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| **G:\Approved-Logo.jpg** | **TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY**  **CAREER ADVANCEMENT SCHEME (CAS) - 2024** |

Passport size Photo

**APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS**

**Application for promotion to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Academic Level: \_\_\_ )**

|  |  |
| --- | --- |
| **Career Advancement Scheme:** | **Pre-Revised (PBAS)** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Name | | |  | | | | |
| 2. | Contact details  *Provide contact address, mobile number and email id1.* | | |  | | | | |
| 3. | Place (s) of working | | |  | | | | |
|  | |  | **Place of work** | **Controlling UO** | | **From** | | **To** |
| (1) |  |  | |  | |  |
| (2) |  |  | |  | |  |
| (3) |  |  | |  | |  |
| 4. | Important Dates | | | |  | | | |
|  | **Designation** | | | | **From** | | **To** | |
|  | Assistant Professor (Academic Level 10) | | | |  | |  | |
|  | Assistant Professor (Academic Level 11) | | | |  | |  | |
|  | Assistant Professor (Academic Level 12) | | | |  | |  | |
|  | Associate Professor (Academic Level 13A) | | | |  | |  | |
|  | Date of Birth | | | |  | | | |
|  | Date of Regularization | | | |  | | | |
|  | Date of declaration of probation | | | |  | | | |
|  | Assessment Period | | | | **From:\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_** | | | |
|  | Date of eligibility for promotion | | | |  | | | |
|  | Date of passing ASRR examination# | | | |  | | | |
|  | How many times have you applied for CAS for the same academic level? Mention year and month | | | |  | | | |
| 5. | Academic Level to which applying now2: **11 / 12 / 13A / 14** | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6. | Academic Qualifications3#: | | | | | | | |
|  | |  |  |  | |  | |
| **Degree** | | **Subject** | **University Name / Place** | **Duration** | | **Year of Pass** | **Class OGPA** |
| **From** | **To** |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
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|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |

7. Employment Record in TNJFU **(For the assessment period only\*)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Station / Centre (Place of work with full address)** | | **Designation / Post held** | **Scale of Pay** | Period | | TotalPeriod | | |
| **From** | **To** | **(6)** | | |
| **(1)** | | **(2)** | **(3)** | **(4)** | **(5)** | **Y** | **M** | **D** |
|  | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
|  | | | | | | **Y** | **M** | **D** |
| 1. | Total Period | | | | |  |  |  |
| 2. | Period not qualified for purpose of increment | | | | |  |  |  |
| 3. | Net period (1-2) | | | | |  |  |  |

8. Employment Record outside TNJFU **(For the assessment period only\***#**)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization & Name of Employer** | | | **Govt. or Quasi Govt.** | **Post held** | **Scale of pay** | **Period** | | **Total period** | | | **Nature of duties** | | **Date and Reasons for leaving** | |
| **From** | **To** |
| **(1)** | | | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | | | **(8)** | | **(9)** | |
| Y | M | D |
|  | | |  |  |  |  |  |  |  |  |  | |  | |
|  | | |  |  |  |  |  |  |  |  |  | |  | |
|  | | | | | | | | | | | **Y** | **M** | | **D** |
| 1. | | Total Period | | | | | | | | |  |  | |  |
| 2. | | Period not qualified for purpose of increment | | | | | | | | |  |  | |  |
| 3. | | Net period (1-2) | | | | | | | | |  |  | |  |
| 9. | Extraordinary leave on Loss of pay (**attach the University order & relevant SR Page**) | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.  No | Place of work | From  D-M-Y | To  D-M-Y | ( Y -M –D ) |
| i. |  |  |  |  |
| ii. |  |  |  |  |
| (B) Total | | | |  |

10. Any information for earlier application to the current stage in PBAS: Yes / No

If ‘Yes’ provide the details

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Stage** | **Year of application** | **Not Promoted / Not applied** |
|  |  |  |  |

|  |  |
| --- | --- |
| 11. | Any other information found relevant by the staff pertaining to any of the above |

\* 4/5/6 years in case of Academic Level 11 / 5 years in case of Academic Level 12 and 3 years in case of Academic Level 13A & Academic Level 14

# Proof should be enclosed

Please note the preferred method of communication is email

2Encircle the appropriate stage

3Include UG, PG, PG Diploma, Doctoral and Other degrees. Also include Postdoctoral fellowships here.

**CERTIFICATE**

I certify that the information provided is correct to the best of my knowledge and belief.

**Place: Signature of the Faculty**

**Date:**

****

**TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY**

**CAREER ADVANCEMENT SCHEME (CAS) – 2024 (Teaching)**

**INSTRUCTIONS**

1. The Faculty applying for the promotion under the Career Advancement Scheme (CAS) shall opt for the Performance Based Appraisal System (PBAS) in the Pre-revised Rules. However PBAS in the Pre-revised Rules is applicable only up to 31.12.2024. Only the concerned Application, Checklist and PBAS format with all enclosures should be submitted
2. The PBAS format (in MS Word available on the TNJFU website) should be sent only typewritten on a computer. Hand-written PBAS in any other format will not be accepted. The file should not be provided to any other individual who is not an employee of TNJFU under any circumstances. It also should not be used for any other purpose other than the present one. All formats are generally in tables and hence you may add/delete rows in the PBAS format at relevant places while filling up.
3. Guidelines issued by the University should be scrupulously followed while filling up the proforma. Please look for regular updates at [www.tnjfu.ac.in](http://www.tnjfu.ac.in) in this regard. The particulars provided should be precise and supported by evidence.
4. **Academic/Research Score for teachers in the University need to be prepared only for the promotion to Associate Professor and Professor (for the entire service period) while opting for ARS-ACM in the revised Rules.**
5. For publications, provide only the first page. If you claim as the corresponding author (Guide), the certificate page of the thesis should be enclosed as proof. Otherwise, the claim will not be considered.
6. Activities in addition to what has been mentioned may also be provided in the PBAS proforma (in the Pre-revised Rules only) under any other information. Indicate these in quantitative terms**.**
7. Enclosures appended should be page-numbered and indicated wherever required in the Application as well as in the PBAS. Every page of PBAS should be signed by the applicant.
8. The applicants are informed to ensure that data provided are only for the assessment period (year-wise, where ever applicable) as per the Academic Level to which he/she is applying (*For eg. a candidate, who joined the University on 15.02.2014 and applying for promotion to Academic Level 11, the period for assessment year-1 shall be 15.02.2014 – 14.02.2015, assessment year-2 shall be 15.02.2015 – 14.02.2016 and so on*). *In the event of delayed fulfilling of mandatory requirements, the applicant should furnish the data up to the date of fulfilling all the requirements (i.e. up to the extended assessment period).* **However,** **for Levels 13A and 14, the data should be provided for the entire service period (until the assessment period).**
9. The HoDs and UOs or the officers concerned should carefully scrutinize the data before sending the same to the University. Applications with insufficient 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 for promotion.
10. Applicants who were doing PhD under part-time / on deputation during the assessment period may mention the same along with USO permitting them to do part-time Ph.D. The screening committee shall decide on the assessment during the period with the approval of the University.
11. Applicants who were on maternity leave during the assessment period may also clearly mention the same along with a leave approval letter. The screening committee shall decide on the assessment during the period with the approval of the University.
12. 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 Career Advancement.
13. The cut-off date for all qualifications and performance indicators shall be **\_\_\_\_\_\_\_\_\_\_\_**.
14. The last date for sending completed application along with all necessary enclosures shall be on or before **\_\_\_\_\_\_\_\_\_\_\_**. Hard copy and CD of the filled-in Application, Checklist and PBAS format with all enclosures duly forwarded by Heads and / or University officers concerned should reach the Registrar within this time frame.
15. Applicants not promoted/eligible and not applied in the earlier assessments should send their Application from the eligible date of assessment till the cut-off date.
16. Faculty with Ph.D. in the relevant discipline should enclose the University Order for the PhD equivalence along with the application, wherever required.
17. Other stipulations as mentioned in the ASRR of TNJFU shall apply.
18. For any further clarifications/questions, contact the Registrar, TNJFU, Nagapattinam ([registrar@tnfu.ac.in](mailto:registrar@tnfu.ac.in)).

