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| **logo copy - kala** | **TAMIL NADU VETERINARY AND ANIMAL SCIENCES 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 HOD / Institution Head / University Registrar wherever applicable and will be scrutinized / finalized by the screening / selection committee.

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Nature of Activity** | **Maximum score** |
| 1. | Lectures, seminars, tutorials, contact hours, Administration of department, academic, research, research station, farms, schemes, EAPs, dairy and meat plants, hospitals, library , computer cell, instrumentation and other units, and duties in research station / KVKs / Training centre , farms, animal breeding stations, schemes, Externally Aided Projects, Offices of Administrative Heads, Dairy and Meat plants, Clinics, Ambulatory clinics and Clinical labs, AI centre, Specific departmental activities, Internship Supervision and other duties assigned by the University/Institution  *(For UOs, Academic / Research / Extension Management will also apply)* | 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, 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-UG, 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 HOD / Institution Head / University Registrar wherever applicable and 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, Associate Patron, 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 / clinical camps, field investigation, campus development activities, journal editor, assistant editor, editorial board members, reveiwers/ 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 table showing minimum score required for promotions to higher cadres. The self assessment score should be based on objectively verifiable data / documents duly certified by HOD / Institution Head / University Registrar wherever applicable and will be scrutinized / finalized by the screening / selection committee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **APIs** | **Veterinary/ Dairy Sciences** | **Library/**  **Physical education** | **Max. Points** |
| III A | Research Papers published in  **journals and conference proceedings** | Refereed journals\* | Refereed journals\* | 15-20/ publication |
| Non refereed but recognized and reputable journals and periodicals having ISBN/ISSN numbers | Non refereed but recognized 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 organized, 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 incharge 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 ongoing | Amount mobilized with minimum of Rs. 1.00 lakh | | | Amount mobilized with 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 project and 5/minor project for Co-PI | | | |
| III C (iv) | Acceptance for the completed projects | Acceptance from funding agency | | | Acceptance from funding agency | | | 5/each major project and 3/each minor project for PI and 3/major project and 2/minor project 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) | MVSc / MTech/ Any other Masters degree approved by TANUVAS 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 advisory committee:  20/each candidate | | |
|  | PhD | | Thesis submitted only | | | Thesis submitted only | | | 25/ each candidate for Chairman;  10/each candidate for member | | |
|  | MPhil / PG Diploma programmes | | Degree awarded | | | Degree awarded | | | 10 /each candidate for chairman;  5/each candidate for member advisory committee | | |
| **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 | Seminar, symposium, workshop, conference, 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 | 10/year |
| 7 | Administration of Research station | 20/year |
| 8 | Administration of Farms | 10/year |
| 9 | Administration of Schemes/ External Aided Projects | 10/year |
| 10 | Administration of Dairy plants / Meat plants / Feed Units | 10/year |
| 11 | Administration of VUTRC / KVK / FTC / Laboratories / ATIC | 10/year |
| 12 | Administration of Hospitals | 10/year |
| 13 | Administration of Library | 10/year |
| 14 | Administration of Computer cell | 10/year |
| 15 | Administration of Central Instrumentation and other units | 10/year |
| 16 | Administration Other Activities | 10/year |
| 17 | Duties in Research station/ animal breeding station | 30 / year |
| 18 | Duties as Technical Assistance to officers of the College & University |
| 19 | Duties in KVKs / VUTRC / FTC / ATIC |
| 20 | Duties in Distance Education Cell / UPD / Education Cell/RVSS(MVC) & Clinics on call duty basis in other campuses /USCPC / Educational Technology Cell |
| 21 | Education coordination work at CFDT, CPPM, VCRI-OND & VCRI-TNI |
| 22 | Duties in farms / LAM |
| 23 | Duties in Schemes/ EAPs / self financing units |
| 24 | Duties in Dairy / Meat plants | 20 / year |
| 25 | Duties in Clinics / Clinical labs / other laboratories |
| 26 | Duties in AI centre / Mobile unit |
| 27 | Internship Supervision (2 points/batch) | 10/year |
| 28 | Specific departmental activities like analysis, clinical materials processing / examination, preparation of specimens, feed/ mineral mixture preparation, technical advices to farmers, collection of materials/ samples for practical classes, vaccine produced, clinical case, etc.  (3 points/activity) | 20/year |
| 29 | 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

**PG Diploma (distance/regular), Skill Development Course, Certificate course/ Self Employment course:**

Each Theory class is given 3 points

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

\*Finally the total points for theory and practical for each course is divided separately based upon the classes taken by individual teachers who handled the course (after verification of records).

