**MINIMUM SERVICE REQUIREMENTS AND ACADEMIC PERFORMANCE FOR PROMOTION OF TEACHERS UNDER CAS IN THE UNIVERSITY**

| **S.No** | **Post** | **Service requirement** | **Minimum Academic Performance Requirements and Screening/Selection Criteria** | **Promotion criteria** |
| --- | --- | --- | --- | --- |
| 1 | **Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)** | An Assistant Professor who has completed four years of service with a Ph.D degree or five years of service with a M.Phil / PG Degree in Professional Courses, such as M.V.Sc, M.E/M.Tech, etc., or six years of service in case of those without a Ph.D/M.Phil/ PG Degree in a Professional course | 1. Attended one Orientation course of 21 days duration on teaching methodology;
2. Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs (with e-certification) / PG Diploma / Online course or development of e-contents in four-quadrants / MOOC‘s course during the assessment period; and
3. Published one research publication as first author in the peer-reviewed journals with NAAS rating 4 and above (or equivalent UGC/AICTE-listed / SCI journals) from the work carried out in the University (other than Post-graduate research work) during the assessment period
 | 1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be and;
2. The promotion is recommended by the screening-cum evaluation committee.
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| 2 | **Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)** | 1. Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
2. A Ph.D Degree in the subject concerned/relevant discipline.
 | 1. Has done any two (one outside the State) of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course / programme of at least two weeks (ten days) duration or completed one MOOCs / PG diploma / online course

  | 1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four of the last five years of the assessment and;
2. The promotion is recommended by the screening-cum evaluation committee.
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|  |  |  | in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.1. Published three research publications as first author in the peer-reviewed journals with NAAS rating 4 and above (or equivalent UGC/AICTE-listed / SCI journals) during assessment period.
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| 3 | **Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)** | 1. Assistant Professors who has completed three years of service in Academic Level 12/Selection Grade.
2. A Ph.D Degree in the subject concerned /relevant discipline.
 | 1. Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation / Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs / PG Diploma / Online course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
2. A minimum of seven publications in the peer-reviewed NAAS rated (4 and above) journals (or equivalent UGC/AICTE-listed / SCI journals) out of which three research papers should have been published as first / corresponding (Guide) author during the assessment period.
3. Evidence of having guided at least one PG (PhD / Masters) candidate (or) obtained a external research project worth a minimum of Rs. 5 Lakhs
 | 1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period and has a research score of at least 70 and;
2. The promotion is recommended by a selection committee constituted in accordance with these Rules
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| 4 | **Associate Professor (Academic Level 13A) to Professor (Academic Level 14)** | 1. An Associate Professor who has completed three years of service in Academic Level 13 A.
2. A Ph.D degree in the subject concerned/allied/relevant discipline.
 | 1. A minimum of ten research publications in the peer- reviewed NAAS rated (4 and above) journals (or equivalent UGC/AICTE-listed / SCI journals) out of which three research papers (one with NAAS rating 6 and above) should have been published as first / corresponding (Guide) author during the assessment period
2. Evidence of having guided at least one PG (PhD / Masters) candidate (or) obtained a external research project worth a minimum of Rs. 10 Lakhs
 | 1. He/she gets ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period and at least 110 research score and;
2. The promotion is recommended by a selection committee constituted in accordance with these Rules
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**ASSESSMENT CRITERIA AND METHODOLOGY FOR TEACHERS IN THE UNIVERSITY**

| **S.No.** | **Activity** | **Grading Criteria** |
| --- | --- | --- |
| **1.** | **Colleges:** Teaching: Regularity in taking classes (Classes taught include sessions on tutorials and laboratories, and other teaching related activities including infrastructure development)**Farms / Laboratory / Extension centre / Clinics:**Regularity in attending the farm **/** laboratory / Extension Centre / Clinical duties **Others (Staff in University / Directorates / CFTU /CECONDS / UPD, etc.):**Regularity in attending the assigned duties *(Calculated in terms of percentage of days of classes taught / attended duty to the total number of days expected to teach / attend duty)* | 80% & above | Good |
| Below 80% but 70% & above | Satisfactory |
| Less than 70% | Not satisfactory |
| **2.** | Involvement in the University/College students related activities/research activities:1. Administrative responsibilities such as University Officer / Special Officer / Head.
2. Examination and evaluation duties assigned by the College / University or attending the Examination Paper evaluation / Internship classes.