|  |  |
| --- | --- |
| **TNJFU logo Final** | **TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY**  **CAREER ADVANCEMENT SCHEME (CAS)** |

**PERFORMANCE BASED APPRAISAL SYSTEMS (PBAS)**

**CATEGORY** I **- TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**Year 1** (From DD/MM/YY to DD/MM/YY)

1. **Teaching / Administration / Duties**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Lectures / Practicals (UG, PG, PhD & other courses) |  |
| 2 | Seminars Presented for the benefit of students |  |
| 3 | Administration of Colleges / Directorates / Units / Stations / Schemes / Externally Aided Projects |  |
| 4 | Duties in Colleges / Directorates / Units / Research stations / Schemes/EAPs/ Offices of college and university/ Distance Education cell/ UPD / Labs/ Educational Cell / Educational Technology Cell |  |
| 5 | Internship Supervision |  |
| 6 | Specific departmental activities like, water quality analysis, technical advices to farmers, collection of materials/ samples for practical classes, Feed preparation, ELP, ITP, Students visit to centres, Students Internship, etc. |  |
| 7 | Other similar/ special additional duties [MOOC course development, distribution of seeds, No. of farmers engaged, Stock enhancement, Stockman ship, monitoring feeding, monitoring, breeding, any other management activity, field visits, lectures in training programmes/ awareness training/ awareness campaign/Farmers Field School, EDP for farmers, Farm school, exhibitions, video lessons/ extension functionary training, etc.] |  |
|  | **Total** |  |
|  | **Maximum admissible: 75 points** |  |

**B. Teaching in Excess of UGC norms**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Lectures or teaching in other Universities/ Institutes |  |
| 2 | Developing /assisting experiential learning programmes |  |
| 3 | Consultancies for academic activities in other Universities/Colleges |  |
| 4 | Academic advice |  |
| 5 | Non credit courses and other academic duties |  |
|  | **Total** |  |
|  | **Maximum admissible: 15 points** |  |

**C. Instructions & Syllabus Enrichment**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Preparation and imparting knowledge /instruction as per curriculum |  |
| 2 | Syllabus enrichment by providing additional resources to students (course outline, practical manual etc) |  |
|  | **Total** |  |
|  | **Maximum admissible: 20 points** |  |

**D. Innovative / Interactive teaching**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Use of participatory and innovative teaching –learning methodologies |  |
| 2 | Updating of subject content / Course improvement |  |
| 3 | Assistance and developing of new degree/ diploma courses/programmes |  |
| 4 | Interactive sessions like video conferencing |  |
| 5 | E-courses |  |
| 6 | Students feed back on the quality of classroom |  |
|  | **Total** |  |
|  | **Maximum admissible: 20 points** |  |

**E. Examination Duties**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Type of work** | **Scores** |
| 1 | Question paper setting (Midterm/ Internal) |  |
| 2 | Invigilation (Midterm/ Internal) |  |
| 3 | Evaluation (Midterm/ Internal) |  |
| 4 | Question paper setting (Other Universities) |  |
| 5 | Comprehensive Qualifying Examination (Chairman) |  |
| 6 | Comprehensive Qualifying Examination (Member) |  |
| 7 | Research credit Evaluation (Chairman) |  |
| 8 | Research credit Evaluation (Member) |  |
| 9 | Conduct of Exam/paper correction/Comprehensive Exam / Thesis Evaluation / Viva-voce in Other Universities |  |
| 10 | Internship Evaluation |  |
| 11 | Question paper setting for ARS/ICAR/PSC etc |  |
| 12 | Invigilation & related duties of CEE |  |
|  | **Total** |  |
|  | **Maximum admissible: 50 points** |  |

**F. Academic / Research / Extension Management Duties (For UOs only)**

| **No.** | **Activities** | **Scores** |
| --- | --- | --- |
|  | Developmental Activities - The developmental activities should be towards institution building only like – No. of projects obtained for the University, Increase in farm outputs, training organized, reforms initiated, patents encouraged, innovative teaching and evaluation methods introduced, guest lectures delivered to PG students, infrastructure improvement etc. These should be explained in quantifiable terms in comparison to the previous year. |  |
|  | Budget outlay increase (Excluding External Source) |  |
|  | New Facilities Created Academic, Co-Curricular and Extra-curricular activities (Quote the facilities initiated and created) |  |
|  | Reforms introduced to existing procedures with outputs and outcomes |  |
|  | External funding generated by faculty through competitive mode |  |
|  | Villages adopted – Repetition not allowed |  |
|  | Social welfare programmes conducted in adopted villages |  |
|  | Seminars / Symposia organized |  |
|  | New Academic Courses initiated and started |  |
|  | Any other  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 staff may contact IQAC to substantiate their activities in quantifiable terms. The screening committee shall decide points with the approval of the university |  |
|  | **Total** |  |
|  | **Maximum admissible: 75 points** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total score for category I (A+B+C+D+E+F)** | | | | | | | | | | |  | | | |
|  | Teaching / Administration / Duties | S.  No. | Course No. | Course Title | | Credit Hours | | Total Contact Hours | | | | Duration | | | | Enclosure Page No. |
| From | To | | |
|  |  |  |  |  | |  | |  | | | |  |  | | |  |
|  | Teaching in Excess of UGC norms | S. No. | Title of Programme | | | Duration | | | | No. Of days | | No of students attended | | | | Enclosure Page No |
| From | | To | |
|  |  |  |  | | |  | |  | |  | |  | | | |  |
|  | Instructions & Syllabus Enrichment | S. No. | Title | | | | | | | | | Duration | | | | Enclosure Page No |
| From | | To | |
|  |  |  |  | | | | | | | | |  | |  | |  |
|  | Innovative / Interactive teaching |  | Title of Programme | | Duration | | | | No. Of days | | | No of students attended | | | | Enclosure Page No |
| From | | To | |
|  |  |  |  | |  | |  | |  | | |  | | | |  |
| 5 | Examination Duties |  | Type of work | | UG / PG / PhD. | | | | | | | | | | | Enclosure Page No |
|  |  |  |  | |  | | | | | | |  | | | |
| 6 | Academic / Research / Extension Management Duties (For UOs only) |  | Type of Activities | | Enclosure page no. | | | | | | | | | | | |

*#The formats (A, B, C, D, E & F) should be replicated for each year of the Assessment period*

**CERTIFICATE**

I certify that:

1. the information provided is correct to the best of my knowledge and belief.

