

ANNEXURE

TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY

8. SERVICE RULES {RU – 1/2011}

In exercise of the powers conferred by Section 37 of Tamil Nadu Veterinary and Animal Sciences University ACT 42/89 read with Clause 56 of Statutes and Clause 10(3) of the Regulations, rules have been framed for the Institution of the Tamil Nadu Veterinary and Animal Sciences University as per the Government order Ms No.234, 235,236,237 of the Finance (Pay Cell) dated 1st June 2009 and G.O. Ms. No 41 Animal Husbandry, Dairying and Fisheries (AH.6) Department dated 15-3-2010 and will apply to the employees of Tamil Nadu Veterinary and Animal Sciences University. These Rules shall come into force with effect from 1-1-2006.

1. Short Title and Commencement

- 1.1 These rules may be called the Tamil Nadu Veterinary and Animal Sciences University Revised Scales of Pay Rules, 2009.
- 1.2 They shall be deemed to have come into force notionally on the 1st January 2006 with monetary effect from 1st January 2007.
- 1.3 The scores for Academic Performance Indicator {API} in recruitment and promotion under Career Advancement Scheme shall come into effect from 11.8.2011 {date of intimation to the Board}.

2. Definitions

- 2.1 Unless the context otherwise require the words and expression these rules shall be interpreted to have the same meaning as they have in Act, Statutes and Regulations.
 - (i) Basic pay means as defined in FR 9 (21) (a) (i) of State Government.
 - (ii) Present emoluments shall comprise;
 - (a) The basic pay as on the 1st January 2006 of a University employee in the existing pay scale.
 - (b) Note: - In the case of employees drawing personal pay on 1st January, 2006 in the existing scales of pay, which as per the existing rules should be absorbed in the Increments will continue to be drawn in the revised pay and will be absorbed in the basic pay defined in clause (a) above.
 - (c) In the case of employees drawing personal pay in the existing scales of pay, which as per the existing rules/orders should not be absorbed in the increments, such personal pay shall be treated as pay for purpose of clause (a) above and will be discontinued in the revised pay.
 - (d) "Existing emoluments" mean the sum of (i) existing basic pay +personal pay (if admissible), (ii) Dearness Pay with reference to the basic pay and (iii) dearness allowance appropriate to the basic pay plus dearness pay at an index average 536 (1982=100).
 - (e) Pay in the pay band "means" pay drawn in the running pay bands specified in the Schedule.

- (f) "Grade Pay"/Academic Grad Pay is the fixed amount corresponding to the pre-revised pay scales/posts.
- (g) "Basic Pay" in the revised pay structure means pay drawn in the prescribed pay band plus the applicable grade pay /Academic Grade Pay but does not include any other type of pay like special pay.
- (h) Revised scale of pay of posts: - revised scale of pay for the existing scale of pay specified in column (2) of Schedule -1 shall mean the revised pay specified in column (3) and Grade pay/Academic Grade pay specified in column (5) thereon.
- (i) PBAS – Performance Based Appraisal System; it is a mode of selection based on certain Academic parameters which are referred as Academic Performance Indicator (API).

3. TEACHING:

- 3.1 Performance Based Appraisal System (PBAS) to meet the qualification and recruitment requirements of UGC 2010 as approved in toto by ICAR shall be prescribed in Rules here under in Table 1 to Table 13.
 - 3.1.1 Proposed scores for academic performance indicators (APIs) in recruitments and career advancement scheme (CAS) promotions of university (Table 1)
 - 3.1.2 Minimum APIs as provided to be applied for the promotion of teachers under career advancement scheme (CAS) in university departments, and weightages for expert assessment (Table 2)
 - 3.1.3 Minimum Scores for APIs for direct recruitment of teachers in university and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation (Table 3)
 - 3.1.4 Minimum academic performance and service requirements for promotion of teachers in the university (Table 4)
 - 3.1.5 Academic performance indicators (APIs) and proposed scores for adoption of performance based appraisal system (PBAS) for career advancement scheme (CAS) promotions of university director / deputy director/ assistant director of physical education (Table 5)
 - 3.1.6 Minimum norms of APIs as provided in table v to be applied for the career advancement scheme (CAS) promotion of university director / deputy director / assistant director of physical education and weightages for expert assessment in selection committees (Table 6)
 - 3.1.7 Minimum APIs and other norms for the direct recruitment of physical education personnel in the University (Table 7)

3.1.8 Minimum academic performance and service requirements for promotion of physical education cadres in the University (Table 8)

3.1.9 Academic performance indicators (APIs) and proposed scores for adoption of performance based appraisal system (PBAS) for direct appointment / career advancement scheme (CAS) promotions – Applicable to Librarian, (University) Deputy Librarian. (Table 9).

3.1.10 Minimum APIs as provided in Appendix I A Table IX to be applied for the promotion of Library staff of University and weightages for expert assessment under Career Advancement Scheme (CAS) (Table 10)

3.1.11 Minimum APIs and other norms for the direct recruitment of Librarian positions in the University Departments /Colleges (Table 11)

3.1.12 Minimum academic performance and service requirements for promotion of Librarian cadres in the University and Colleges (Table 12)

3.1.13 Performance based appraisal system Proforma (Table 13).

3.2 No one shall be eligible to be appointed, promoted or designed as Professor, unless she or he possesses a Ph.D. Degree and satisfies other academic conditions, as laid down by the University Regulations from time to time. This shall, however, not affect those who are already designed as Professor.

3.3 **PAY FIXATION FORMULA.-**

The Pay Fixation Formula for teachers governed by the UGC scale of pay applicable from 1.1.2006 shall be as prescribed in the G.O.Ms.No 234 (Finance Pay Cell) dated 1.6.2009 and its amendments and clarification there of shall be adopted.

3.3.1 **Amendment to General Rule 2**

Existing: Person appointed / placed under Career Advancement scheme are to be treated as promoted with higher responsibilities since they are not elevated merely after completion of stipulated service but only after undergoing normal selection procedure stipulated in Statutes, and Regulations of the University which is the same as that of regular selection procedure. Hence, as such persons promoted under the above scheme, are eligible for pay fixation as per section (10) (3) of the Regulations and these persons can occupy regular equivalent post with lieu of the Career Advancement post.

Amended: Person appointed / placed under Career Advancement scheme are to be treated as promoted with higher responsibilities since they are not elevated merely after completion of stipulated service but only after undergoing normal selection procedure stipulated in Statutes, and Regulations of the University which is the same as that of regular selection procedure. Hence, as such persons promoted under the above scheme, are eligible for pay fixation as per section (10) (3) of the Regulations and these persons can occupy regular equivalent post with lieu of the Career Advancement post. This is valid up to 31.12.2005. From 1.1.2006 onwards revised rules for fixation of pay for persons promoted under Career Advancement shall be followed.

3.3.2 Pay Fixation for persons promoted under Career Advancement.-

Persons appointed are placed under Career Advancement are to be treated as promoted with higher responsibilities since they are not elevated merely after completion of stipulated service but only after undergoing normal selection procedure stipulated in the Statutes and Regulations of the University which is one and the same as that of regular selection procedure. Hence as such persons promoted under Career Advancement are eligible for pay fixation as per TANUVAS Rule 3.3. And these persons can occupy regular equivalent post with lien of the Career Advancement post.

3.4 INCREMENT.-

- (i) Each annual increment shall be equivalent to 3 per cent of the sum total Pay in the relevant Pay Band and the Academic Grade Pay / Grade Pay as applicable for the stage in the Pay Band. The date of increment in the Revised Pay Structure will be on par with the State Govt. employees.
- (ii) Each advance increment shall also be at the rate of 3 per cent of the sum total Pay in the relevant Pay Band and the Academic Grade Pay / Grade Pay as applicable and shall be non-compoundable.
- (iii) The number of additional increment(s) on placement at each higher stage of Academic Grade Pay shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher pay scale. However, in view of the considerable raise in the effective pay between two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15600-39100 to the Pay Band of Rs.37400-67000.
- (iv) In case of calculation of annual increment under the revised pay structure, fraction of a rupee (i.e., 99 paise and below) shall be ignored. But any amount of a rupee or more shall be rounded off to the next multiple of 10.

3.5 OPTION.-

- (i) An employee may exercise option to remain in the existing Scale of Pay until the date on which she / he earns next or any subsequent increments in the existing Scale of Pay or until she / he vacates her / his post or ceases to draw pay in that pay scale; Provided that, if an employees does not exercise her / his option within the period specified above she / he shall be deemed to have opted or the revised pay scales with effect from 01st January 2006.
- (ii) The option shall be exercised in writing in the Form as given below, within three months from the date of issue of this order.

FORM FOR EXERCISING OPTION TO COME OVER TO THE REVISED UGC SCALES OF PAY

I _____, holding the post of _____ in the Scale of Pay of Rs. _____ do hereby elect * to come under the revised scale of pay before / after earning increment in the existing scale of pay with effect from 1st January, 2006 / to retain the existing scale of pay and rate of dearness allowance for the period up to _____ and come under the revised scale with effect from _____.

2. The Option hereby exercised is final and will not be modified at any subsequent date.

3. I hereby also undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the University either by adjustment against future payments due to me or otherwise without insisting for any prior notice.

Dated:

Signature:

Signed before me

Signature

(With Date)

Head of Office

Received the above declaration

Dated:

Signature:

Head of Office

- Strike out whichever is not applicable

3.6 ALLOWANCES.-

Allowances such as House Rent Allowance, City Compensatory Allowance, Traveling Allowance, Leave Travel Concession, Hill Allowance, Winter Allowance etc., shall be on par with those applicable to State Government employees, **with effect from 01st June, 2009.**

3.7 AGE OF SUPERANNUATION.-

The present system of retirement age of 60 years in the case of the Teachers of Tamilnadu Veterinary and Animal Sciences University shall continue. There shall be no re-employment beyond the age of superannuation.

3.8 PENSION, FAMILY PENSION, GRATUITY, ENCASHMENT OF LEAVE, EX-GRATIA COMPENSATION AND PROVIDENT FUND, ETC.

As regards the revision of Pension, Family Pension, Death-cum-Retirement Gratuity, Encashment of Leave, Ex-gratia Compensation and Provident Fund, etc. to the teachers and equivalent cadres governed by UGC-ICAR Pay Scale shall be as applicable to the State Government servants. The pension and retirement benefit as applicable to State Govt. servants shall be made applicable to the University employees.