(or) Animal Production activities like Culling / Animal purchase / Valuation / Feed formulation and Production(or)Animal Clinical and Health services like Clinical case study / Special problem study / Sample screening and analysis (or)Extension and field-based activities like Radio / T.V programme / Front line demonstration / On-field trial / Mass contact Programme / Animal Health Programme / Farmers’ training / Skill development training(or)Technical assistance in University and Directorates (Technical officer)/ CECONDS / UPD 1. Student related co-curricular, extension and field based activities such as Student clubs, Ward counselling, Career counselling (Placement Cell), Study visits/tours, Student seminars and other events, Vice-President, Warden, Deputy Warden, Cultural, Sports, NCC, NSS, Community services and Officer-Incharge like Library, Cooperative Store, Vehicle, Canteen, Sanitary, Security, Research Coordinator, etc.
2. Organising Seminars/Conferences/Workshops and other College/University activities (including Judging panel, conduct of Scientific session as Chairman, Co-chairman, Rapporteur, Chairman/Member of Committee).
3. Evidence of actively involved in guiding Post-graduate students / conducting minor or major Research project.
4. Editorial Committee / Chairman/Member of Committee at the University / State / National / International level
5. At least one single or joint publication in peer-reviewed NAAS rated or UGC/AICTE-listed / SCI journals
 | **Good** - Involved in at least 3 activities **Satisfactory** - 1-2 activities**Not-satisfactory** - Not involved / undertaken any of the activities**Note:**Number of activities can be within or across the broad categories of activities |
| **Overall Grading:****Good:** Good in teaching and Satisfactory or Good in activity at Sl.No.2. **Satisfactory:** Satisfactory in teaching and Good or Satisfactory in activity at Sl.No.2.**Not Satisfactory:** If neither Good nor Satisfactory in overall grading**Note**: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the faculty on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The faculty shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the faculty. The faculty on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these Rules and as per the Acts, Statutes, Regulations and Ordinances/Amendments of the University. |

**METHODOLOGY FOR CALCULATING ACADEMIC/RESEARCH SCORE FOR TEACHERS IN THE UNIVERSITY**

(Assessment must be based on evidence produced by the faculty such as: copy of publications, project sanction letter, utilisation and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students’ Ph.D award letter, etc.)

| **S.No.** | **Academic / Research Activity** | **Score** |
| --- | --- | --- |
| 1. | **Research Papers in Peer-Reviewed NAAS rated or UGC listed Journals\*** | 2-30 per Paper |
| 2. | **Publications (other than Research papers)\*\*** |  |
|  | **(a) Books authored which are published by** |  |
|  | International Publishers | 12 |
|  | National Publishers | 10 |
|  | Chapter in Book  | 03 |
|  | Editor of Book | 05 |
|  | **(b) Translation works in Indian and Foreign Languages (Published)** |  |
|  | Book | 08 |
|  | Chapter or Research Paper | 03 |
|  | **(c) Book in local vernacular language (Tamil) (Published)** |  |
|  | Book | 02 |
|  | Chapter or Research Paper | 01 |
| 3. | **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula / ICT mediated applications** |  |
|  | **(a) Development of Innovative pedagogy** | 05 |
|  | **(b) Design of new curricula and courses** | 02 per Curricula/Course |
|  | **(c) MOOCs**  |  |
|  | Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit) | 20 |
|  | MOOCs (developed in 4 quadrant) per module/lecture | 05 |
|  | Content writer / subject matter expert for each module of MOOCs (at least one-quadrant) | 02 |
|  | Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) | 08 |
|  | **(d) e-Content (including Online / Distance-mode course)** |  |
|  | Development/review of e-Content in 4 quadrants for a complete course/e-book | 12 |
|  | e-Content (developed/reviewed in 4 quadrants) per module (Unit) | 05 |
|  | Contribution to development/reviewing of e-content module in complete course/paper/e-book (at least one quadrant) | 02 |
|  | Editor of e-content for complete course/paper/e-book | 10 |
|  | **(e) ICT Mediated Applications (completed)** [Developer/Coordinator] |  |
|  | Web application (Web–Portal)[Max. 01 No. / Assessment] | 08 |
|  | Mobile Application[Max. 03 Nos. / Assessment] | 04 |
|  | Video/Audio lesson, IT advisory system, Touch-screen Kiosk (Application)[Max. 03 Nos. / Assessment] | 02 |
| 4. | **Research Guidance (Chairman)** |  |
|  | Ph.D  | 10 per degree awarded 05 per thesis submitted |
|  | Masters Degree  | 06 per degree awarded03 per thesis submitted |
|  | PG Diploma / M.Phil | 02 per degree awarded |