2. the scores claimed are in accordance with the Methodology for calculating Academic/Research score for Teachers in the University

3. the particulars provided are in quantitative terms and it is supported by evidence

**Place: Signature of the Faculty**

**Date:**

**CATEGORY II CO-CURRICULAR, EXTENSION, AND PROFESSIONAL DEVELOPMENT**

**Year 1** (From DD/MM/YY to DD/MM/YY)

1. **Co-Curricular activities**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Student related co curricular extension and field based activities |  |
| 2 | NSS / Rotaract club / Red Ribbon Cross |  |
| 3 | Sports Secretary / Cafeteria incharge / Vehicle Officer / Security Officers Incharge |  |
| 4 | Cultural activities/clubs and associations of staff and students |  |
| 5 | Subject related events (POP, consultative workshops etc) |  |
| 6 | Warden / Deputy warden |  |
| 7 | Associate Patron |  |
| 8 | Staff Editor |  |
| 9 | Reviewer/ referee of journals |  |
| 10 | Editor of seminar proceedings/jubilee proceedings |  |
| 11 | Placement Cell |  |
| 12 | EDP / Study circle / tracking programme |  |
| 13 | Student Councellor / Co-ordinator |  |
| 14 | Conducting study tours of very short duration |  |
| 15 | Conducting study tours of short duration |  |
| 16 | Conducting study tours of long duration |  |
| 17 | Alumni / Welfare Association |  |
| 18 | Functionaries of professional organizations/associations |  |
| 19 | Articles in college and University publications |  |
| 20 | Selection/Recruitment committees within and other universities for all purposes |  |
| 21 | Other similar/special additional duties. |  |
|  | **Total** |  |
|  | **Maximum admissible: 30 points** |  |

1. **Extension activities**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Farmer/ field extension activities |  |
| 2 | Conduct of exhibitions |  |
| 3 | Conduct of farmers seminars / Awareness Programme |  |
| 4 | Preparation of exhibits |  |
| 5 | Village adoption / formation of farmers club, etc., |  |
| 6 | Documentation of success stories, etc., |  |
| 7 | Other similar assigned works by University Officers |  |
|  | **Total** |  |
|  | **Maximum admissible: 20 points** |  |

1. **Professional developmental activities**

|  |  |  |
| --- | --- | --- |
| **Sl No:** | **Activities** | **Scores** |
| 1 | Participation in Seminars / Conferences/ Symposium/ Workshops etc |  |
| 2 | Participation in talks / lectures |  |
| 3 | Membership in professional associations (National and State level) |  |
| 4 | Membership/participation in State, Central and student advisory  committees on education & research and National development |  |
| 5 | Radio / TV programmes |  |
| 6 | Field camps |  |
| 7 | Field investigation |  |
| 8 | Campus development activities |  |
| 9 | Editor/ Assistant Editor of Journal |  |
| 10 | Editorial Board members |  |
| 11 | Project co-ordination (chairman & members) |  |
|  | **Total** |  |
|  | **Maximum admissible: 20 points** |  |

|  |  |
| --- | --- |
| **Total score for category II (A+B+C)** |  |

**Format for Category II**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Activity** | **Duration** | | **Score** |
| From | To |
|  |  |  |  |  |

*#The formats (A, B & C) should be replicated for each year of the Assessment period*

**CERTIFICATE**

I certify that:

1. the information provided is correct to the best of my knowledge and belief.

2. the scores claimed are in accordance with the Methodology for calculating Academic/Research score for Teachers in the University

3. the particulars provided are in quantitative terms and it is supported by evidence

**Place: Signature of the Faculty**

**Date:**

**CATEGORY III - RESEARCH & ACADEMIC CONTRIBUTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **APIs** | **Fisheries / Engineering/ Basic/Food Sciences** | **Scores** |
| IIIA | Research Papers published in  **journals and conference proceedings** | Refereed journals |  |
| Non refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers |  |
| Conference proceedings as full papers (Abstracts not to be included) |  |
| III B1 | Research publications (books, chapters in books , other than refereed journal articles) | Text or Reference books published by International Publishers with an established peer review system |  |
| Subject books by National Level publishers / State and Central Govt. Publications with ISBN/ISSN numbers and University publications |  |
| Subject books by other local publishers with ISBN/ISSN numbers |  |
| Chapters contributed to edited knowledge based volumes published by international publishers |  |
| Chapters in knowledge based volumes by Indian /National level publishers with ISBN/ISSN nos. and with numbers of national and international directories |  |
| III B 2 | **Popular articles**  **(max.=30 points)** | Published in a Newspaper / professional magazines |  |
| III B 3 | **Pamphlets**  **(max.=30 points)** | Published for farmers. Indicate the number published |  |
| III B 4 | **Assets created for the University** | Indicate the land purchased, buildings constructed and such other activity. Mention the value of the asset |  |
| III B 5 | **Seminar / Workshop / Training / Exhibition organized** | 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. |  |
| III B 6 | **Extension achievement** | List the number of on farm trials conducted, farmer interaction groups organized inter institutional HRD programmes conducted, On campus and off campus trainings |  |
| **IIIC**  **Research Projects** | | | |
| III C (i) | Sponsored projects ongoing | **(**a)Major projects amount mobilized with grants above Rs.30.0 lakhs |  |
|  |  | (b)Major projects amount mobilized with grants above Rs.5.0 lakhs to 30.0 lakhs |  |
|  |  | (c) Minor projects (amount mobilized with grants above Rs. 50,000 to 5.0 lakhs |  |
|  |  | (d) Corpus fund / student projects below 50,000 |  |
| III C (ii) | Consultancy projects ongoing | Amount mobilized with minimum of Rs. 1.00 lakh |  |
| III C (iii) | Completed projects | Completed project report |  |
| III C (iv) | Acceptance for the completed projects | Acceptance from funding agency |  |
| IIIC (v) | Project outcomes / outputs | Patent technology/product/process |  |
| **III(D)** | **Research guidance** | | |
| III D (i) | MFSc / MTech / Any other Masters degree approved by TNJFU from time to time | Degree awarded |  |
| III D (ii) | Ph.D | Degree awarded |  |
| Thesis submitted only |  |
|  | PG Diploma programmes | Degree awarded |  |
| **III E** | **Participation in Training courses, refresher courses, orientation courses, etc.** | | |
| III E (i) | Refresher courses, Orientation courses, Training, Summer / Winter schools, Faculty development programmes | Minimum of two weeks duration |  |
| Less than two weeks and more than one week |  |
| Less than one week |  |
| III E (ii) | Papers in conferences / seminars /  Workshops / Symposia  **(max.=50 points)** | Presentation of research papers(oral /posters) |  |
| (a)International |  |
| (b) National |  |
| (c) Regional/state level |  |
| (d)University/college level |  |
| III E  ( iii) | Invited lectures / Lead talks / presentations for conferences /symposia | (a) International |  |
| (b) National level |  |
| (c) Regional/state level |  |
| (d)Local-University/college level |  |
| III E (iv) | Participation as members of Judging panel, conduct of scientific sessions as Chairman, Co-Chairman, Rapporteur | (a) International |  |
| (b) National level |  |
| (c) Regional/state level |  |
| (d)University/college level |  |
| III F | **Awards, Honours, Fellowships and Appreciations** | | |
|  |  | (a) International |  |
|  |  | (b) National level |  |
|  |  | (c) Regional / State / University / College level |  |

