minimum points to be secured - 100 (Minimum 75 in Category I and 15 in Category II) (for one year). Marks will be adjusted if the period less than one year.</li> <li>2. Maximum will be set at 175 points (for one year).</li> <li>3. A minimum of 5 marks will be provided for securing 100 points (normalized)</li> <li>4. The remaining 5 marks will be provided by applying the following formula (<math>\{[\text{Points secured in a year} - 100] * [5/75]\} + 10</math>)</li> <li>5. The remaining 40 marks will be provided by applying the following formula for Stage 4 (<math>\{[\text{Points secured in a year} - 100] * [40/75]\} + 10</math>)</li> <li>6. Marks above 10 will be rounded to 10.</li> <li>7. Marks for Category I and Category II will be calculated for every Year and average will be taken.</li> </ol>	50
<b>II. Expert Evaluation (Performance evaluation and other credentials)</b>		
	Expert Assessment	50
	<b>TOTAL</b>	100