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| --- | --- | --- |
| **S.No.** | **Academic / Research Activity** | **Score** |
| 5. | **(a) Research Projects (Completed)** |  |
|  | More than 01 crore | 20 |
|  | 50 lakhs to below 01 crore | 16 |
|  | 25 lakhs to below 50 lakhs | 12 |
|  | 10 lakhs to below 25 lakhs | 08 |
|  | 02 lakhs to below 10 lakhs | 04 |
|  | 01 lakh to below 02 lakhs | 02 |
|  | **(b) Research Projects (Ongoing)** |  |
|  | More than 01 crore | 10 |
|  | 50 lakhs to below 01 crore | 08 |
|  | 25 lakhs to below 50 lakhs | 06 |
|  | 10 lakhs to below 25 lakhs | 04 |
|  | 02 lakhs to below 10 lakhs | 02 |
|  | 01 lakh to below 02 lakhs | 01 |
|  | **(c) Consultancy Projects (Completed)** |  |
|  | Above 05 lakhs | 03 |
|  | 01 lakh to below 05 Lakhs | 02 |
|  | 0.1 lakh to below 01 lakh | 01 |
|  | **(d) Student-Projects/Sub-Projects (Completed) /**  **Self-Financing/Revolving Fund Scheme** | 01 |
|  | **(e) Foundation Faculty (3 Years for College / 1 years for Station/Centre from inception)**  | 05 per year |
| 6. | **(a) Patents** |  |
|  | International | 10 |
|  | National | 07 |
|  | **(b) #Policy Document (Submitted to an International body / organisation like UNO/UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government)** |  |
|  | International | 10 |
|  | National | 07 |
|  | State | 04 |
|  | **(c) Academic Awards / Fellowship** |
|  | International (Reputed Institution / Organisation) | 07 |
|  | National (Reputed Institution / Organisation) | 05 |
|  | State (Reputed Institution / Organisation) | 03 |
|  | University | 02 |
|  | College | 01 |
|  | Professional Fellowship | 01 |
|  | Professional Bodies/Societies / University Appreciation | 0.5 |
|  | **(d) Technology / Product / Process developed (Approved)** | 03 |
|  | **(e)#Revenue Generated (per annum)** (0.25 for every Lakh) | 05 |
|  | **(f) #Farmers Producers Organization (FPO)/Farmers Interest Group (FIG)Developing or inducting a Starter / Entrepreneur / Incubator** | 02 |
| 7. | **#Invited lectures / Resource Person / Paper presented in Seminars/Symposiums/Conferences\*\*\*** |  |
|  | International (Abroad) | 08 |
|  | International (within country) | 06 |
|  | National | 04 |
|  | State/University | 02 |
| 8. | **#Workshops / Summer/Winter Schools / Training/Short-course(including paid programme) obtained and organized (International/National/State/University) / Farm Radio School organized [Organizing Secretary / Convener / Course Director/Coordinator]** |  |
|  | Above 02 weeks | 04 |
|  | Above 01 week – 02 weeks | 02 |
|  | 01 week and below | 01 |

**\*The Research score for research papers would be augmented as follows:**

Peer-Reviewed NAAS rated or UGC/AICTE-listed / SCI (Impact factor to be determined as per Thomson Reuter’s list) Journals:

|  |  |  |  |
| --- | --- | --- | --- |
| NAAS below 4 | (Paper in refereed journals without impact factor) | - | 2 Points  |
| NAAS 4 - below 6 |  | - | 5 Points  |
| NAAS 6 - below 7 | (Paper with impact factor below 1) | - | 10 Points |
| NAAS 7 - below 8 | (Paper with impact factor between 1 and below 2) | - | 15 Points |
| NAAS 8 - below 13 | (Paper with impact factor between 2 and below 5) | - | 20 Points |
| NAAS 13 - below 16 | (Paper with impact factor between 5 and below 10) | - | 25 Points |
| NAAS 16 and above | (Paper with impact factor 10 and above) | - | 30 Points |

1. Two authors: 70% of total value of publication for each author.
2. More than two authors: 70% of total value of publication for the First/Corresponding author (Guide) and 30% of total value of publication for each of the joint authors.