**Format for Category III**

**III A Format for research publications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the paper** | **Authors** | **NAAS Rating** | **Your position**  **FA/CA/OT2** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**III B1 Format for books**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the book /**  **Chapter in the book** | **Nature of book3** | **Authors** | **Publishers4** | **ISBN / ISSN No.** | **Your position**  **FA/OT** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

**III B2 Format for popular articles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the paper** | **Authors** | **Source of publication** | **Your position**  **FA/OT** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**III B3 Format for Pamphlets**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the Pamphlet** | **Authors** | **Source of publication** | **Your position**  **FA/OT** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**III B5 Format for papers in Seminar / Workshop / Training / Exhibition Organized**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Title of the paper** | **Authors** | **International National / State / University** | **Your position**  **FA/OT** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**III C (i) Research Projects (Completed)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Funding Agency** | **Grant Sanctioned** | **Duration** | | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
| **From** | **To** |
| **Principal Investigator/ Coordinator** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Co-investigator/Co-coordinator/Scientist In-charge** | | | | | | | | |
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**III C (ii) Research Projects (Ongoing)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Funding Agency** | **Grant Sanctioned** | **Duration** | | **Claimed Score** | **Verified by the Committee** | | **Enclosure**  **Page No.** |
| **From** | **To** |
| **Principal Investigator/ Coordinator** | | | | | | | | | |
|  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  | |  |  |
| **Co-investigator/Co-coordinator/Scientist In-charge** | | | | | | | | | |
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**III C (iii) Consultancy Projects / IIP / JTRF (completed)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the Project** | **Funding Agency** | **Grant Sanctioned** | **Duration** | | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
| **From** | **To** |
| **Principal Investigator /Coordinator/Consultant** | | | | | | | | |
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| **Co-investigator/Co-coordinator/Scientist In-charge** | | | | | | | | |
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**III C (iv) Consultancy Project (Ongoing)**

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| **Sl. No.** | **Title of the Project** | **Funding Agency** | **Grant Sanctioned** | **Duration** | | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
| **From** | **To** |
| **Principal Investigator /Coordinator/Consultant** | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |
| **Co-investigator/Co-coordinator/Scientist In-charge** | | | | | | | | |
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**III C (v) Technology**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Details of Technology** | **Year** | **Whether Approved by the University** | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
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**III C (vi) PATENTS**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Details of Patent granted** | **International/ National** | **Year** | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
| **International** | | | | | | |
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|  |  |  |  |  |  |  |
| **National** | | | | | | |
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**III (D) RESEARCH GUIDANCE**

**III D(i) Masters’ degree – Awarded / Submitted**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Scholar** | **Title of the Thesis** | **Role\* (Chairman / Member)** | **Date of completion/**  **Submission** | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
| **Masters’ degree awarded** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Masters’ thesis submitted** | | | | | | | |
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**III D(ii) Ph.D. awarded / Thesis submitted**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Scholar** | **Title of the Thesis** | **Role\* (Chairman / Member)** | **Date of completion/**  **Submission** | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
| **Ph.D. degree awarded** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Ph.D. thesis submitted** | | | | | | | |
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**III. E (i) Refresher courses, Orientation courses, Training, Summer / Winter schools, Faculty development programmes**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title** | **Type of Event** | **Role\*** | **Organizer/**  **Institute** | **Duration** | **Funding Agency** | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
| **Above 02 weeks** | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Above 01 week – 02 weeks** | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **01 week and below** | | | | | | | | | |
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**III E(ii),(iii) & (iv) Invited Lectures / Resource Person / Paper Presentation In Seminars/ Symposiums / Conferences\* / Session Chair / Co-Chair / Organizing Committee / Rapporteur In Training / Webinar**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title of the paper** | **Type of author [First / Corresponding ( Guide / PI / Co-PI) / Co-author]** | **Number of authors** | **Organizer/**  **Institute / Venue** | **Date of the event** | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
| **International (abroad)** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **International (within country)** | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |
| **National** | | | | | | | | |
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| **State / University** | | | | | | | | |
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**\***Paper presented in Seminars / Symposium / Conferences and if published as part/chapter of edited book or proceedings then it can be claimed only once.

**III F Academic Awards / Fellowship/honours and Appreciations**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Award/ Fellowship** | **Awarding Institute/**  **Organization** | **International/ National / State / University / College/**  **Professional Fellowship /**  **Professional Bodies/Societies / University Appreciation** | **Date Awarded** | **Claimed Score** | **Verified by the Committee** | **Enclosure**  **Page No.** |
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*1Follow NAAS Ratings in the respective year of publication. For non-NAAS rated journals provide impact factor as provided in the website of the Journal*

*2FA – First author; CA – Corresponding author; OT – Other author*

*3Text Book or Knowledge based book*

*4Also mention whether the publishers are International or National*

**CERTIFICATE**

I certify that the information provided is correct as per records available with the University / documents enclosed with the proforma.

Place: Signature of the faculty

Date:

**ACADEMIC PERFORMANCE INDICATORS**

**Category I Teaching, Learning, Evaluation & Administration *(Delete years* / *Add more years, if required*)**

1. **Teaching / Administration / Duties (Maximum score-75/year)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  |  |  |  |  |  |  |  |  |  |

1. **Teaching in Excess of UGC norms (Maximum score-15/year)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  |  |  |  |  |  |  |  |  |  |

1. **Instructions & Syllabus Enrichment (Maximum score-20/year)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
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1. **Innovative / Interactive teaching (Maximum score-20/year)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  |  |  |  |  |  |  |  |  |  |

1. **Examination Duties (Maximum score-50/year)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  |  |  |  |  |  |  |  |  |  |

**F. Academic / Research / Extension Management Duties (Maximum score-75/year)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  |  |  |  |  |  |  |  |  |  |

**Total scores obtained in Category I (A+B+C+D+E+F)**

**(Maximum score-180/year, Minimum score required-100/year)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |

**Category II Co-Curricular, Extension, and Professional development (*Delete years* / *Add more years, if required*)**

1. **Co-Curricular activities (Maximum score-30/year)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  |  |  |  |  |  |  |  |  |  |

1. **Extension activities (Maximum score-20/year)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  |  |  |  |  |  |  |  |  |  |

1. **Professional developmental activities (Maximum score-20/year)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  |  |  |  |  |  |  |  |  |  |