3.9 APPLICABILITY OF THE REVISED UGC SCALE OF PAY FROM 1.1.2006.-

- (a) This scheme shall be applicable to Teachers and other equivalent cadres of the Tamilnadu Veterinary and Animal Sciences University.
- (b) This Schemes does not extend to the Accompanists, Coaches, Tutors and Demonstrators and to the posts or professionals like System Analysts, Senior Analysts, and Research Officers etc. who shall be treated at par with similarly qualified personnel in research / scientific organizations of the University. Pay and Grade Pay of the said categories of employees shall be fixed in the appropriate Pay Bands relative to their existing Pay corresponding to such fixation in respect of University employees on the basis of the recommendations of the Official Committee 2009.

3.10 DATE OF EFFECT.-

The revised Pay in the relevant Pay Band and the Academic Grade Pay together with the applicable allowances including arrears of salary as mentioned above shall be paid to all eligible beneficiaries under the scheme pending issue of Regulations by the UGC-ICAR. The revised Pay Scales shall take notional effect from 01st January 2006 and with monetary benefit from 01st January 2007.

- 3.11** To sum up Teachers governed by the UGC scale of pay are eligible for pay and allowances as per G.O.Ms.No.41 of A.H.D. & F (AH6) Dept., dated 15.03.2010 and its amendments and clarification there of. As per clause 47 (2) of TANUVASA Statutes modification of UGC scale of pay can be done with approved of Board of Management of TANUVAS.

3.12 REVISED PAY SCALES, SERVICE CONDITIONS AND CAREER ADVANCEMENT SCHEMES FOR TEACHERS AND EQUIVALENT POSITIONS.-

(1) Assistant Professors / Associate Professors / Professors:

- (i) Persons entering the teaching profession in the University shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs.15600-39100 with an Academic Grade Pay (AGP) of Rs.6000/-. Lecturers already in service in the Pre-revised scale of pay of Rs.8000-13500 shall be re-designated as Assistant Professors with the said AGP of Rs.6000.
- (ii) An Assistant Professor with completed service of 4 years, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs.7000 subject to the condition that Ph.D. is in a discipline which is relevant to the Department in which they are Assistant Professors.
- (iii) Assistant Professors possessing M.Phil. degree or post-graduate degree in professional courses approved by the relevant Statutory Body shall be eligible for the AGP of Rs.7000 after completion of 5 years service as Assistant Professor subject to the condition that the M.Phil Degree or post-graduate degree in professional courses in a subject relevant to the teaching discipline.
- (iv) Assistant Professors who do not have Ph.D. or M.Phil or a Master's degree in the relevant professional course shall be eligible for the AGP of Rs.7000 only after completion of 6 years service as Assistant Professor.
- (v) The upward movement from AGP of Rs.6000 to AGP of Rs.7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the University Regulations and should also satisfy an additional condition being laid down by University or the State Government.
- (vi) The pay of the incumbents to the posts of Assistant Professor (Senior Scale) (i.e. the pre-revised scale of pay of Rs.10000-15200) shall be re-designated as Assistant Professor and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs.7000.
- (vii) Assistant Professors with completed service of 5 years at the AGP of Rs.7000 shall be eligible, subject to other requirements laid down by the University Regulations and any other conditions laid down by University or State Government, to move up to the AGP of Rs.8000.

- (viii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed at the minimum of the above Pay Band with AGP of Rs.9000.
- (ix) Incumbent Associate Professors and Assistant Professors (Selection Grade) who have completed three years in the pay scale of Rs.12000-18300 on 01/01/2006 shall be placed in Pay Band of Rs.37400-67000 with AGP of Rs.9000 and shall be re-designated as Associate Professor.
- (x) Incumbent Associate Professors and Assistant Professors (Selection Grade) who had not completed three years in the pay scale of Rs.12000-18300 on 01/01/2006 shall be placed at the appropriate stage in the Pay Band of Rs.15600-39100 with AGP of Rs.8000 till they complete three years of service in the grade of Assistant Professor (Selection Grade) / Associate Professor, and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- (xi) Associate Professors / Assistant Professors (Selection Grade) in service at present shall continue to be designated as Assistant Professors (Selection Grade) or Associate Professors, as the case may be, until they are placed in the Pay Band of Rs.37400-67000 and re-designated as Associate Professor in the manner described in (x) above.
- (xii) Assistant Professors completing three years of teaching in the AGP of Rs.8000 shall be eligible, subject to other conditions that may be prescribed by the University Regulations, to move to the Pay Band of Rs.37400-67000 with AGP of Rs.9000 and to be designated as Associate Professor.
- (xiii) Associate Professor completing three years of service in the AGP of Rs.9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the University Regulations and, if any, by the University or the State Government. No Teacher other than those with a Ph.D. Degree shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs.10000.
- (xiv) The pay of a directly recruited Professor shall be fixed at Rs.43000 in the Pay Band of Rs.37400-67000, with the applicable AGP of Rs.10000.

- (xv) Ten per cent of the posts of Professors in the University shall be in the higher AGP of Rs.12000. However, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the University Regulations, and such eligibility conditions shall, *inter alia*, include publications in peer reviewed / refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard and subject to additional conditions laid down by the University. The pay of directly recruited Professors in AGP of Rs.12000/- shall be fixed at Rs.48000/- along with AGP. Sanctioned posts include the post approved under direct recruitment and CAS promotions as prescribed in UGC regulation dated 30.6.2010.
- (xvi) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect o academic and research requirements shall be as may be or have been prescribed by the University Regulations and any conditions laid down by State Government.

3.13 PAY SCALES AND CAREER ADVANCEMENT SCHEME FOR LIBRARIANS, ETC.-

(a) Assistant Librarian:

- (i) Assistant Librarian in the pre-revised scale of pay of Rs.8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- (ii) All existing conditions of eligibility and academic qualifications laid down by the University Regulations shall continue to be applicable for direct recruitment of Assistant Librarian.

(b) Assistant Librarian (Senior Scale):

- (i) The posts of Assistant Librarian (Senior Scale) in the pre-revised scale of pay of Rs.10000-15200 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000.
- (ii) Assistant Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the University Regulations and any other condition laid down by State Government, shall be eligible for the higher AGP of Rs.7000 within the Pay Band of Rs.15600-39100.
- (iii) Assistant Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of 5 years in the AGP of Rs.6000, if otherwise eligible as per guidelines laid down by the University Regulations and any other condition laid down by State Government, shall become eligible for the higher AGP of Rs.7000.

- (iv) After completing service of 6 years in the AGP of Rs.6000 Assistant Librarian without the relevant Ph.D. and M.Phil shall, if otherwise eligible as per guidelines laid down by the University Regulations and as per any other condition laid down by State Government move to the higher AGP of Rs.7000.

(c) Deputy Librarian / Assistant Librarian (Selection Grade)

- (i) Deputy Librarians who are directly recruited at present shall be placed in the pay band of Rs. 15600-39100 with AGP of Rs.8000 initially at the time of recruitment.
- (ii) On completion of service of 5 years, Assistant Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian / equivalent posts in Pay Band of Rs.15600-39100, with Academic Grade Pay of Rs.8000, subject to their fulfillment other conditions of eligibility (such as PhD degree or equivalent published work etc., for Deputy Librarian) as laid down by the UGC and as per any other condition laid down by State Government. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade), as the case may be.
- (iii) The existing process of selection by a selection committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.
- (iv) After completing three years in the pay Band of Rs. 15600-39100 with an AGP of Rs. 8000, Deputy Librarian / equivalent positions shall move to the Pay Band of Rs.37400-67000 and AGP of Rs.9000, subject to fulfilling other conditions of eligibility laid down by the UGC/ University and as per any other condition laid down by State Government.
- (v) Assistant Librarians (Senior Scale) in the University in the AGP of Rs.7000 not possessing PhD in Library Science or equivalent published work but who fulfill other criteria prescribed by the UGC/ University and as per any other condition laid down by State Government shall also be eligible for being placed in the AGP of Rs.8000.
- (vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs.12000-18300 on 01/01/2006 shall be fixed at an appropriate stage in the Pay Band of Rs.37400-67000 with an AGP of Rs.9000. They shall continue to be designated as Deputy Librarian /Assistant Librarian (Selection Grade).

- (vii) Incumbents to the post of Deputy Librarian / Assistant Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12000-18300, for being eligible to be placed in the higher Pay Band of Rs.37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8000 till they complete three years of service as Deputy Librarian /Assistant Librarian (Selection Grade).
- (viii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15600-39100 with AGP of Rs.8000. They shall move to the Pay Band of Rs.37400-67000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs.8000.
- (ix) The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for direct recruitment to the post of Deputy Librarian. Further, any other condition laid down by State Government shall also be applicable.

(d) Librarian:

- (i) The post of Librarian shall be in the Pay Band of Rs.37400-67000 with the Academic Grade Pay of Rs.10000.
- (ii) The existing conditions of eligibility and academic qualifications prescribed by the University Regulations shall continue to be applicable for appointment to the post of Librarian and also should be eligible as per any other condition laid down by State Government.
- (iii) Deputy Librarian completing service of three years in the AGP of Rs.9000 and otherwise eligible as per conditions prescribed by the University Regulations and if any by the State Government shall also be eligible to be considered for appointment to the post of Librarian **through open recruitment.**
- (iv) Incumbent Librarian shall be placed at the appropriate stage as per the prescribed 'fixation formula'.

3.14 PAY SCALES AND CAREER ADVANCEMENT SCHEME FOR PHYSICAL EDUCATION PERSONNEL.-

(a) Assistant Director of Physical Education:

- (i) The Assistant Director of Physical Education in the pre-revised pay scale of Rs.8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with an AGP of Rs.6000.
- (ii) Pay of incumbent Assistant Directors of Physical Education shall be fixed at an appropriate stage in the Pay Band of Rs.15600-39100 with AGP of Rs.6000, in accordance with the prescribed 'fixation formula'.

- (iii) All existing conditions of eligibility and academic qualifications laid down by the University Regulations and any other condition laid down by State Government shall continue to be applicable for direct recruitment of Assistant Director or Physical Education.

