TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY
CAREER ADVANCEMENT SCHEME (CAS) - 2026

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 id*[#]*.*				
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 now[2]: **11 / 12 / 13A / 14**		

6.	Academic Qualifications[3#]:

Degree	Subject	University Name / Place	Duration		Year of Pass	Class OGPA
			From	To		

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		Total Period		
			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	(7)			(8)	(9)
(1)	(2)	(3)	(4)	(5)	(6)	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
[1]Please note the preferred method of communication is email
[2]Encircle the appropriate stage
[3]Include 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) – 2026 (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 for this notification. 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 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 **30.06.2026.**

14. The last date for sending completed application along with all necessary enclosures shall be on or before 03.08.2026, 5.00 PM. 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 and the University Orders shall apply.
18. For any further clarifications/questions, contact the Registrar, TNJFU, Nagapattinam (registrar@tnfu.ac.in).

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/YYtoDD/MM/YY)

A. 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
1.	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.	

No.	Activities	Scores
2.	Budget outlay increase (Excluding External Source)	
3.	New Facilities Created Academic, Co-Curricular and Extra-curricular activities (Quote the facilities initiated and created)	
4.	Reforms introduced to existing procedures with outputs and outcomes	
5.	External funding generated by faculty through competitive mode	
6.	Villages adopted – Repetition not allowed	
7.	Social welfare programmes conducted in adopted villages	
8.	Seminars / Symposia organized	
9.	New Academic Courses initiated and started	
10.	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)	

1.	Teaching / Administration / Duties	S. No.	Course No.	Course Title	Credit Hours	Total Contact Hours	Duration		Enclosure Page No.
							From	To	

2.	Teaching in Excess of UGC norms	S. No.	Title of Programme	Duration		No. Of days	No of students attended	Enclosure Page No
				From	To			

3.	Instructions & Syllabus Enrichment	S. No.	Title	Duration		Enclosure Page No
				From	To	

4.	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/YYtoDD/MM/YY)

A. 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	

B. 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	

C. 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/OT[2]
1				
2				

III B1 Format for books

Sl. No	Title of the book / Chapter in the book	Nature of book[3]	Authors	Publishers[4]	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 B5Format 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								

III C (ii) Research Projects (Ongoing)

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								

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								
Co-investigator/Co-coordinator/Scientist In-charge								

III C (iv)Consultancy Project (Ongoing)

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								

Co-investigator/Co-coordinator/Scientist In-charge								

III C (v)Technology

Sl. No.	Details of Technology	Year	Whether Approved by the University	Claimed Score	Verified by the Committee	Enclosure Page No.

III C (vi)PATENTS

Sl. No.	Details of Patent granted	International/ National	Year	Claimed Score	Verified by the Committee	Enclosure Page No.
International						
National						

III (D) RESEARCH GUIDANCE

III D(i) Masters' degree – Awarded / Submitted

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							

III D(ii) Ph.D. awarded / Thesis submitted

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							

III. E (i) Refresher courses, Orientation courses, Training, Summer / Winter schools, Faculty development programmes

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									

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)								
National								
State / University								

*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 FAcademic 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.

[1]Follow NAAS Ratings in the respective year of publication. For non-NAAS rated journals provide impact factor as provided in the website of the Journal
[2]FA – First author; CA – Corresponding author; OT – Other author
[3]Text Book or Knowledge based book
[4]Also 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*)

A. 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

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

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

C. 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

D. Innovative / Interactive teaching (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

E. Examination Duties (Maximum score-50/year)

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)

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*)

A. 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

B. 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

C. Professional developmental 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

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:

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 Co-PI
		(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 Co-PI
		(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

A. Teaching / Administration / Duties

1	Lectures / Practicals (conducted)	Given separately[r]
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		

[r]**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.

B. 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**

C. 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**

D. 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**

E. 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**		

F. Academic / Research / Extension Management (For UO only)

No.	Activities	Score
1.	**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
2.	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
3.	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
4.	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
5.	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
6.	Villages adopted – Repetition not allowed	10 Points / Village adopted
7.	Social welfare programmes conducted in adopted villages	5 Points per activity
8.	Seminars / Symposia organized	10 Points per activity
9.	New Academic Courses initiated and started	40 Points per course
10.	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

A. Involvement in Co-Curricular activities

1	Student-relatedco-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

B. 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

C. 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.	i. Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table. ii. One Refresher/ Orientation / Research Methodology Course/Summer / Winter school of 2 to 3 weeks duration. iii. 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.	i. Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table 2. ii. One course / programme from among the categories of refresher courses, methodology workshops, Summer/Winter school, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2 to 3 week duration after reaching stage 2. iii. Screening cum Verification process for recommending promotion.
3.	**Assistant Professor (Stage 3) to Associate Professor (Stage 4)**	Assistant Professors with three years of completed service in Stage 3	i. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table 2 and 3. ii. At least three publications in the entire period as Assistant Professor (twelve years). iii. 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. iv. 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.	i. 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. ii. A minimum of five publications since the period that the teacher is placed in Stage 3. iii. 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**