**Total scores obtained in Category II (A+B+C) (Minimum score required-20/year)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |

**Total scores obtained in Category I & II (I + II) (Minimum score required-150/year)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Score** | | | | | | | | | | |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |

**Category III Research & Academic contributions**

|  |  |  |
| --- | --- | --- |
|  | **Particulars** | **Score** |
| **A** | **Research papers published in journals and conference proceedings** |  |
| **B** | **Research publications (books, chapters in books, other than refereed journal articles), Popular articles; Pamphlets; Assets created for the University; Seminar / Workshop / Training / Exhibition organized and Extension achievements** |  |
| **C** | **Research projects** |  |
| **D** | **Research guidance** |  |
| **E** | **Participation in Training courses, refresher courses, orientation courses, etc** |  |
| **F** | **Awards, Honours, Fellowships and Appreciations** |  |
|  | **Total Score in the Assessment Period** |  |

**Minimum total score required in the category III varies with the Stage of promotion (See Table: 2)**

**CERTIFICATE**

I certify that the scores provided are correct as per records available with the University/ documents enclosed with the annual PBAS proforma.

Place: Signature of the faculty

Date:

I certify that the scores provided are verified and found correct as per the documents enclosed with the annual PBAS proforma submitted to the University.

Place: Signature of the Head of the Department

Date:

|  |  |
| --- | --- |
| **TNJFU logo Final** | **TAMIL NADU Dr.J.JAYALALITHAA FISHERIES UNIVERSITY**  **CAREER ADVANCEMENT SCHEME (CAS)** |

**SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API’s) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF TEACHERS**

**Category I - Teaching, Learning, Evaluation and Administration**

The minimum API score required by teachers in this category is 100. The self-assessment score should be based on objectively verifiable data/documents duly certified by the HOD / Institution Head / University Registrar wherever applicable and which will be scrutinized / finalized by the screening/selection committee.

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Nature of Activity** | **Maximum score** |
| 1. | Lectures, seminars, tutorials, contact hours, Administration of the department, academic, research, research station, farms, schemes and duties in research station/ KVKs/Training centre schemes, Externally Aided Projects, Offices of Administrative Heads, Specific departmental activities, Internship Supervision and other duties assigned by the University/Institution | 75\* |
| 2 | Lectures or teaching / other duties in excess of the UGC norms, Developing/assisting experiential learning programmes, consultancies for academic activities in other Universities/colleges, academic advice and related duties | 15 |
| 3 | Preparation and imparting knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students. | 20 |
| 4 | Use of participatory and innovative teaching–learning methodologies, updating of subject content, course improvement, assistance and developing of new degree/diploma courses/programmes, interactive sessions like video conferencing, e-contents, e-learning development | 20 |
| 5 | Examination conduct/duties within and in other Universities, PG, PhD, Invigilation, question paper setting, evaluation, Internal / Annual Board exams, Internship supervision/evaluation and comprehensive examination, Thesis evaluation and examination, members of selection/recruitment committees within and outside Universities | 50 |
|  | **Total Score** | **180** |
|  | **Minimum API Score required\*\*** | **100** |

***\*The maximum marks in this section does not apply for those working in places other than colleges***

*\*\*Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II (as per D.O.No.F.1-2/2009 (ECPS) Pt.V(I) Vol.II, dated:04.06.2013 of UGC).*

**Category II - Co-Curricular, Extension and Professional Development**

The minimum API score required by teachers in this category is 20. The self-assessment score should be based on objectively verifiable data/documents duly certified by the HOD/Institution Head/ University Registrar wherever applicable and which will be scrutinized/finalized by the screening/selection committee.

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Nature of Activity** | **Maximum Score** |
| 1 | Student-related co-curricular, extension and field-based activities, NSS, NCC, Sports and cultural activities, subject-related events, Assistant Wardenship, Staff Editor, Editor of seminar proceedings/jubilee proceedings, Placement and Counseling centre, earn while you learn programmes, Student Advisorship and Counseling, conducting and assisting study tours of very short, short and long duration, PTA, Alumni/ welfare association, Blue Cross society, articles in college magazines and University volumes and other similar/special additional duties etc. | 30 |
| 2 | Contribution to corporate life/institution life, farmer/ field extension activities, conduct of exhibitions/conduct of farmers seminars, preparation of exhibits etc | 20 |
| 3 | Professional developmental activities such as participation in seminars, conferences, symposium, workshop etc without papers, short-term training courses, talks, lectures, membership in professional associations (National and State level), membership/participation in State & Central and student advisory committees on education & research and national development, radio/TV programmes, popular articles published in newspapers, magazines and other publications, field investigation, campus development activities, journal editor, assistant editor, editorial board members, reviewers/ referees of journals, project co-ordination etc | 20 |
|  | **Total Score** | **70** |
|  | **Minimum API Score required\*** | **20** |

*\*Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from maximum of 180) from category I and 20 (from maximum of 70) from category II (as per D.O.No.F.1-2/2009 (ECPS) Pt.V(I) Vol.II, dated:04.06.2013 of UGC).*

**Category III - Research & Academic contributions**

The minimum API score required by teachers in this category is different for various categories which are mentioned in the table showing the minimum score required for promotions to higher cadres. The self-assessment score should be based on objectively verifiable data/documents duly certified by the HOD / Institution Head / University Registrar wherever applicable and which will be scrutinized/finalized by the screening/selection committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **APIs** | **Fisheries Science** | **Library/**  **Physical education** | **Max. Points** |
| III A | Research Papers published in  **journals and conference proceedings** | Refereed journals\* | Refereed journals\* | 15-/publication |
| Non refereed but recognised and reputable journals and periodicals having ISBN/ISSN numbers | Non-refereed but recognised and reputable journals and periodicals having ISBN/ISSN numbers | 10/publication |
| Conference proceedings as full papers  (Abstracts not to be included) | Conference proceedings as full papers ( Abstracts not to be included) | 10/publication |
| III B1 | Research publications (books, chapters in books , other than refereed journal articles) | Text or Reference books published by International Publishers with an established peer review system | Text or Reference books published by International Publishers with an established peer review system | 50/sole author  10/chapter in an edited book |
| Subject books by National Level publishers/State and Central Govt. Publications with ISBN/ISSN numbers and University publications | Subject books by National Level publishers/State and Central Govt. Publications with ISBN/ISSN numbers | 25/sole author and 5/chapter in edited books |
| Subject books by other local publishers with ISBN/ISSN numbers | Subject books by other local publishers with ISBN/ISSN numbers | 15/sole author and 3/ chapter in edited books |
| Chapters contributed to edited knowledge based volumes published by international publishers | Chapters contributed to edited knowledge based volumes published by international publishers | 10/chapter |
| Chapters in knowledge based volumes by Indian /National level publishers with ISBN/ISSN nos. and with numbers of national and international directories | Chapters in knowledge based volumes by Indian /National level publishers with ISBN/ISSN nos. and with numbers of national and international directories | 5/chapter |