# \*\*The Research score for Publications, other than Research papers (Book / Book Chapters), would be augmented as follows:

 (a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First author and 30% of total value of publication for each of the joint authors.

# \*\*\*The Research score for Publication of Papers presented in Seminars/Symposiums/Conferences would be augmented as follows:

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First / Presenting (Guide/PI/Co-PI) author and 30% of total value of publication for each of the joint authors.

# Note:

* + Paper presented in Seminars / Symposium / Conferences and if published as part/chapter of edited book or proceedings then it can be claimed only once.
	+ For ICT Mediated Applications (completed), Co-developer/Co-coordinator would get 30% each.
	+ For Research guidance, the members of the advisory committee would get 10% each.
	+ For Joint Projects, Co-investigator/Co-coordinator/Scientist In-charge would get 30% each.
	+ For Technology/Product/Process developed, the Co-workers would get 20% each.
	+ For Revenue Generated, all the contributors would get the same score.
	+ For FPO/FIG / Developing or inducting a Starter/Entrepreneur/Incubator, Co-coordinator would get 30% each.
	+ For Workshops/Summer/Winter Schools / Training/Short-course obtained and organized (International/National/State/University) / Farm Radio School organized, the Co-Organizing Secretary / Co-Convener / Co-Course Director/ Co-Coordinator / Chairman/Member would get 20% each.
	+ #For the purpose of calculating research score of the faculty, the combined research score from the categories of 6(b). Policy Document, 6(e) Revenue Generated, 6(f) Farmers Producers Organization (FPO)/Farmers Interest Group (FIG) / Developing or inducting a Starter / Entrepreneur / Incubator, 7. Invited lectures / Resource Person / Paper presented in Seminars / Symposiums / Conferences and 8. Workshops / Summer/Winter Schools / Training/Short-course (including paid programme) obtained and organized (International/National/State/University) / Farm Radio School organized shall have an upper capping of 30 percent of the total research score of the faculty concerned.

**The research score shall be from the minimum of FOUR categories out of EIGHT categories.**

**PROMOTION CRITERIA FOR TEACHERS UNDER CAS IN THE UNIVERSITY**

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| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Criteria** | **Assistant Professor (Academic Level 10 to Academic Level 11)** | **Assistant Professor (Academic Level 11 to Academic Level 12)** | **Assistant Professor to Associate Professor (Academic Level 12 to Academic Level 13A)** | **Associate Professor to****Professor****(Academic Level 13A to Academic Level 14)** |
| 1 | Assessment (Activity and Grading criteria) (Minimum Requirement) | ‘Satisfactory‘ or ‘Good‘ grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be | ‘Satisfactory‘ or ‘Good‘ grade in the annual performance assessment reports of at least four of the last five years of the assessment period | ‘Satisfactory‘ or ‘Good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period | ‘Satisfactory‘ or ‘Good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period |
| 2 | Academic / Research Score (Minimum Requirement) | -- | -- | 70 | 110 |
| 3 | Expert assessment system | Screening and Evaluation Committee | Screening and Evaluation Committee | Selection Committee | Selection Committee |

**ASSESSMENT FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)**

**(for Academic Level 13A and 14)**

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| **Assessment Criteria and Methodology** |
| **Activities** | **Promotion to Academic level** **13A** | **Promotion to Academic level** **14** |
| Assessment (Grading criteria) | ‘Satisfactory‘ or ‘Good‘ grade | ‘Satisfactory‘ or ‘Good‘ grade |

|  |
| --- |
| **Assessment - Academic / Research Activities*****(Marks obtained in Academic/Research Score will be converted as detailed below)*** |
| **Research Activities** | **Promotion to Academic level** **13A** | **Promotion to Academic level** **14** |
| If a candidate gets a minimum score of 70 for Academic level 13A and 110 for Academic level 14, then he / she will be given the marks of  | 40 | 40 |
| If a candidate gets a score of 140 for Academic level 13A and 220 for Academic level 14, then he / she will be given the marks of | 80 | 80 |
|  If he / she gets the score in between 70 and 140 points for Academic level 13A; between 110 and 220 points for Academic level 14, then he / she will be given marks on *pro rata* basis.  |

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| **Assessment – Selection Committee** |
| **Assessment** | **Promotion to Academic level** **13A** | **Promotion to Academic level** **14** |
| Interview | Interview |
| **Marks** | 20 | 20 |