



DRAVIDIAN UNIVERSITY
SRINIVASAVANAM :: KUPPAM

ASSESSMENT CRITERIA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME

Application for promotion from _____ to _____

Category	Academic Level	Pay Scale	Mark <input checked="" type="checkbox"/>
Assistant Professor	10	Rs.57,700 – 1,82,400	<input type="checkbox"/>
Assistant Professor to Assistant Professor Sr. Scale	10 to 11	Rs.68,900 - 2,05,500	<input type="checkbox"/>
Assistant Professor Sr. Scale to Assistant Professor Sel.Grade	11 to 12	Rs.79,800 - 2,11,500	<input type="checkbox"/>
Assistant Professor Sel.Grade to Associate Professor	12 to 13A	Rs.1,31,400 - 2,17,100	<input type="checkbox"/>
Associate Professor to Professor	13A to 14	Rs.1,44,200 - 2,18,200	<input type="checkbox"/>

Part – A : GENERAL INFORMATION

1.	Name of the Teacher (In block letters)	:	
2.	Department & School	:	
3.	Date of Birth	:	
4.	Caste (Whether belongs to SC / ST / BC / PH)	:	
5.	Date of appointment in Dravidian University service	:	
6.	Present Designation and (Pay Scale)	:	
7.	Date of Appointment / Promotion as		
	Assistant Professor (Stage 1 with AGP 6000/ Academic Level 10)	:	
	Assistant Professor (Stage 2 with AGP 7000/ Academic Level 11)	:	
	Assistant Professor (Stage 3 with AGP 8000/ Academic Level 12)	:	
	Associate Professor (Stage 4 with AGP 9000/ Academic Level 13 A)	:	
	Professor (Stage 5 with AGP 10000/ Academic Level 14)	:	

8.	Date of last Promotion / Appointment with stage	:	
9.	Position / Academic Level for which applied	:	
10.	Date of Eligibility for promotion	:	
11.	Assessment Period	:	
12.	Address for Communication	:	
	Contact Details		
	Mobile	:	
	Land Line	:	
	e-Mail	:	

13. Academic Qualifications (copies of certificates to be enclosed) :

Examination	Name of the Board / University	Month & Year of Passing	Percentage of marks obtained	Division	Subject / Specialization
S.S.C.					
Intermediate					
Graduation					
Post Graduation					
Other examination if any					

14. Research Degrees (copies of certificates to be enclosed) :

Degree	Title of Dissertation / Thesis	Date of Submission	Date of award	University
M.Phil				
Ph.D.				
D.Sc. / D.Lit.				

15. Appointments including Post-doctoral positions such as Research Associate ,
Research Scientist etc., held prior to joining the Dravidian University service

Designation	Institution	Aided / Unaided	Nature of Duty	Pay band with Grade Pay	Date of		Reasons for leaving
					Joining	Leaving	

15. Post(s) held after appointment in the Dravidian University service :-

Designation	Department	Nature of Duty	Date of		Pay Scale / Pay Band with Grade Pay
			From	To	

16. Period of Teaching experience :-

P.G. Classes (in year) :

U.G. Classes (in year) :

17. Courses taught at various levels (name of the course and give details) :-

Post Graduation:

Under Graduation :

18. Total duration of Research experience excluding the period spent in acquiring M.Tech. / M.Phil / Ph.D. :

19. Field of Specializations under the Subject / Discipline :

(a)

(b)

(c)

20. Orientation Programme / Refresher / Research Methodology Course/ Workshop/Syllabus Up-graduation Workshop/Training/ Teaching- Learning-Evaluation/Technology Programmes/ Faculty Development Programmes/ MOOCs Course (with e-certification) / Development of e-contents and other Courses attended:-
(please enclose copies of the certificates attended)

Name of the Course	Place	Duration	Period		Sponsoring agency
			From	To	

PART-B: Assessment Criteria and Methodology

Activity 1.1: Teaching (Classes taught includes sessions on tutorials, Lab and Other teaching related activities)											
Sl. No.	Year	Course/Paper	Level (UG or PG)	Mode of Teaching/Lecture/ Seminar/Tutorial/ Practical's	Total No. of Classes Assigned in a year	Number of Classes taught as per documented record	% of Classes Number of Classes taught/Total Classes assigned x100	Grading	Annexure (with page No.)	Grade verified by	
										HOD	Committee
80% & above – Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory											