\**The API score for paper in refereed journal would be as follows: papers with NAAS rating – 5.9 and below = 15 points and papers with NAAS rating 6.0 and above = 20 points. NAAS rating of the corresponding year of publication of the paper will be taken. Of the total score for the 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, papers in conferences, seminars, workshops and symposia also.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| III B 2 | **Popular articles**  **(max.=30 points)** | Published in a Newspaper / professional magazines | | | Published in a Newspaper / professional magazines | | | | | 3/Publication | |
| III B 3 | **Pamphlets**  **(max.=30 points)** | Published for farmers. Indicate the number published | | | Indicate the number published | | | | | 3/Publication | |
| III B 4 | **Assets created for the University** | Indicate the land purchased, buildings constructed and such other activity. Mention the value of the asset | | | Indicate the land purchased, buildings constructed and such other activity. Mention the value of the asset | | | | | 30 pts - More than Rs. 25.00 Lakhs  20 pts – 10 Lakhs to 25 Lakhs  10 pts - <10 Lakhs | |
| III B 5 | **Seminar / Workshop / Training / Exhibition organized** | 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. | | | 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. | | | | | **International**  30 – for organizing secretary  10 – for Chairman or member of a committee  **National**  20 – for organizing secretary  5 – for Chairman or member of a committee  **State / University**  5 –Irrespective of role | |
| III B 6 | **Extension achievements** | On-farm trials conducted, farmer interaction groups organised, farm radio school programmes, farm field schools, inter-institutional HRD programmes conducted, On-campus and off-campus trainings organised | | | Inter-institutional HRD programmes conducted, On-campus and off-campus trainings organised | | | | | For every activity  20 – for organizing secretary(faculty who is in charge of the programme)  10 – for Chairman or member of a committee/ Associated faculty in the programme | |
| **IIIC** | **Research Project** | | | | | | | | | | |
| III C (i) | Sponsored projects ongoing | **(**a)Major projects amount mobilized with grants above Rs.30.0 lakhs | | | Major projects amount mobilized with grants above Rs.5.0 lakhs | | | 20/each project for Principal Investigator & 10/each project for CoPI | | | |
|  |  | (b)Major projects amount mobilized with grants above Rs.5.0 lakhs to 30.0 lakhs | | | Major projects amount mobilized with grants above Rs.3.0 lakhs to 5.0 lakhs | | | 15/each project for Principal Investigator & 5 / each project for CoPI | | | |
|  |  | (c) Minor projects (amount mobilized with grants above Rs.50,000 to 5.0 lakhs | | | Minor projects (amount mobilized with grants above Rs.25,000 to 3.0 lakhs | | | 10/each project for Principal Investigator & 2/ each project for CoPI | | | |
|  |  | (d) Corpus fund / student projects below 50,000 | | | Corpus fund / student projects below 50,000 | | | 5/project for PI & 2/project for Co-PI | | | |
| III C (ii) | Consultancy projects / IIP / JTRF ongoing | Amount mobilised with a minimum of Rs. 1.00 lakh | | | Amount mobilised with a minimum of Rs. 1.00 lakh | | | 2 per every  Rs. 1.0 lakh for PI & 1 per lakh for Co-PI | | | |
| III C (iii) | Completed projects | Completed project report | | | Completed project report | | | 15/each major project and 7/each minor project for PI and 10/major projects and 5/minor projects for Co-PI | | | |
| IIIC (v) | Project outcomes/ outputs | Patent technology/product /process | | | Major policy document of Govt. bodies at Central and State level | | | 30/each national level output or patent 50/each for international level | | | |
| **III(D) Research guidance** | | | | | | | | | | | |
| III D (i) | MFSc / MTech/ Any other Masters degree approved by TNJFU from time to time | | Degree awarded | | | Degree awarded | | | 30 /each candidate for major advisor  10/each candidate for member advisory committee | | |
| III D (ii) | Ph.D | | Degree awarded | | | Degree awarded | | | Chairman:  50/ each candidate,  Member of the advisory committee:  20/each candidate | | |
|  | PhD | | Thesis submitted only | | | Thesis submitted only | | | 25/ each candidate for Chairman;  10/each candidate for member | | |
| **III E Participation in Training courses, refresher courses, orientation courses, etc.** | | | | | | | | | | | |
| III E (i) | Refresher courses, Orientation courses, Training, Summer / Winter schools, Faculty development programmes | | | Minimum of two weeks duration | | Minimum of two weeks duration | | | 20 / each | | |
| Less than two weeks and more than one week | | Less than two weeks and more than one week | | | 10 / each | | |
| Less than 1 week | | Less than 1 week | | | 5 / each | | |
| III E (ii) | Papers in conferences/seminars/  Workshops / Symposia  **(max.=50 points)** | | | Presentation of research papers(oral /posters) | | Presentation of research papers(oral /posters) | | |  | | |
| (a)International | | (a)International | | | 10/each | | |
| (b) National | | (b) National | | | 7 /each | | |
| (c) Regional/state level | | (c) Regional/state level | | | 5/each | | |
| (d) Local-University/college level | | (d) Local-University/college level | | | 3/each | | |
| III E  (iii) | Invited lectures /Lead talks or presentations for conferences /symposia | | | (a) International | | (a) International | | | 10/each | | |
| (b) National level | | (b) National level | | | 7/each | | |
| (c) Regional/state level | | (c)Regional/state level | | | 5/each | | |
| (d)Local-University/college level | | (d)Local-University/college level | | | 3/each | | |
| III E (iv) | Participation as members of Judging panel, conduct of scientific sessions as Chairman, Co-chairman and Rapporteur | | | (a) International | | (a) International | | | 10/each | | |
| (b) National level | | (b) National level | | | 7/each | | |
| (c) Regional/state level | | (c) Regional/state level | | | 5/each | | |
| (d) University/college level | | (d) University/college level | | | 3/each | | |
| III F | **Awards, Honours, Fellowships and Appreciations** | | | | | | | | | | |
|  |  | (a) International | | | | | (a) International | | | | 30/each |
|  |  | (b) National level | | | | | (b) National level | | | | 15/each |
|  |  | (c) Regional / State / University / College level / Professional bodies | | | | | (c) Regional / State / University / College level / Professional bodies | | | | 10/each |

**Guidelines for awarding scores in Academic performance indicators for   
Career Advancement system**

**Category I - Teaching, Learning, Evaluation and Administration**

1. **Teaching / Administration / Duties**

|  |  |  |
| --- | --- | --- |
| 1 | Lectures / Practicals (conducted) | Given separatelyϒ |
| 2 | Seminars, symposiums, workshops, conferences, academic competitions, etc (presented/organised) for the benefit of students | 5/presentation |
| 3 | Administration of College / Directorate | 40/ year |
| 4 | Administration of Department | 10/year |
| 5 | Administration of Academic activities like education cell | 20/year |
| 6 | Administration of Research centres | 20/year |
| 7 | Administration of Farms | 10/year |
| 8 | Administration of Schemes/ External Aided Projects | 10/year |
| 9 | Administration of KVKs /Laboratories | 10/year |
| 10 | Administration of Library | 10/year |
| 11 | Administration of Computer cell | 10/year |
| 12 | Administration of Central Instrumentation and other units | 10/year |
| 13 | Administration Other Activities | 10/year |
| 14 | Duties in the Research station | 30 / year |
| 15 | Duties in KVKs / Research centres |
| 16 | Duties in farms |
| 17 | Duties in Schemes/ EAPs / self-financing units |
| 18 | Internship Supervision (2 points/batch) | 10/year |
| 19 | Specific activities (ELP, ITP, Students visit to centres, students internship (3 points/activity) | 20/year |
| 20 | Other similar/ special additional duties\*\* | 5 / activity |
|  | Total | **Maximum 75\*** |
| ***\*The maximum marks in this section does not apply for those working in places other than colleges*** | | |