(b) Assistant Director of Physical Education (Senior Scale):

- (i) Assistant Directors of Physical Education (Senior Scale) in the pre-revised pay scale of Rs.10000-15200 shall be placed in the Pay Band of Rs.15600-39100 with an AGP of Rs.7000.
- (ii) Assistant Directors of Physical Education (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE in the AGP of Rs.6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the University Regulations and any other condition laid down by University move to higher AGP of Rs.7000 in the Pay Band of Rs.15600-39100.
- (iii) Assistant Director of Physical Education (Senior Scale) possessing M.Phil in Physical Education at the entry level of Assistant DPE in the AGP of Rs.6000 shall, after completing service of five years in the AGP of Rs.6000, be eligible for the higher AGP of Rs.7000.
- (iv) Assistant Directors of Physical Education without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical Education in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the University Regulations and any other condition laid down by State Government be eligible for being placed in the AGP of Rs.7000.
- (v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale) shall be fixed in Pay Band of Rs.15600-39100 at an appropriate stage in the AGP of Rs.7000, as per the prescribed 'fixation formula'.

(c) Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade):

- (i) After completing service of five years in the Pay Band of Rs.15600-39100 with the AGP of Rs.7000 and subject to satisfying other eligibility conditions laid by the UGC / University and any other conditions laid down by State Government, Assistant Director of Physical Education (Senior Scale) shall move to AGP of Rs.8000 in the Pay Band of Rs.15600-39100. They shall be designated as Deputy Director of Physical Education or Assistant Director of Physical Education (Selection Grade), as the case may be.

- (ii) After completing service of three years in the Pay Band of Rs.15600-39100 and the AGP of Rs.8000 and subject to eligibility laid down by the University Regulations and any other condition laid down by State Government. Deputy DPE / Assistant DPE (Selection Grade) shall move to the Pay Band of Rs.37400-67000 with the AGP of Rs.9000. They shall continue to be designated as Deputy DPE / Assistant DPE (Selection Grade).
 - (iii) All Incumbents to the post of Deputy DPE / Assistant DPE (Selection Grade) who have completed service of at least three years in the pre-revised Pay Scale of Rs.12000-18300 as on 01/01/2006 shall be eligible to be fixed in the Pay Band of Rs.37400-67000 with AGP of Rs.9000.
 - (iv) All Incumbents to the post of Deputy DPE / Assistant DPE (Selection Grade) whose services in the pre-revised Pay Scale of Rs.12000-18300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs.8000 in the Pay Band of Rs.15600-39100 till they complete the required service of three years as Deputy DPE / ADPE (Selection Grade) in the pre-revised Pay Scale.
 - (v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs.8000 in the Pay Band of Rs.15600-39100, and after completing 3 years of service directly recruited Deputy DPE and equivalents shall move to Pay Band of Rs.37400-67000 with AGP of Rs.9000.
- (d) Director of Physical Education**
- (i) Post of Director of Physical Education in University shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000.
 - (ii) Post of Director of Physical Education shall continue to be filled **through direct recruitment** and the existing conditions of eligibility i.e. the minimum qualification, number of years of relevant experience and other conditions prescribed by the University Regulations shall continue to be the eligibility for recruitment.
 - (iii) Pay of the incumbents shall be fixed at the appropriate stage in the Pay Band of Rs.37400-67000 as per 'fixation formula' as prescribed in pay fixation formula.

3.15 Registrar / Finance Officer / Controller of Examinations.-

The pay of Registrar / Controller of Examination shall be fixed with reference to their pay in their primary cadre. Finance Officer who is on deputation shall be paid Pay and Allowances as applicable to him in the parent department.

3.16 PAYMENT OF ARREARS.-

1. (a) The pay fixation statement as approved by the appropriate authority shall be attached to the Service Book of the Teachers.
- (b) The arrears accruing on account of pay revision for the period from 01.01.2007 to 31.08.2009 shall be arrived and the Interim Arrears shall be adjusted and the balance net arrears due for payment shall be arrived. The balance arrears so arrived shall be paid in three equal annual installments as shown below:
 - i. 1st Installment in the year 2009-2010
 - ii. 2nd Installment in the year 2010-2011
 - iii. 3rd and final Installment in the year 2011-2012
2. The Registrar Tamilnadu Veterinary and Animal Sciences University shall issue necessary instructions to all the Drawing and Disbursing Officers under his control to work out the Pay Revision Arrears forthwith based on the Proceedings / Orders issued by the pay fixing authorities duly fixing the pay of the teachers in the revised scales of pay and make payment in the manner as ordered above. The Drawing Officers shall also open a separate Register for this purpose and make necessary entries on the total arrears amount payable to each individual employee duly indicating the amount to be paid in three equal annual installments so as to claim the subsequent installments without any difficulty.
3. The Government has ordered that NET shall be compulsory for all subjects in Tamilnadu Veterinary and Animal Sciences University in light of letter from Ministry of Agriculture, Government of India, which makes NET compulsory for all including Ph.D. scholars. **Note: As per UGC Regulations on Minimum Qualifications ; Clause 3.3.1 of F.No:F.3-1/2009 dated 30th June 2010, candidates who are or have been awarded a PhD degree in accordance with the UGC – Minimum Standards and Procedure for Award of PhD degree Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges/ Institutions.**

3.17 To sum up Teachers governed by the UGC scale of pay are eligible for pay and allowances as per G.O.Ms.No.41 of A.H.D. & F (AH6) Dept., dated 15.03.2010 and its amendments and clarification their off. As per clause 47 (2) of TANUVASA Statutes modification of UGC scale of pay can be done with approved o Board of Management of TANUVAS.

3.18 Minimum qualification prescribed by the UGC vide final Regulation of UGC dated 30.06.2010 as adopted in Toto by ICAR vide letter dated 02.08.2010 shall be followed.

4. **INCENTIVE FOR PhD / M.Phil and other Higher Education Qualification of Teachers in TANUVAS.-**

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline as an additional qualification by a university following the process of registration, coursework and external evaluation as prescribed by the UGC-ICAR. If Ph.D. is prescribed as an essential qualification for the post, no incentive increment shall be given. Further, incentive increments shall be given only for one Ph.D. Additional Ph.Ds would not entitle a person for additional incentive increments.
- (ii) M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments subject to the condition that the M.Phil., awarded is in the relevant discipline and is an additional qualification. If M.Phil., is prescribed as an essential qualification for the post, no incentive increment shall be given. If any person is also a Ph.D. degree holder for which he is eligible for incentive increments as in (i) above, then he would not be eligible for incentive increment for possessing M.Phil. Further, incentive increment would be restricted to one M.Phil. Additional M.Phils would not entitle a person to claim additional incentive increments,
- (iii) Those possessing Post Graduate degree in a professional courses recognized by the relevant Statutory Body/Council, shall also be entitled to two non-compounded advance increments at the entry level subject to the condition that the Professional Course awarded is in the relevant discipline and is an additional qualification. If the Professional Course is prescribed as an essential qualification for the post, no incentive increment shall be given. Further, the person should not have claimed any incentive increment due to his possessing a Ph.D. or M.Phil for claiming incentive for the Professional Course.
- (iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant discipline awarded by a University which has been notified by UGC-ICAR and is an additional qualification. If Ph.D. is prescribed as an essential qualification for the post, no incentive increment shall be given. This would not be eligible if a person has got incentive increments for Ph.D. in any other relevant discipline.
- (v) Teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme shall be eligible for incentive only if the Ph.D. has been awarded by a University which has been notified by UGC-ICAR.
- (vi) Only on award of Ph.D. the teachers are entitled for three non-compounded increments.

- (vii) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments, only on award of Ph.D. by a University notified by the UGC-ICAR.
- (viii) Teachers who acquire M.Phil degree or a post graduate degree in a professional course recognized by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment. If post graduate qualification in a particular subject is not a mandatory requirement at the entry level of recruitment, acquisition of such a qualification for in service candidates shall also entitle them to one advance increment. Further, incentive increment would be eligible only once and multiple incentive increments for different M.Phil./Professional degrees in relevant disciplines are not permitted.
- (ix) Five non-compounded advance increments shall be admissible to Assistant Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university notified by the UGC-ICAR for the award of Ph.D. in library science. Further, incentive increments would be eligible for only one Ph.D. and not for multiple Ph.Ds.
- (x) Assistant Librarian and other Library personnel acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university notified by the UGC-ICAR shall be entitled to three non-compounded advance increments. Further, incentive increments would be eligible for only one Ph.D. and not for multiple Ph.Ds.
- (xi) Persons in posts of Assistant Librarian or higher positions who have been awarded Ph.D. would be eligible for incentive only if the Ph.D. is from University notified by UGC-ICAR.
- (xii) In respect of persons in the posts of Assistant Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only on the award of Ph.D. and only if the university awarding the Ph.D. which has been notified by the UGC-ICAR.
- (xiii) Assistant Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D shall derive the benefit of three non-compounded increments, only on award of Ph.D. from a University notified by UGC-ICAR.
- (xiv) Two non-compounded advance increments shall be admissible for Assistant Librarian with M.Phil degree in Library Science at the entry level. Assistant Librarian and those in higher positions acquiring M.Phil degree in Library Science at any time during the course of their service shall be entitled to one advance increment subject to the condition that the incentive increments shall be for only one M.Phil and not multiple M.Phils, and provided they have not availed incentive increments for having Ph.D.

- (xv) Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university notified by the UGC-ICAR for the award of Ph.D. in Physical Education subject to the condition that the incentive increment shall be limited to only one Ph.D. and will not be available multiple times for multiple Ph.Ds.
- (xvi) Persons in posts of Assistant Director of Physical Education or higher positions acquiring the degree of Ph.D. in the discipline of Physical Education, at any time while in service from a university complying with the process prescribed by the UGC-ICAR in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments subject to the condition that incentive would be limited to only one Ph.D. and not multiple Ph.Ds.
- (xvii) Persons in posts of Assistant Director of Physical Education or higher positions who have been awarded Ph.D. would be eligible for incentive only if the Ph.D. is awarded by a University notified by UGC-ICAR.
- (xviii) In respect of persons in the posts of Assistant Director of Physical Education or higher positions who are already enrolled for Ph.D. in Physical Education shall avail the benefit of three non-compounded increments only on the award of Ph.D. and only if the university awarding the Ph.D. has been notified by the UGC-ICAR.
- (xix) Assistant Director of Physical Education and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall derive the benefit of three non-compounded increments only on award of Ph.D. from a University notified by the UGC-ICAR.
- (xx) Two non-compounded advance increments shall be admissible for Assistant Director of Physical Education with M.Phil degree in Physical Education at the entry level. Assistant Director of Physical Education and those in higher positions acquiring M.Phil degree in Physical Education at any time during the course of their service shall be entitled to one advance increment subject to the condition that incentive shall be limited to only one M.Phil and not multiple M.Phils and provided they have not availed the incentive increment for having Ph.D. qualification.
- (xxi) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D./M.Phil. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
- (xxii) For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil under the earlier scheme, the benefit of five advance increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

- (xxiii) Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D./M.Phil while in service, would not be entitled to benefits under this Scheme.