Activity 1.2: Involvement in Students-Related Activities/ Research Activities

- (a) Administrative responsibilities such as; Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc.
- (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation.
- (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.
- (d) Organising seminars/ conferences/ workshops, other college/university activities.
- (e) Evidence of being actively involved in guiding Ph.D. students.
- (f) Conducting minor or major research project (s) sponsored by national or international agencies.
- (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

Year	Detail of Activities	Category	No. of Activities during Assessment Period	Grading	Annexure with page No.	Grade verified by	
						HOD	Committee

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:

Sl. No.	Year	Grade in Activity-1 Good/ Satisfactory / Not-Satisfactory	Grade in Activity-2 Good/ Satisfactory/ Not-Satisfactory	Overall Grade

Overall Grading: Good: Good in Teaching and Satisfactory or good in activities

Good: Good in teaching and satisfactory (activity S.No.1.1) or good in activity at Sl.No.1.2.

Satisfactory: Satisfactory in teaching (activity S.No.1.1) and good or satisfactory in activity at Sl.No.1.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

2. Methodology for University and College Teachers for calculating Academic/Research

Score

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

2.1 RESEARCH PAPERS PUBLISHED:

Category	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
2.1	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
<p>Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :</p> <p>i) Paper in refereed journals without impact factor - 5 Points</p> <p>ii) Paper with impact factor less than 1 - 10 Points</p> <p>iii) Paper with impact factor between 1 and 2 - 15 Points</p> <p>iv) Paper with impact factor between 2 and 5 - 20 Points</p> <p>v) Paper with impact factor between 5 and 10 - 25 Points</p> <p>vi) Paper with impact factor >10 - 30 Points</p> <p>(a) Two authors: 70% of total value of publication for each author.</p> <p>(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.</p> <p>Joint Projects: Principal Investigator and Co-investigator would get 50% each.</p> <p>Note:</p> <ul style="list-style-type: none"> Paper presented if part of edited book or proceeding then it can be claimed only once. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each. *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned. The research score shall be from the minimum of three categories out of six categories. 			

2.4 (a): RESEARCH GUIDANCE:

RESEARCH GUIDANCE	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline	Maximum score for University/ College teacher*
	Ph.D.	Degree awarded		10 per Degree
		Thesis submitted		05 per Degree
	M.Phil./P.G dissertation	Degree Awarded		02 per Degree

Level of Guidance	Registered	Thesis submitted	Degree Awarded	Academic Score	Verified Academic Score by		Evidence/ Annexure page No.
					HOD	Committee	
Ph.D							
M.Phil/ PG Dissertation							

2.4 (b): RESEARCH PROJECTS COMPLETED:

RESEARCH PROJECTS COMPLETED	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05

2.4 (c): RESEARCH PROJECTS ONGOING:

RESEARCH PROJECTS ONGOING	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02

2.5 (a): PATENTS:

PATENTS	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
	International	10	10
	National	07	07

Sl. No.	Title of the Research Project	PI/ Co-PI/ Joint PI	Period	Total Grant sanctioned & Received (in Rs.)	Funding agency	Patent	Output/ Patent: National or International level	Academic Score	Verified Academic Score by		Evidence/ Annexure page No.
									HOD	Comm ittee	

**2.5 (b): *POLICY DOCUMENT (SUBMITTED TO AN INTERNATIONAL BODY/ORGANIZATION LIKE UNO/
UNESCO/ WORLD BANK/ INTERNATIONAL MONETARY FUND ETC. OR CENTRAL GOVERNMENT OR
STATE GOVERNMENT)**

POLICY DOCUMENT	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
	International	10	10
	National	07	07
	State	04	04

	Academic/Research Activity	Year I	Year II	Year III	Year IV	Year V	Year VI	Total Academic Score	Verified Academic Score by	
									HOD	Committee
4	(a) Research guidance									
	Ph.D.									
	M.Phil./P.G dissertation									
	(b) Research Projects Completed									
	More than 10 lakhs									
	Less than 10 lakhs									
	(c) Research Projects Ongoing :									
	More than 10 lakhs									
	Less than 10 lakhs									
	(d) Consultancy									
5	(a) Patents									
	International									
	National									
	(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									
	National									
	State									
	(c) Awards/Fellowship									
	International									
	National									
6	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)									
	International (Abroad)									
	International (within country)									
	National									
	State/University									

I solemnly declare that the particular furnished above are true to the best of my knowledge.

Date :

Place :

Signature & Designation of the Applicant

Certified that, _____ has been working as _____ in the Department since _____

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Head of the Department

Dean