ϒ**Note:**

1. **Calculation of points for Lectures & Practicals for each Course\***

**UG**

Each Theory class/contact hour is given 3 points

Points for Practicals is calculated as Practical class x two hours x 3 points x number of batches

**PG:**

Each Theory class / contact hour is given 4 points

Points for Practicals is calculated as Practical class x two hours x 4 points

**PhD:**

Each Theory class is given 5 points

Points for Practicals is calculated as Practical class x two hours x 5 points

ELP / Internship program at centre:

Each theory class / conduct hour is given 4 points Each practical class

\*\* Other similar/ special additional duties include:

|  |
| --- |
| MOOC course development, distribution of seeds, No. of farmers engaged, Stock enhancement, Stockmanship, monitoring feeding, monitoring, breeding, any other management activity, field visits, lectures in training programmes/ awareness training/ awareness campaign/Farmers Field School, EDP for farmers, Farm school, exhibitions, video lessons/ extension functionary training, etc. |

1. **Teaching in Excess of UGC norms**

|  |  |  |
| --- | --- | --- |
| 1 | Lectures or teaching in other Universities (2 points/lecture) | 10 / activity |
| 2 | Developing /assisting experiential learning programmes | 5 / activity |
| 3 | Consultancies for academic activities in other Universities/Colleges | 5 / activity |
| 4 | Academic advice | 5 / activity |
| 5 | Non-credit courses and other duties (2 points/credit) | 5 |
|  | Total | **Maximum 15** |

1. **Instructions & Syllabus Enrichment**

|  |  |  |
| --- | --- | --- |
| 1 | Preparation and imparting knowledge /instruction as per curriculum | 5 / activity |
| 2 | Syllabus enrichment by providing additional resources to students (course outline, practical manual etc) | 5 / activity |
|  | Total | **Maximum 20** |

1. **Innovative / Interactive teaching**

|  |  |  |
| --- | --- | --- |
| 1 | Use of innovative teaching–learning methodologies | 5 / activity |
| 2 | Updating of subject content/ Course improvement | 5 / activity |
| 3 | Assistance and developing of new degree/ diploma courses | 5 / activity |
| 4 | Interactive sessions like video conferencing (2 points/session) | 5 |
| 5 | E-courses | 5 / activity |
| 6 | Students feedback on the quality of classroom teaching and students interaction | 5 / activity |
|  | Total | **Maximum 20** |

1. **Examination Duties**

| **Sl No:** | **Type of work** | **UG** | **PG** | **PhD** |
| --- | --- | --- | --- | --- |
| 1 | Question paper setting (Midterm/ Internal)/course | 3 | 4 | 5 |
| 2 | Invigilation (Midterm/ Internal) /course | 1 | 1 | 1 |
| 3 | Evaluation (Midterm/ Internal) /course | 3 | 3 | 3 |
| 4 | Question paper setting (including other Universities)/ set of question papers | 5 | 7 | 10 |
| 5 | Comprehensive Exam (Chairman)/ student | - | 5 | 5 |
| 6 | Comprehensive Exam (Member) / student | - | 3 | 3 |
| 7 | Research credit Evaluation (Chairman) | - | 5 | 10 |
| 8 | Research credit Evaluation (Member) | - | 3 | 5 |
| 9 | Conduct of Board Exam (internal /external) /paper correction/Comprehensive Exam/ Thesis Evaluation/ Viva-voce in Other Universities | 5 | 7 | 10 |
| 10 | Internship Evaluation/ Industrial training and research project evaluation | 5 | - | - |
| 11 | Question paper setting for ARS/ICAR/PSC, etc | 10 | | |
| 12 | Invigilation & related duties of CE / ASRB in college | 5 | | |
|  | **Total** | **Maximum 50** | | |

1. **Academic / Research / Extension Management (For UO only)**

|  |  |  |
| --- | --- | --- |
| **No.** | **Activities** | **Score** |
|  | **Developmental Activities** - The developmental activities should be towards institution building only like – No. of projects obtained for the University, Increase in farm outputs, trainings organised, , reforms initiated, patents encouraged, innovative teaching and evaluation methods introduced, guest lectures delivered to PG students, infrastructure improvement etc. These should be explained in quantifiable terms in comparison to the previous year. | 2 Points / Activity |
|  | Budget outlay increase (Excluding External Sources) | > Rs. 40 Lakhs – 40 Points  31.00 – 39.99 Lakhs- 35 Points  21.00 – 29.99 Lakhs – 30 Points  11.00 – 19.99 Lakhs – 20 Points  <10.99 Lakhs – 10 Points |
|  | New Facilities Created Academic, Co-Curricular and Extra-curricular activities (Quote the facilities initiated and created) | > Rs. 10 Lakhs – 20 Points  5.00 – 9.99 Lakhs- 15 Points  > 5.00 Lakhs – 10 Points |
|  | Reforms introduced to existing procedures with outputs and outcomes | Initiated - 10 Points / Activity  In pipeline for approval – 15 Points / Activity  Output / Outcome obtained – 25 Points |
|  | External funding generated by faculty through competitive mode | > Rs. 40 Lakhs – 40 Points  31.00 – 39.99 Lakhs- 35 Points  21.00 – 29.99 Lakhs – 30 Points  11.00 – 19.99 Lakhs – 20 Points  <10.99 Lakhs – 10 Points |
|  | Villages adopted – Repetition not allowed | 10 Points / Village adopted |
|  | Social welfare programmes conducted in adopted villages | 5 Points per activity |
|  | Seminars / Symposia organized | 10 Points per activity |
|  | New Academic Courses initiated and started | 40 Points per course |
|  | Any other  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 staff may contact IQAC to substantiate their activities in quantifiable terms. The screening committee shall decide points with the approval of university |  |

|  |  |
| --- | --- |
| **Total score for category I (A+B+C+D+E+F)** | **180** |
| **Minimum API scores required** | **100** |