5. NON-TEACHING:

5.1 REVISED PAY AND ALLOWANCES.-

As per clause 47 (2) of TANUVAS Statute Non teaching staff of TANUVAS are eligible for Pay Commission scale of pay as amended from time to time by the Government vide reference 1 to 3. To provide statutory force for the above recommendations the service Rules is instituted in TANUVAS for implementation for revised Pay Scales and allowances as applicable to State Government employees. The Revised pay scales are included in the revised Appendix I – B of TANUVAS. The other service conditions such as pay fixation, increments, stagnation increments, special pay, personal pay and pay allowances for University employees shall be as applicable to the State Government employees.

5.2 PAY FIXATION.-

The Pay of University employees in the new pays scales shall be fixed with reference to the emoluments as on 1-1-2006, which shall comprise of (i) basic pay, (ii) dearness pay with reference to the basic pay + personal pay (if admissible) and (iii) dearness allowance with reference to the basic pay + dearness pay at index average 536 (1982-100). The pay in the revised Pay Band /Pay scale shall be determined by multiplying the existing basic pay as on 1-1-2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.

- a) The fixation of pay in the new pay scales shall be governed by the Tamil Nadu Revised Scales of Pay Rules, 2009 and its clarification and its amendments there of.

5.3 FIXATION OF PAY IN THE REVISED PAY STRUCTURE.-

The initial pay of a University employee who elects to be governed by the revised pay structure from 1st January 2006 shall be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have had a lien if it had not been suspended and in respect of his pay in the officiating post held by him, in the following manner, namely:-

(1) In the case of all employees.-

- I. The pay in the pay band / pay scale shall be determined by multiplying the existing basic pay as on 1-1-2006 by a factor of 1.86 and round off the resultant figure to the next multiple of 10.

- II. If the minimum of the revised pay band / pay scale is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised pay band / pay scale;
- III. Where, in the fixation of pay, the pay of University employees drawing pay at two or more consecutive stages in the existing scale gets bunched, that is to say gets fixed, in the revised pay structure at the same stage in the pay band, then for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay bands. For this purpose, the increment will be calculated on the pay in the pay band only and **grade pay should not be taken into account** for the purpose of granting increments to alleviate bunching.
- IV. In the case of pay scales in Higher Administrative Grade(HAG) in the Pay Band -4, benefits of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade.
- V. If by stepping up of the pay as above, the pay of a University employee gets fixed at a stage in the revised pay band /pay scale (where applicable) which is higher than the stage in the revised pay an employee who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.
- VI. The pay in the pay band will be determined in the above manner. In addition to the pay in the pay band, grade pay corresponding to the existing scale will be payable.

NOTE: - See Illustrations – 1 to 9 in schedule -III to these rules

- (2) If a University employees is on leave on 1st January 2006, he shall be entitled to the revised pay structure from that date, but the pay so fixed in the revised scale shall be admissible to him only from the date of his return to duty in the post after the expiry of leave and the period commencing on the 1st January 2006 and ending with the date of such return will count for future increment in the revised pay structure depending on whether it will count for future increments in the existing scale.
- (3) Similarly where a University employee is on study leave on the first day of January, 2006 he will be entitled to the benefits under these Rules from 1-1-2006 or the date of option.
- (4) A University employee who on the 1st January 2006 is on leave preparatory to retirement, shall be entitled to choose his pay either in his substantive post or in the officiating post in the revised scale with effect from date for the purpose of computing his gratuity and pension.

- (5) If a University employee was under reduction of pay or stoppage of increment as a penalty on the 1st January 2006 his pay shall be fixed in the revised pay structure on the basis of present emoluments he drew on the 1st January 2006 and he shall continue to draw the pay so fixed in the revised scale till the expiry of the period of penalty. His pay in the revised scale shall be refixed immediately following the date of expiry of the period of penalty with reference to the present emoluments, which he would have drawn on the 1st January, 2006 taking the fact into consideration whether the penalty awarded is with or without cumulative effect. If, for instance, a University employee's increment falling due on the 1st January, 2006 had been postponed for a year without cumulative effect, his actual present emoluments as on the 1st January 2006 would be the basis for determination of his revised pay with effect from the 1st January 2006 and the pay so fixed shall be in force up to the 31st December 2006. However, for purpose of determination of his pay with effect from 1st January 2007 his pay on the 1st January 2006 shall be refixed notionally based on the present emoluments which he would have received on the 1st January 2006 but for his penalty and he will get the next increment on the 1st January 2007 from that stage.
- (6) If, however, the penalty of stoppage of increment due on the 1st January 2006 had been awarded with cumulative effect, the revised pay shall be fixed based on the actual present emoluments as on the 1st January 2006. There shall be no refixation of pay in this case.
- (7) If a University employee is under suspension on the 1st January 2006, or if he was discharged or reverted from a post before that date and is reappointed to that post after that date, he shall be entitled to the revised scales of pay only from the date on which he returns to duty in the post or from the date of his reappointment to that post.

5.4 FIXATION OF PAY OF EMPLOYEES APPOINTED ON OR AFTER 1-1-2006.-

Fixation of pay in the revised pay structure of employees appointed as fresh recruits on or after 1-1-2006, the entry level pay in the pay band at which the pay of direct recruits to a particular post carrying a specific grade pay shall be fixed on or after 1-1-2006. This procedure is also applicable in the case of those recruited between 1-1-2006 and the date of issue of this Notification / Orders. In such cases, where the emoluments in the pre-revised pay scales (s) (i.e. basic pay in the pre-revised pay scale(s) plus Dearness Pay plus Dearness Allowance applicable on the date of joining) exceeds the sum of the pay fixed in the revised pay structure and the applicable dearness allowance thereon, the difference shall be allowed as personal pay to be absorbed in future increments in pay.

5.5 FIXATION OF PAY PROMOTION ON OR AFTER 1-1-2006.-

In the case of promotion from one grade pay to another in the revised pay Structure, the fixation shall be done in the manner given below:

One increment equal to three per cent of the sum of pay in the pay band and the existing grade pay shall be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The difference in grade pay corresponding to the promotion post and the feeder post will thereafter be granted in

addition to this pay in the pay band. In cases where promotion involves change in the pay band also, the same methodology shall be followed. However, if the pay in the pay band after addition of the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band will be stepped to such minimum.

5.6 STAGNATION INCREMENT:

- i. The employees drawing Grade pay of Rs.6,600/- and above on completion of every 10 years of service shall be granted one increment at the rate of three per cent of basic pay including Grade pay.
- ii. In the case of employees who have completed 30 years of continuous service in the same post, they shall be granted one bonus increment at the rate of three per cent of basic pay including Grade pay.
- iii. In respect of employees who reached the maximum of the revised pay scale shall be allowed biennial increment at the rate of three per cent of basic pay including Grade pay as stagnation increment.
- iv. The pay in the pay band will be determined in the above manner. In addition to the pay in the pay band, grade pay corresponding to the existing scale will be payable.

5.7 HOUSE RENT ALLOWANCE .-

The University employees are eligible for house rent allowances as applicable to State Government servants.

5.8 RENT RECOVERY.-

(i) The rates of rent recovery for occupying University accommodation after the revision of pay scales shall be modified as below. In respect of employees in the **grade pay of Rs.1, 900/-** and below, no rent recovery need be made for occupying quarters provided by University or its agencies. For others, the revised rent recovery shall be as indicated below:

Sl. No.	Pay Range Rs.	Grade-I (a) Grade-I(b)	Grade - II	Grade-III	Other places
(1)	(2)	(3)	(4)	(5)	(6)
(In percentage)					
1.	6000--10199	1.5	1.5	1	1
2.	10200--18599	3	3	3	2
3.	18600 and above	4	4	4	3

The revised rates of rent recovery shall take effect from **1st June, 2009**. The rent recovery already made at old rates with effect from 1-1-2006 to 31-05-2009 needs no revision even after the re-fixation of pay in the revised pay structure.

(ii) The University also direct that the University employees occupying houses provided by Accommodation Controller and who pay rent above the rate of rent prescribed for occupying University quarters be allowed such amount in excess of the rent prescribed for occupation of University quarters as House Rent Allowance subject to the maximum limit of House Rent Allowance eligible.

5.9 OPTION.-

(1) A University employee may exercise option to remain in the existing scale of pay until the date on which he earns his next or any subsequent increments in the existing scale of pay or until he vacates his post or ceases to draw pay in that pay scale;

Provided that, if a University employee does not exercise his option within the period specified below he shall be deemed to have opted for the revised scales of pay with effect from the 1st January, 2006.

(2) The **Option shall be exercised** in writing in the prescribed Form to these Rules.

Provided that in the case of a University employee who was on leave on that date or who was discharged from service before and was not in the service on that date, or who was on deputation or on foreign service, the option shall be exercised in writing within a period of three months from the date on which he returns from leave, or is reappointed to the post, or rejoins duty in the State, as the case may be.

(i) Where a University employee is under suspension on the 1st January, 2006, the option may be exercised within three months from the date on his returns to duty if that date is later than the date prescribed in this sub- rule.

(ii) The **option once exercised shall be final**.

(iii) If a University employee opts to remain in the existing scale of pay for a specified period, he shall be entitled to draw pay in the existing pay scale during that period and also the amount of dearness allowance and other allowances at the existing rates and shall be fixed in the revised pay scale at the end of the period specified in accordance with the provisions under these Rules.

NOTE: (1) Persons whose services were terminated on or after the 1st January, 2006 and who could not exercise the option within the prescribed time limit on account of discharge on the expiry of the sanctioned post, resignation, dismissal or discharge on disciplinary grounds are entitled to the benefits in this rule.

NOTE: (2) Persons who have died on or after 1st January 2006 and could not exercise the option within the prescribed time limit be deemed to have opted for the revised scales on and from the 1st day of January 2006 or such later date as is more beneficial to their dependent, if the revised pay scales are more favorable and in such cases, necessary action for payment of arrears should be taken by the Head of Office immediately.

5.10 SPECIAL PAY.-

The existing quantum of special pay drawn by the employees shall be continued as such in the revised pay structure including the employees of Tamil Nadu House, New Delhi who are presently drawing special pay at the rate 20% of the existing basic pay.