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

|  |
| --- |
| Muster and roll, stockmanship, monitoring feeding and grazing, silage making, monitoring breeding, cattle/sheep/goat/poultry AI, Livestock / poultry tagging / wing banding, debudding/dehorning, castration, docking, teeth clipping, milk recording, debeaking, culling / grading, any other management activity, Livestock/poultry treated, Livestock/poultry vaccinated, post-mortem conducted, deworming, ectoparasite control, sample sent for diagnosis, body weight recording, record keeping, data analysis,Diagnostic visits, lectures in training programmes/ awareness training/ awareness campaign/Farmers Field School, EDP for farmers, Farm school, Pongal technology week, 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 | Special clinical procedures viz.Ultra sound, endoscopy, ECG, hemodialysis, etc., | 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 | Invigilation (Board/Comprehensive Exam)/ exam | 5 | 5 | 5 |
| 5 | Practical/viva-voce (Chairman Board)/ exam | 5 | - | - |
| 6 | Practical/viva-voce (Member Board)/ exam | 4 | - | - |
| 7 | Practical/viva-voce (Skilled Assistant Board)/ exam | 4 | - | - |
| 8 | Question paper setting (including other Universities)/ set of question papers | 5 | 7 | 10 |
| 9 | Comprehensive Exam (Major advisor)/ student | - | 5 | 5 |
| 10 | Comprehensive Exam (Minor advisor) / student | - | 3 | 3 |
| 11 | Research credit Evaluation (Major advisor) | - | 5 | 10 |
| 12 | Research credit Evaluation (Minor advisor) | - | 3 | 5 |
| 13 | Conduct of Board Exam (internal /external) /paper correction/Comprehensive Exam/ Thesis Evaluation/ Viva-voce in Other Universities | 5 | 7 | 10 |
| 14 | Internship Evaluation/ Industrial training and research project evaluation | 5 | - | - |
| 15 | Question paper setting for ARS/ICAR/PSC, etc | 10 | | |
| 16 | Invigilation & related duties of CE / ASRB in college | 5 | | |
|  | **Total** | **Maximum 50** | | |

1. **Academic / Research / Extension Management**

|  |  |  |
| --- | --- | --- |
| **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 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 previous year. | 2 Points / Activity |
|  | Budget outlay increase (Excluding External Source) | > 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 | NCC | 10 |
| 4 | Sports secretary / Cafeteria i/c / Cooperative stores i/c / Vehicle officer / Security officer i/c | 5 |
| 5 | Cultural activities/clubs and associations of staff and students | 5 |
| 6 | Subject related events (Package of Practices, consultative workshops etc) | 5 |
| 7 | Warden / Deputy warden | 5 |
| 8 | Associate Patron | 5 |
| 9 | Staff Editor | 5 |
| 10 | Reviewer/ referee of journals | 5 |
| 11 | Editor of seminar proceedings/jubilee proceedings | 5 |
| 12 | Placement and Counseling centre | 5 |
| 13 | EDP / study circle / tracking programme | 5 |
| 14 | Ward / Student counsellor | 5 / year |
| 15 | Conducting study tours of very short duration (below 10 days) | 5 |
| 16 | Conducting study tours of short duration (10 days & above) | 8 |
| 17 | Conducting study tours of long duration (20 days & above) | 10 |
| 18 | Alumni/ Welfare associations | 5 |
| 19 | Functionaries of professional organizations/associations | 5 |
| 20 | Articles in College/University publications | 5 |
| 21 | Screening / Selection / Recruitment committees within and other Universities for all purposes | 10 / activity |
| 22 | Other similar/special additional duties\*\* | 5/ duty |
|  |  | **Maximum 30** |

1. **Extension activities**

|  |  |  |
| --- | --- | --- |
| 1 |  | 5 |
| 2 | Farmer/ field extension activities | 5 |
| 3 | Conduct of exhibitions | 10 |
| 4 | Conduct of farmers seminars | 5 |
| 5 | Preparation of exhibits | 5 |
| 6 | Village adoption / formation of farmers club, etc., | 5/ activity |
| 7 | Documentation of success stories, etc., | 5/ activity |
| 8 | 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 / Clinical 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.V.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. Two 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** |