**Category II Co-Curricular, Extension, and Professional development**

1. **Involvement in Co-Curricular activities**

|  |  |  |
| --- | --- | --- |
| 1 | Student-related co-curricular extension and field-based activities | 5 |
| 2 | NSS | 5 |
| 3 | Sports secretary / Cafeteria i/c / Vehicle officer / Security officer i/c | 5 |
| 4 | Cultural activities/clubs and associations of staff and students | 5 |
| 5 | Subject-related events (Package of Practices, consultative workshops etc) | 5 |
| 6 | Warden / Deputy Warden | 5 |
| 7 | Associate Patron | 5 |
| 8 | Staff Editor | 5 |
| 9 | Reviewer/referee of journals | 5 |
| 10 | Editor of seminar proceedings/jubilee proceedings | 5 |
| 11 | Placement cell | 5 |
| 12 | EDP / study circle/tracking programme | 5 |
| 13 | Ward / Student counsellor / Co-ordinator | 5 / year |
| 14 | Conducting study tours of very short duration (below 10 days) | 5 |
| 15 | Conducting study tours of short duration (10 days & above) | 8 |
| 16 | Conducting study tours of long duration (20 days & above) | 10 |
| 17 | Alumni/ Welfare associations | 5 |
| 18 | Functionaries of professional organizations/associations | 5 |
| 19 | Articles in College/University publications | 5 |
| 20 | Screening / Selection / Recruitment committees within and other Universities for all purposes | 10 / activity |
| 21 | Other similar/special additional duties\*\* | 5/ duty |
|  |  | **Maximum 30** |

1. **Extension activities**

|  |  |  |
| --- | --- | --- |
| 1 | Farmer/ field extension activities | 5 |
| 2 | Conduct of exhibitions | 10 |
| 3 | Conduct of farmers seminars / Awareness programme | 5 |
| 4 | Preparation of exhibits | 5 |
| 5 | Village adoption / formation of farmers club, etc., | 5/ activity |
| 6 | Documentation of success stories, etc., | 5/ activity |
| 7 | Other similar assigned works by University Officers | 5/ activity |
|  |  | **Maximum 20** |

1. **Professional developmental activities**

|  |  |  |
| --- | --- | --- |
| 1 | Participation in seminars /symposium/ workshop/ Conferences etc | 2/each |
| 2 | Participation in Guest talks / lectures | 2/each |
| 3 | Membership in professional associations (National and State level) | 5/each |
| 4 | Membership/participation in State, Central and student advisory committees on education & research and National development, | 5/each |
| 5 | Radio / TV programmes | 5/each |
| 6 | Field / camps | 5/each |
| 7 | Field investigation | 5/each |
| 8 | Campus development activities | 5/each |
| 9 | Editor/ Assistant Editor Journal | 10/each |
| 10 | Editorial Board Members | 5/each |
| 11 | Project co-ordination (chairman & members) | 5/each |
|  |  | **Maximum 20** |

|  |  |
| --- | --- |
| **Total score for category II (A+B+C)** | **70** |
| **Minimum API scores required** | **20** |

\*\* Other similar / special additional duties include: sale of UG application forms, Participation in line department programmes, preparation of bankable projects for farmers/entrepreneurs, village attachment programmes for students, etc.

**Table-1**

## MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN THE UNIVERSITY

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No | **Promotion of Teachers through CAS** | **Service requirement** | **Minimum Academic Performance Requirements and Screening/Selection Criteria** |
| 1. | **Assistant Professor/ equivalent cadres from Stage 1 to Stage 2** | 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 such as M.Tech. / M.F.Sc. or six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses. | 1. Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table. 2. One Refresher/ Orientation / Research Methodology Course/Summer / Winter school of 2 to 3 weeks duration. 3. Screening cum Verification process for recommending promotion. |
| 2. | **Assistant Professor/ equivalent cadres from Stage 2 to Stage 3** | Assistant Professor with completed service of five years in Stage 2. | 1. Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table 2. 2. 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. 3. Screening cum Verification process for recommending promotion. |
| 3. | **Assistant Professor (Stage 3) to Associate Professor (Stage 4)** | Assistant Professors with three years of completed service in Stage 3 | 1. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table 2 and 3. 2. At least three publications in the entire period as Assistant Professor (twelve years). 3. One course/ programme from among the categories of methodology workshops, Training, Teaching-Learning Technology Programmes, Soft Skills development Programmes and FDPs of minimum one week duration after reaching stage 3. 4. A Selection Committee process as stipulated in the Regulation. |
| 4. | **Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)** | Associate Professor with three years of completed service in Stage 4. | 1. Minimum yearly/cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table 2 and 3. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. 2. A minimum of five publications since the period that the teacher is placed in Stage 3. 3. A Selection Committee process as stipulated in the Regulation. |

\* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification (11.08.2011) 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)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S No** |  | **Assistant**  **Professor/**  **equivalent cadres:**  **(Stage 1 to Stage2)** | **Assistant**  **Professor/**  **equivalent cadres:**  **(Stage 2 to Stage 3)** | **Assistant Professor**  **(Stage 3) to**  **Associate Professor/**  **equivalent cadres**  **(Stage 4)** | **Associate Professor**  **(Stage 4) to**  **Professor/ equivalent**  **cadres (Stage 5)** |
| **1** | Teaching-learning,  Evaluation Related  Activities (category I) | 100/Year | 100/Year | 100/Year | 100/Year |
| **2** | Co-curricular, Extension and Profession related  activities (Category II) | 20/Year | 20/Year | 20/Year | 20/Year |
| **3** | Minimum total average annual Score under Categories I and II | 150/Year | 150/Year | 150/Year | 150/Year |
| **4** | 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) |
| **5** | Expert Assessment  System | Screening  Committee | Screening  Committee | Selection Committee | Selection Committee |
| **6** | 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 |

*If a candidate does not satisfy the minimum average API scores specified in row nos. 3 and 4 for different Stages concerned, then he / she will not be eligible for promotion. Also, the API scores shall be used for screening purpose only and they will have no bearing on the expert assessment of candidates for promotion under CAS, as per D.O.No.F.1-2/2009 (ECPS) Pt.V(I) Vol.II, dated:04.06.2013 of UGC.*

**Table – 3**

**PERCENTAGE DISTRIBUTION OF WEIGHTAGE POINTS IN THE EXPERT ASSESSMENTFOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)**

**[for Academic Level 13A (Stage 4) and 14 (Stage 5)]**

|  |  |  |
| --- | --- | --- |
| **Contribution to Research *(Marks obtained in Cat III for research will be converted as detailed below)*** | | |
| **Research Activities** | **Promotion to Academic Level 13A (Stage 4)** | **Promotion to Academic Level 14 (Stage 5)** |
| If a candidate gets the minimum score required of 90 / assessment period for Stage 4 and 120 / assessment period for stage 5, then he / she will be given the marks of | **15** | **25** |
| If a candidate gets the score of 240 / assessment period for stage 4 and 370 / assessment period for stage 5, then he / she will be given the marks of | **30** | **50** |
| If he / she gets the score in between 90 and 240 points for stage 4 and between 120 and 370 points for stage 5, then for every 10 points higher than 90 points and 120 points for stage 4 and 5 respectively, he / she will be given one mark there of upto maximum possible marks | | |
|  | | |
| **Assessment of Domain Knowledge and Teaching skill** | | |
| If a candidate gets the minimum score required of 150/year in Categories I and II put together, then he / she will be given the marks of | **25** | **15** |
| If a candidate gets the maximum possible score of 250/year in Categories I and II put together, then he / she will be given the marks of | **50** | **30** |
| If he / she gets the score in between 150 and 250, then for every score higher than 150, he/she will be given the mark of | **0.25** | **0.15** |