5.11 SPECIAL ALLOWANCE.-

As the Official Committee has recommended higher scales of pay to the posts of Section Officers / Private Secretaries in Secretariat / High Court, Deputy Collector, Tahsildars and Deputy Tahsildars in Revenue Department, the Government direct that the existing quantum of Special Allowance granted to these categories of posts shall be continued at the same rates in the revised pay structure.

5.12 PERSONAL PAY.-

The benefit of Rs.5% personal pay granted to certain categories and adhoc personal pay granted to Office Assistants and Hospital Workers **shall be dispensed with** in the revised pay structure. However in order to avoid monetary loss to the incumbents who have already enjoyed the benefit of personal pay, University direct that the personal pay drawn by such employees including the personal pay granted while moving on to Selection Grade / Special Grade shall be absorbed while fixing the pay in the revised pay structure.

5.13 RECTIFICATION OF ANOMALY OF JUNIOR GETTING MORE PAY THAN SENIOR.-

(1) In cases where a senior University employee appointed to a higher post before the 1st day of January, 2006 draws less pay in the revised pay structure than his junior who is appointed to the higher post on or after the 1st day of January, 2006, the pay in the pay band of the senior University employee should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. The stepping up should be done with effect from the date of appointment of the junior University employee subject to the fulfillment of the following conditions, namely:--

- a) both the junior and the senior University employees should belong to the same category and should have been promoted to the same post.
- b) the pre-revised scale of pay and the revised scale of pay along with grade pay of the lower and higher posts to which they are entitled to draw pay should be identical.
- c) the senior University employee at the time of appointment should have been drawing equal or more pay than the junior.

(2) The anomaly should have arisen directly as a result of the introduction of the revised scales of pay.

(3) Where a junior who opts to come over to the revised scale from a date subsequent to 1st January 2006 and happens to get more pay than that of his senior by way of fitment benefit, then the pay of the senior shall be stepped up to level of the pay of the junior with effect from the date from which the junior draws such higher pay, provided that the senior was drawing pay higher than or equal to the pay of the junior in the pre-revised scales of pay from time to time.

5.14 (1) RATE OF INCREMENT IN THE REVISED PAY STRUCTURE.-

The rate of increment in the revised pay structure shall be three per cent of the sum of pay in the Pay Band and Grade pay applicable which shall be rounded off to the next multiple of 10. The amount of increment shall be added to the existing pay in the Pay Band.

(2) DATE OF ANNUAL INCRMENTS IN THE REVISED PAY STRUCTURE.-

- (i) The University employees shall be permitted to draw their annual increment in the revised pay structure in four quarters admissible in the existing scale of pay as the case may be viz. 1st January, 1st April, 1st July and 1st October.
- (ii) The next increment of a University employee in the revised pay scale shall be granted on the date he would have drawn increment had he continued in the existing pay scale.
- (iii) If a University employee draws his next increment in the revised pay scale Under sub-rule (ii) above and thereby becomes eligible for higher pay than his senior whose next increment falls due at a latter date, then the pay of such senior shall be refixed equal to the pay of the junior from the date on which the junior becomes entitled to higher pay.
- (iv) In the case of University employees who had been drawing stagnation increment beyond the maximum of the existing scale of pay and stagnating at the maximum in the existing scales for more than a year as on 1st January, 2006, the next increment in the revised scale shall be allowed on the 1st January, 2006 itself and subsequently sanctioned biennial increments.

5.15 CITY COMPENSATORY ALLOWANCE.-

The present rates of city compensatory allowance **shall be doubled with effect from 1st June, 2009**, as applicable to State Government employees.

5.16 UNIVERSITY ALLOWANCE.-

As per Section 43 of TANUVAS Act transferred employees are eligible for service benefits as applicable and enjoyed by transferred employees on that date. To maintain parity among Non-Teaching employees on or after 20.09.1989 the University allowances enjoyed by the transferred employees are extended to recruited employees of TANUVAS from 20.09.1989.

- 5.17** The Drivers of TANUVAS are eligible overtime allowance of Rs.100 per day and holiday allowance of Rs.300 per day as per G.O.Ms.No: 236 Finance (Salaries) Department dated 1.6.2009.

5.18 DATE OF EFFECT.-

The revised pay scales / Special time scales of pay / Consolidated Pay / Fixed Pay / Honorarium shall take **notional effect from 1st January, 2006 and with monetary benefit from 1st January, 2007.**

For Non-Teaching staff Revision of Pay and Grade Pay as per recommendation of One Man Commission, the date of implementation shall be applicable to State Government employees.

SCHEDULE -1**1. REVISED PAY SCALES WITH ACADEMIC GRADE PAY FOR TEACHING STAFF:**

GROUP NO.	OLD NAME FOR POSTS	PRE-REVISED PAY	REVISED NAME FOR POSTS	REVISED PAY & ACADEMIC GRADE PAY
1.	Vice-Chancellor	₹. 25000 (fixed)	Vice-Chancellor	₹.75000/- with a special pay of ₹.5000/-
2.	Registrar / Controller of Examinations / Directors / Deans / Finance Officer / Estate Officer	₹.16400-450-20900-500-22400. Special Pay ₹.200/-	Registrar / Controller of Examinations / Directors / Deans / Finance Officer / Estate Officer	₹. 37400-67000+ AGP ₹.10000/-
3.	---	---	Higher grade Professor (Stage 6)	₹.67000 (Annual Increment @3%)-79,000
4.	Professor / Director of Physical Education / Librarian	₹.16400-450-20,900-500-22400	Professor (Stage 5) / Director of Physical Education / Librarian	₹. 37400-67000+ AGP ₹. 10000/-
5.	Associate Professor / Deputy Director of Physical Education / Deputy Librarian	₹.12000-420-18300	Associate Professor (Stage 4) / Deputy Director of Physical Education / Deputy Librarian	₹. 37400-67000 + AGP ₹.9000/-
	Assistant Professor (Selection Grade) / Assistant Director of Physical Education (Selection Grade)/ Assistant Librarian (Selection Grade)	₹.12000-420-18300	Assistant Professor (Stage 3) / Assistant Director of Physical Education (Selection Grade)/ Assistant Librarian (Selection Grade)	₹.15600-39100+ AGP ₹.8000/-
6.	Assistant Professor (Senior Scale)/ Assistant Director of Physical Education (Senior Scale) / Assistant Librarian (Senior Scale)	₹.10000-325-15200	Assistant Professor (Stage 2)/ Assistant Director of Physical Education (Senior Scale) / Assistant Librarian (Senior Scale)	₹.15600-39100+ AGP ₹.7000/-
7	Assistant Professor / Assistant Director of Physical Education / Assistant Librarian	₹.8000-275-13500	Assistant Professor (Stage 1) / Assistant Director of Physical Education / Assistant Librarian	₹.15600-39100+ AGP ₹.6000/-

2. REVISE PAY SCALES WITH GRADE PAY FOR NON-TEACHING STAFF:

GROUP NO.	PRE-REVISED PAY	REVISED PAY	PAY BAND	GRADE PAY
1	2	3	4	5
1	2550-55-2660-60-3200	4800-10000	PB 1A	1300
2	2610-60-3150-65-3540	-do-	“	1400
3	2650-65-3300-70-4000	-do-	“	1650
4	2750-70-3800-75-440	5200-20200	PB 1	1800
5	3050-75-3950-80-4590	-do-	“	1900
6	3200—85-4900	5200-20200	“	2000
7	3625-85-4900	5200-20200	“	2200
8	4000-100-6000	5200-20200	“	2400
9	4300-100-6000	5200-20200	“	2600
10	4500-125-7000	5200-20200	“	2800
11	5000-150-8000	9300-34800	PB 2	4200
12	5300-150-8300	9300-34800	“	4300
13	5500-175-9000	9300-34800	“	4400
13(a)	5700-175-9200 (*)	9300-34800	“	4450
14	5900-200-9900	9300-34800	“	4500
15	6500-200-10500	9300-34800	“	4600
16	6500-200-11100	9300-34800	“	4700
17	7000-225-11500 (*)	9300-34800	“	4800
18	7500-250-12000 (**)	9300-34800	“	4900
19	8000-275-13500	15600-39100	PB 3	5400
20	8000-275-13500 9100-275-14050	15600-39100	“	5700
21	9650-300-15050	15600-39100	“	6000
22	10000-325-15200	15600-39100	“	6600
23	12000-375-16500	15600-39100	“	7600
24	12750-375-16500	15600-39100	“	7700
25	14300-400-18300	37400-67000	PB 4	8700
26	15000-400-18600	37400-67000	“	8800
27	16400-450-20000	37400-67000	“	8900
28	17400-500-21900	37400-67000	“	10000

(*) The existing scale of pay of Ministerial Superintendents (Rs.5700-9200) including interchangeable posts has been upgraded as proposed in Group No.17 above.

(**) The promotion posts to the Ministerial Superintendents presently in the scale of pay of Rs.6500-10500 have been upgraded as proposed in Group No.18 above.

TABLE – 1

**3.1.1 - SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY**

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for

- (a) teaching related activities;
- (b) domain knowledge;
- (c) participation in examination and evaluation;
- (d) contribution to innovative teaching, new courses etc.

The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening committee.

S.No.	Nature of activity	Maximum score
1	<p>For those working in colleges: Lectures¹, seminars², tutorials, practicals, contact hours³ undertaken taken as percentage of lectures allocated</p> <p>For those working in research farms⁴: Improvement activities of the farm in the form of increase in farm outputs, proposals to improve farm infrastructure, minimizing the operational cost or any other output identified by the screening committee and approved by the University from time to time</p> <p>For those working in research stations (VUTRCs)⁵: Number of end-user oriented activities organized, extension activities like farm radio schools, talks in media, activities to improve the veterinary service provided by the DAH or any other output identified by the screening committee and approved by the University from time to time</p> <p>For those working in research centres⁶: Outputs like dosage of vaccines produced, samples tested or any other output identified by the screening committee and approved by the University from time to time</p>	50

¹ A score of 20 shall be allotted for being course teacher for a UG/PG course for a semester. If he/she has been a teacher for theory or practical alone 50% of the points allotted shall be provided. For interdepartmental courses percentage of classes shall decide the points. For being course coordinator 5 points shall be provided.

² Each seminar/tutorial shall be provided with 5 points irrespective of the number of participants / takers

³ The screening committee shall decide the proportionate weightage to be given for academic activities based on contact hours

⁴ The screening committee with the approval of the University shall decide the points to be provided. Percentage of improvement to the achievement of previous year shall be the criteria for providing points. Allotment of marks shall be on an objective basis based on quantitative terms

⁵ Every activity shall be provided with 2 points

⁶ The screening committee with the approval of the University shall decide the points to be provided. Percentage of contribution in every activity decides the points specified for each category.

2	For those working in colleges: Lectures or other teaching duties in excess of the above like ward counsellors ⁷ , student coordinators ⁸ , For those working in research farms and research stations: Any output identified by the screening committee in addition to above and approved by the University from time to time	10
3	For those working in colleges: Course materials, Websites, Practical manuals prepared ⁹ For those working in research farms / stations / centres: SOPs prepared, pamphlets, booklets or any other research or extension material ¹⁰ (other than research papers and papers presented in seminars)	20
4	Innovative teaching aid (like a CBL software) or research / extension support system not coming under any of the above ¹¹	20
5	Examination duties – Question paper setting for IE/ABE of other Universities ¹² , invigilator ¹³ for IE/ABE (both theory and practical), Invigilator for any other exam conducted by the University (like PG entrance examination)	25*
	TOTAL	125

Minimum API Score required 75 (However, under every category a staff should get minimum of 75%).

- **The screening committee can allocate the marks specified in this category to other categories (1-4) equally distributed among them for the staff working in institutions other than colleges.**

⁷ For being ward counselor for a batch of students for an entire year 10 points shall be given. If there is disruption due to transfer points shall be allotted proportionately

⁸ 10 points shall be given only to the staff of EC or Batch Coordinators in this regard

⁹ 10 points shall be allotted for every item mentioned here. If there is more than one author, they share the points equally.

¹⁰ 10 points shall be allotted for every item mentioned here. If there is more than one author, they share the points equally.

¹¹ 10 points shall be allotted for every item mentioned here. If there is more than one author, they share the points equally.

¹² 5 points shall be allotted for each question paper irrespective of the nature of examination. For interdepartmental courses points shall be distributed proportionately.

¹³ 5 points for every invigilation activity.

CATEGORY II:**CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. The self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening committee.

S.No.	Nature of activity	Maximum score
1	For staff working in colleges: Student related co-curricular, extension and field based activities (such as NSS/NCC officers, faculty associated with the co-curricular activities proposed by the VCI like tracking programme, study circle, entrepreneurial training or such other items identified by the VCI and approved by the University from time to time ¹⁴ , For staff working in other stations and farms: Not applicable	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities ¹⁵ .	15 (25*)
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles ¹⁶ , not covered in Category III below	15 (25*)

* For staff working in research farms, centres or research stations

Allotment of points based on their role shall be as decided by the Screening Committee with the approval of the University from time to time

Minimum API Score required 15 (However, under every category a staff should get minimum of 75%)

¹⁴ 10 points shall be allotted for every activity

¹⁵ 5 points for being member/chairman of committee constituted by the University for academic, research, extension and administrative purposes. 2.5 points shall be for member of committees for National / International / Any other activity. 15 points for being member of a committee constituted by agencies like ICAR, DBT, DST, GoTN, GOI etc.

¹⁶ One point for every activity mentioned here

CATEGORY-III:

RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	Category	Nature of contribution	Maximum Points
III A	Research papers	Refereed Journals	15/publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication
III B 1	Books / Chapters	Text or Reference Books Published by International Publishers (Established peer review system is optional)	50 /sole author; 10 /chapter in an edited book
		Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author; 5 /chapter in an edited book
		Text or Reference Books by Other local (State level) publishers with ISBN/ISSN numbers.	15 /sole author; 03 /chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes by National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 /Chapter
III B 2	Popular articles	Published in a Newspaper / professional magazines	5/publication
III C	i) Research Projects (obtained / ongoing)	Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project (for Principal Investigator) 10 / each project (for Co-principal investigators)
		Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project (for Principal Investigator) 08 / each project (for Co-principal investigators)
		Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	10 /each Project (for Principal Investigator) 05 / each project (for Co-principal investigators)
	ii) Consultancy project (obtained /ongoing)	Amount mobilized with a minimum of Rs. 10 lakhs	10 /each Project (for Principal Investigator) 05 / each project (for Co-principal investigators)
	iii) Completed projects (After evaluation)	Completed project Report (Acceptance from funding agency)	For Principal Investigator: 20 /each major project and 10 /each minor project For Co-Principal Investigators: 10 /each major project and 05 / each minor project

S No.	Category	Nature of contribution	Maximum Points
	iv) Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	30 / each national level output or patent /50 /each for International level,
III D	Research guidance (only completed degrees)	M.V.Sc / M.F.Sc / Any other Masters degree identified by TANUVAS from time to time	3 /each candidate (degree awarded only)
		Ph.D	10 / each candidate (degree awarded) 7/ each candidate (for submitted)
		M.Phil / PG Diploma programmes	2 /each candidate
III E	i) Training programmes / Refresher courses / Summer, Winter Schools / Workshops / Faculty Development Programmes / Skill development Programmes (Participation only)	Minimum of two weeks duration	20 / each
		Less than two weeks and more than one week	10 / each
		Less than one week	5 / each
	ii) Papers presented in seminar / conference / workshops	Both posters and oral presentation	
		International	10 / each (for first author) 5 / each for subsequent authors)
		National	7.5 / each (for first author 4 / each for subsequent authors)
		State / Regional	5 / each (for first author and 3 / each for subsequent authors)
		University	3 / each (for first author and 1.5 / each for subsequent authors)
	iii) Invited papers / Lead papers	International	10 / each (Only for the first author. No marks for subsequent authors)
		National	5 / each

- Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.
- If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

- *The Department of Library Sciences, MVC shall prepared the list of Journals and their impact factor pertaining to veterinary and animal sciences and fishery science and food sciences faculty and revise them at least once in six months*
- *Of the total score for the relevant 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%.*

Explanatory note for Tables II (a) and II (b)

1. The University shall establish an Internal Quality Assessment Cell. The cell shall comprise of five professors from faculty of TANUVAS excelled and contributed in the fields of academics, research, extension, farm and fisheries. One of the members shall be identified as Coordinator. This cell is a suggestion making body on development of API and PABS for the teaching faculty of the University based on the recommendations of the ICAR/UGC. The functioning of the Cell shall be decided by the University from time to time. The IQAC shall report to the Registrar, who in turn shall place the same at the meeting of the University Officers and then place them at the appropriate authorities of the University.
2. In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems of the University for one year only with the minimum average scores as depicted in Table II (a) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings
5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfil the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfil the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the screening committee / expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility. (b) If however, the candidate finds that she / he fulfils the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application (c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.

TABLE-2

3.1. 2 MINIMUM APIS AS PROVIDED TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT.

S No		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	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)	Professor (Stage 5) to Professor (Stage 6)
1	I Teaching-learning, Evaluation Related Activities (category I)	75/Year	75/Year	75/Year	75/Year	75/Year
2	II Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year`
3	III Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year	100/Year
4	IV 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)	50/Year (500/assessment period)
5	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert 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	50% - research. 50 % - Performance evaluation and other credential by referral procedure

Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

TABLE – 3

3.1.3 -Minimum Scores for APIs for direct recruitment of teachers in university and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation (APPENDIX I A).

	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in the regulations APPENDIX I A	Consolidated API score requirement of 300 points from category III of APIs of Table I	Consolidated API Score requirement of 400 points from category III of APIs of Table I
Selection Committee criteria/ weightages (Total Weightages = 100)	<ul style="list-style-type: none"> a) Academic Record and Research Performance (50%)* b) Assessment of Domain Knowledge and Teaching Skills (30%)* c) Interview performance (20%) 	<ul style="list-style-type: none"> a) Academic Background (20%)* b) Research performance based on API score and quality of publications (40%)*. (Category III) c) Assessment of Domain Knowledge and teaching Skills (20%) * (Category I&II) d) Interview performance (15%) e) Personal file 5% # 	<ul style="list-style-type: none"> a) Academic Background (20%)* b) Research performance based on API score and quality of publications (40%)*. (Category III) c) Assessment of Domain Knowledge and Teaching Skills (20%) (Category I&II)* d) Interview performance: (15%) e) Personal file 5% #

*The distribution of marks for the category shall be decided by the University from time to time.

For candidates applying from Institutions other than TANUVAS this shall not apply and it will be added to interview performance.

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TABLE – 4

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

<u>Sl.No</u>	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. <u>or</u> five years of service who are with M.Phil/P.G Degree in Professional Courses such as LL.M. M.Tech. M.V.Sc., M.D., <u>or</u> six years of service who are without Ph.D/M.Phil/PG Degree in Professional Courses.	<ul style="list-style-type: none"> (i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table II of Appendix I A. ii) One Orientation# and one Refresher/Research Methodology Course/Summer / Winter school of 2 to 3 weeks duration. iii) Screening cum Verification process for recommending promotion.(Appendix IA)
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<ul style="list-style-type: none"> (i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II of Appendix I A. (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.(Appendix IA)

Not applicable for those who are recruited before 2009-2010.

Sl.No	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3	<p>i. Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II of Appendix I A.</p> <p>II. At least three publications in the entire period as Assistant Professor (twelve years).</p> <p>III. One course/ programme from among the categories of methodology workshops, Training , Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration after reaching stage 3.</p> <p>IV. A Selection Committee process as stipulated in the regulation and in Appendix I A.</p>
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>i. Minimum yearly/cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table II of Appendix I A. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>ii. A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>iii) A Selection Committee process as stipulated in the regulation and in Appendix I A.</p>
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (Universities only)	<p>i. Minimum yearly / cumulative API scores for the assessment period as per the norms provided in Table II of Appendix I A.</p> <p>ii. Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards/ honours/ recongnitions/ patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt, LLB., etc.</p> <p>iii. A review process by an Expert Committee as stipulated in the regulations and in Appendix I A.</p>

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification 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 – 5

3.1.5 - ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY DIRECTOR / DEPUTY DIRECTOR/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION.

CATEGORY I : TEACHING, TRAINING, COACHING, SPORTS PERSON DEVELOPMENT AND SPORTS MANAGEMENT ACTIVITIES

S. No.	Nature of Activity *	Maximum Score*
CATEGORY -1		
1	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points) Lecture cum practice based athlete/sports classes, seminars undertaken as percentage of allotted hours (20 Points)	40
2	Extending services, sports facilities and training on holidays to the institutions and organizations other than TANUVAS	10
3	Organizing and conducting sports and games competitions at the International/ National/State/Inter University/Inter Zonal Levels (25 Points) Organizing and conducting coaching camps/ sports person development / training programmes (15 Points)	40
4	Up gradation of scientific and technological knowledge in Physical Education and Sports (10 Points) Identifying sports talents and Mentoring sports excellence among students (10 Points)	20
5	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15
	Total Score	125
	Minimum API Score Required	75

* The distribution of allotment of points to every activity shall be discipline based and may vary time to time . The key for the same shall be developed by the University from time to time. The University may also identify more activities then those listed here from time to time and redistribute scores accordingly.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.No.	Nature of Activity *	Maximum Score*
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS/ NCC and other channels	20
2	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conference, short term, training course, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

* The distribution of allotment of points to every activity shall be discipline based and may vary time to time . The key for the same shall be developed by the University from time to time. The University may also identify more activities then those listed here from time to time and redistribute scores accordingly.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

S.No.	APIs	Faculties of Physical education	Max. Points for University and college teacher position
III(a)	Research Publication (Journals)	Refereed Journals*	15/Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/Publication
		Full papers in Conference proceedings, etc* (Abstracts not to be included)	10/publication
III(b)	Research Publications (books, chapters in books other than refereed Journal articles)	Text or Reference Books Published by International Publishers**	50/sole author 10/chapter in an edited book
		Text or Reference Books Published by National/Central/State Government/Societies**	25/sole author, 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers**	15/sole author, 3 /chapter in edited books
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories**	5/Chapter

* In case of joint publications the distribution point among authors shall be as decided by University by time to time on case basis.

S.No.	APIs	Faculties of Physical education	Max. Points for University and college teacher position
III (C)	RESEARCH PROJECT		
III (C) (i)	Sponsored Projects carried out/ongoing	Major Projects/Events amount mobilized with grants above 5.0 lakhs	20 each Project
		Major Projects/Events Amount mobilized with minimum of Rs.4.00 lakhs up to Rs.5.00 lakhs	15 each major project
		Minor projects from central/state funding agencies with grants below 4.00 lakhs	10 each minor project
III (C) (ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.1.0 lakh	10 per every Rs.5.0 lakhs 2 per every Rs.1.0 lakhs
III (C) (iii)	Completed projects: Quality Evaluation	Completed project report (Accepted by funding agency)	20/ each major project and 10/ each minor project
III (C) (iv)	Projects Outcome/ Outputs	Policy document of Govt. Bodies at Central and State level	30/ each output or outcome for National patents etc/50/each for International patents.
III (D)	RESEARCH GUIDANCE#		
III (D) (i)	M.Phil	Degree awarded only	3/each candidate
III (D)(ii)	Ph.D	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate

S.No.	APIs	Faculties of Physical education	Max. Points for University and college teacher position
III (E)	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS		
III (E) (i)	Research Methodology/ Training/Co-Chairing Workshops	Research methodology/Training/Coaching Programme (not less than three weeks) workshops of not less than one week)	20
III (E) (ii)	Papers in Conferences / Seminars/workshops etc.	Participation and Presentation of research papers (oral/poster) in:	
		a) International conference	10/ each
		b) National	7.5/each
		c) Regional/State level	5/each
III (E) (iv)	Invitations for conferences/seminars/ workshops/symposia to deliver lectures/chair sessions	a) International	10/each
		b) National	7.5/each
		c) State level/Regional	5/each
		d) University/College level Endowment lectures	5/each

Marks specified in this section shall be taken into III A, B, C, and E till these programmes are offered in TANUVAS

TABLE - 6

3.1.6 - MINIMUM NORMS OF APIS AS PROVIDED IN APPENDIX – I A TABLE V TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY DIRECTOR / DEPUTY DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES.

S.No.of category	Minimum Norm/ Criteria	Assistant Director of Physical Education (Stage 1 to Stage 2 (Senior Scale)	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education / Assistant Director Physical Education (Selection Grade) (Stage 3)	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (University only)
I	Teaching, training coaching, sports person development and sports management activities (Category – I)	75/Year	75/Year	75/Year	75/Year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year
III	Minimum total average API annual score under Categories I and II*	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) - Minimum Annual score required - to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research evaluation 50% - Assessment of domain knowledge and skills in sports 15 % - Interview Performance 5% Personal file	50% - Research evaluation. 30% Assessment of domain knowledge contribution and organization track record with vision plan. 15% - Interview performance 5% Personal file

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

TABLE – 7

3.1.7 - MINIMUM APIs AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN THE UNIVERSITY

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THE APPENDIX I A OF REGULATION)

S.No.of category	Minimum Norm/ Criteria	Assistant Director of Physical Education (Entry Stage – Stage 1)	Deputy Director of Physical Education in University (Stage 4)	Director of Physical Education in University (Stage 5)
1	API score (Research and Academic Contribution – Category III)	Minimum Qualification as stipulated in the regulations APPENDIX I A	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria / weightages (Total weightage = 100)	a) Track Record of championship won (30%)* b) Sports and athletic skills (40%)* c) Interview performance (30%)	a) Research papers (3 nos) evaluation: (40%) * b) Organisational skills / Plans of sports: (30%)* c) Interview performance (20%) d) Personal file (10%) #	a) Research papers (5 nos) evaluation: (50%)* b) Organisational tract vision plan (25%)* c) Interview performance (15%) d) Personal file (10%) #

*The distribution of marks for the category shall be decided by the University from time to time.

For candidates applying from Institutions other than TANUVAS this shall not apply and it will be added to interview performance.

TABLE 8

3.1.8 - MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN THE UNIVERSITY

Sl. No.	Promotion of Physical Education Cadres through CAS	Service requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria
1.	Assistant DPE to Assistant DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE completed four years of service in Stage 1 with Ph.D. or five years of service who are with M.Phil. or six years of service who are without Ph.D./M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table VI of Appendix I A for university DPEs cadres in University. (ii) One Orientation# and one Refresher Course of 3 to 4 weeks duration. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
2.	Assistant DPE (senior scale) to Deputy DPE / Assistant DPE (selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) 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 VI of Appendix I A for university DPEs cadres in University. (ii) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period after reaching stage 2. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3.	Deputy DPE / Assistant DPE (Selection Grade) to Deputy DPE/ Assistant DPE (Selection Grade) (Stage 3 to Stage 4).	Deputy DPE / Assistant DPE (Selection Grade) 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 VI of Appendix I A for university DPEs cadres in University. (ii) Minimum three publications over twelve years. (iii) Evidence of having produced teams/ athletes (iv) A selection committee process as stipulated in the regulation and in Appendix I A .
4.	University DPE (Stage 5) (For universities only)	Deputy DPE in universities with three years of completed service in Stage 4.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table VI of Appendix I A for DPEs in university. These may be achieved over two assessment periods, if required. (ii) A minimum of five publications over two assessment periods (six years). (iii) Evidence of having produced teams / athletes. (iv) A selection committee process as stipulated in the regulation and in Appendix I A.

Note : The explanatory note provided for Tables II of Appendix I A for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

Not applicable for those recruited after 2009-2010.

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TABLE 9

3.1.9 -ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT / CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS - APPLICABLE TO LIBRARIAN, (UNIVERSITY) DEPUTY LIBRARIAN.

Category-I: Procurement, organisation, and delivery of knowledge and information through Library services

Sl.No.	Nature of Activity *	Maximum Score*
1.	Library resources organization and maintenance of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2.	ICT and other new technologies' application for up gradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), intranet management.	30
3.	Development, organisation and management of e-resources including their accessibility over intranet / internet, digitization of library resources, e-delivery of information etc.	25
4.	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10
	Total Score	125
	Minimum API score required	75

* The distribution of allotment of points to every activity shall be discipline based and may vary time to time . The key for the same shall be developed by the University from time to time. The University may also identify more activities then those listed here from time to time and redistribute scores accordingly.

CATEGORY –II CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Sl.No.	Nature of Activity *	Maximum Score*
1.	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library –literary work through different channels.	20
2.	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3.	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

- The distribution of allotment of points to every activity shall be discipline based and may vary time to time . The key for the same shall be developed by the University from time to time. The University may also identify more activities then those listed here from time to time and redistribute scores accordingly.

Category –III Research and academic contributions

S.No.	APIs	Activity	Maximum Point
III (A)	Research Papers published	Refereed Journals	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III (B)	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	50 / sole author; 10 / chapter in an edited book
		Text or Reference books Published by International Publishers with an established peer review system	50 / sole author; 10 / chapter in an edited book
		Subjects 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	15 / sole author, and 3 / chapter in edited books
		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 numbers and with numbers of national and international directories	5 / Chapter
III (C)	RESEARCH PROJECTS		
III(C)(i)	Sponsored Projects carried out / ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	20 / each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 / each Project
		(c) Minor Projects (Amount mobilized with grants above Rs.50, 000 up to 5.00 lakhs)	10 / each Project

S.No.	APIs	Activity	Maximum Point
III (C)(ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III(C)(iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 / each major project and 10 / each minor project
III(C)(iv)	Projects Outcome / Outputs	Patent/Technology transfer / Product / Process	30 / each national level output or patent / 50 / each for international level.
III (D)	RESEARCH GUIDANCE#		
III (D)(i)	M.Phil.	Degree awarded only	3 / each candidate
III (D) (ii)	Ph./D	Degree awarded	10 / each candidate
		Thesis submitted	7 / each candidate
III (E)	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS		
III (E)(i)	Refresher courses, Methodology workshops, Training, Teaching – Learning – Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (Max:30 points)	Not less than two weeks duration	20 /each
		One week duration	10/each
III (E)(ii)	Papers in Conferences / Seminars / Workshops etc.*	Participation and Presentation of research papers (Oral/Poster) in	
		a) Internal conference*	NIL / Each*
		b) National *	NIL / Each*
		c) Regional /State level *	NIL / Each*
		Local – University / College level	3 / each
III (E)(iii)	Invited lectures or presentations for conferences / symposia	International	10 / each
		National level	5

Marks specified in this section shall be taken into III A, B, C, and E till these programmes are offered in TANUVAS

* If a paper presented in Conference/Seminar were published in the form of Proceedings, the points would accrue for the publication (III (A)) and not under presentation (III (E) (ii)).

Note:.

* In case of joint publications the distribution point among authors shall be as decided by University by time to time on case basis.

TABLE - 10

3.1.10 - Minimum APIs as provided in Appendix I A Table IX to be applied for the Promotion of Library staff of University and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

SI.No.		Assistant Librarian to Assistant Librarian (senior scale) (Stage 1 to Stage 2)	Deputy Librarian / Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian / Assistant Librarian (Selection grade) Stage 3 to Stage 4)	Librarian (University only) Stage 4 to Stage 5)
I	Procurement, Organization and delivery of knowledge and information thro' library services (category I)	75/year	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year
III	Minimum total average annual Score under Categories I and II*	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	10/year (40/assessment period)	20/year (100/assessment period)	30/years (90/assessment period)	40/year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50))	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - assessment of domain knowledge on Library automation and Organisational skills 15% - Interview performance 5% Personal file	50% Library publication work 30% Assessment of innovative Library service and organization of digital library services 15% Interview performance. 5% Personal file

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category 1 + II

TABLE 11**3.1.11 - MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN THE UNIVERSITY DEPARTMENTS/COLLEGES**

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN APPENDIX I A - REGULATION)

Sl.No. of category	Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in Universities (stage 4)	Librarian (University only) (Stage 5)
I	API score (Research and Academic Contribution – Category III)	Minimum Qualification as stipulated in the regulations APPENDIX I A	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
II	Selection Committee criteria/weightages (Total weightage = 100)	a) Teaching / compute and communication skills by a Lecture demonstration (30%)* b) Record of Library management skills (20%)* c) Interview performance (50%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%)* b) Library automation skills and Organisational Plans (20%)* c) Interview Performance (20%) d) Personal files (10%) #	a) Library Research papers (Five) evaluation (60%)* b) Organizational track record of innovation library service and vision plan (20%)* c) Interview performance (10%) d) Personal files (10%) #

*The distribution of marks for the category shall be decided by the University from time to time.

For candidates applying from Institutions other than TANUVAS this shall not apply and it will be added to interview performance.

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TABLE – 12

3.1.12 - MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIAN CADRES IN THE UNIVERSITY AND COLLEGES

S.No.	Promotion of Librarian cadres through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant University Librarian to Assistant Librarian (Senior Scale) (Stage 1 to stage 2)	Assistant University Librarian (Stage 1) completed four years of service with Ph.D. or five years of service who are with M.Phil or six years of service who have without Ph.D./M.Phil	<p>(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms proved in Table X Appendix I A for Librarian cadres in universities.</p> <p>(ii) One Orientation# and one Refresher Course/ Summer/Winter school of 3 to 4 weeks duration</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>
2.	Assistant Universities Librarian (Senior Scale) to Assistant university Librarian (Selection Grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale) with completed service of five years in Stage 2	<p>(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms proved in Table X of Appendix I A for Librarian cadres in universities.</p> <p>(ii) Additionally, two refresher courses/Summer/Winter School, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period after stage 2.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>

Not applicable for those who are recruited before 2009-2010.

S.No.	Promotion of Librarian cadres through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
3	Deputy University Librarian / Assistant University Librarian (Selection Grade) (Stage 3 to stage 4)	Assistant University Librarian (Selection Grade) with three years of completed service in Stage 3	<p>(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms proved in Table X of Appendix I A for Librarian cadres in universities.</p> <p>(ii) Three publications over twelve years.</p> <p>(iii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation.</p> <p>(iv) A selection committee process as stipulated in the Regulation of Appendix I A.</p>
4.	Librarian (University) Stage (5)	Deputy Librarian in university with three years of completed service in Stage 4.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms proved in Table X of Appendix I A for Librarian (university). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4), if required.</p> <p>(ii) A minimum of 5 publications over current and previous assessment periods.</p> <p>(iii) Evidence of innovative library service and organization of published work</p> <p>(iv) A Selection committee process as stipulated in the regulation of Appendix I A.</p>

Note: The explanatory note provided for Tables II of Appendix I A for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.

Table 13

**3.1.13 - TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY
PERFORMANCE BASED APPRAISAL SYSTEM
PROFORMA**

Instructions:

1. This proforma should be filled up by staff covered under UGC system of pay once in a year and submitted to the IQAC of the University to reach either on June 30th or December 31st of every year.
2. The form should be carefully filled up and every claim should be supported by letters of proof or reprints etc.
3. The HoDs and UOs should carefully scrutinize the data before sending the same to the IQAC of the University.
4. Guidelines issued by the University should be scrupulously followed while filling up the proforma

I - GENERAL

1.	Name			
2.	Place (s) of working			
		Place of work with controlling UO	From	To
	(1)			
	(2)			
	(3)			
3.	Important Dates			
		Designation	From	To
		AP (Stage 1)		
		AP (Stage 2)		
		AP (Stage 3)		
		Assoc. Professor		
		Assoc. Professor (Rs. 37,400)		
		Professor		
		Professor (AGP 12,000)		
		Date of Regularization		
		Date of declaration of probation		
4.	Any other information found relevant by the staff pertaining to any of the above			

II – CATEGORY I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
FOR THOSE WORKING IN A COLLEGE

1.	Courses handled	No.	Course No.	Title	Credit Hours	Total Contact Hours ¹⁷	Hours contributed ¹⁸
		1.					
		2.					
		3.					
		4.					
		6.					
2.	Seminars ¹⁹	No.	Title of seminar		Date of delivery	No of students attended	
		1.					
		2.					
		3.					
		4.					
3.	Tutorials ²⁰	No.	Discipline and Course		Duration	No of students benefitted	
		1.					
		2.					
		3.					
		4.					
4.	Any other ²¹	Course materials, Websites, Practical manuals prepared (Indicate Numbers)					
		Innovative teaching aid (like a CBL software) or research / extension support system not coming under any of the above					
5.	Examination duties	Question paper setting for IE/ABE of other Universities, invigilator for IE/ABE (both theory and practical), Invigilator for any other exam conducted by the University (like PG entrance examination) – <i>Indicate the number and provide evidence</i>					

¹ For one hour of theory contact hour is one; for one hour of practical contact hour in two; for clinics / farm training one hour is three contact hours

² Percentage contributed (contact hours) = (No. of contact hours contributed / Total number of contact hours) * 100

³ Seminars delivered for the benefit of students (Should have been organized with the concurrence of UO). A circular supporting this should be enclosed

⁴ Any affirmative action provided by the staff in the course they are handling toward improvement of perception level of students (Minimum duration – 1 week)

⁵ Any other activity worth mentioning by the staff 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.

**II – CATEGORY I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
FOR THOSE WORKING IN TEACHING VETERINARY HOSPITALS / CIL / CCL**

1.	Courses handled ²²	No.	Cours e No.	Title	Credit Hours	Total Contact Hours ²³	Hours contrib uted
		1.					
		2.					
		3.					
2.	Seminars ²⁴	No.	Title of seminar		Date of delivery	No of students attended	
		1.					
		2.					
		3.					
		4.					
3.	Tutorials ²⁵	No.	Discipline and Course		Duration	No of students benefitted	
		1.					
		2.					
		3.					
		4.					
4.	CCL		Nature. of clinical samples tested ²⁶			Total No.	% contribution
		1.					
		2.					
		3.					
		4.					
5.	CIL		Name of the equipment			Users	% Contribution
		1.					
		2.					
			Output ²⁷			Total	% Contribution
		1.					
		2.					
6.	Any other ²⁸	SOPs prepared, pamphlets, booklets or any other research or extension material (other than research papers and papers presented in seminars) Innovative teaching aid (like a CBL software) or research / extension support system not coming under any of the above					

⁶ Indicate the clinical (ward) course in which instruction is provided. Calculate proportionate load. For assistance approach IQAC

⁷ For one hour of theory contact hour is one; for one hour of practical contact hour in two; for clinics / farm training one hour is three contact hours

⁸ Seminars delivered for the benefit of students (Should have been organized with the concurrence of UO). Do not include clinical meetings, where you provided assistance. This may be mentioned in any other.

⁹ Any affirmative action provided by the staff toward improvement of perception level of students (Minimum duration – 1 week). You may include special training provided to students in imparting skills to handle a clinical equipment or a surgical technique like CLP

¹⁰ Mention the nature of sample

¹¹ Refers to production of distilled water or any other item supplied to common purpose of the University

¹² Any other activity worth mentioning by the staff 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. Please refer Annexure -1 for further information

II – CATEGORY I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

FOR THOSE WORKING IN A RESEARCH FARM							
1.	Courses handled ²⁹	No.	Course No.	Title	Credit Hours	Total Contact Hours ³⁰	Hours contributed
		1.					
		2.					
		3.					
2.	Seminars ³¹	No.	Title of seminar		Date of delivery	No of students attended	
		1.					
		2.					
		3.					
		4.					
3.	Tutorials ³²	No.	Discipline and Course		Duration	No of students benefitted	
		1.					
		2.					
		3.					
		4.					
4.	Sections working worked /	No.	Farm output ³³ / strength ³⁴	At the time of joining	Present level	% contribution	
			Nature of Infrastructure ³⁵	How improved?		% Contribution	
5.	Any other ³⁶	SOPs prepared, pamphlets, booklets or any other research or extension material (other than research papers and papers presented in seminars) Innovative teaching aid (like a CBL software) or research / extension support system not coming under any of the above					

¹³ Indicate the LFP course in which instruction is provided. Calculate proportionate load. For assistance approach IQAC

¹⁴ For one hour of theory contact hour is one; for one hour of practical contact hour in two; for clinics / farm training one hour is three contact hours

¹⁵ Seminars delivered for the benefit of students (internship or for LFP or for visiting students) (Should have been organized with the concurrence of UO).

¹⁶ Any affirmative action provided by the staff toward improvement of perception level of LFP / Internship students (Minimum duration – 1 week). You may include special training provided to students in imparting skills farm practice

¹⁷ Output refers to meat, milk, egg, fodder, or any farm output in quantifiable terms

¹⁸ Total no. of animals

¹⁹ Includes farm buildings, automation equipment or any other but should be quantifiable terms like sq. M, No. of new machinery purchased etc.

²⁰ Any other activity worth mentioning by the staff 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. Please refer Annexure -1 for further information

II – CATEGORY I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

FOR THOSE WORKING IN VUTRC/FTC							
1.	Courses handled³⁷	No.	Course No.	Title	Credit Hours	Total Contact Hours³⁸	Hours contributed
		1.					
		2.					
		3.					
		4.					
		6.					
2.	Seminars³⁹	No.	Title of seminar		Date of delivery	No of students attended	
		1.					
		2.					
		3.					
		4.					
3.	Tutorials⁴⁰	No.	Discipline and Course		No. delivered	No of students benefitted	
		1.					
		2.					
		3.					
		4.					
	Activities		Farm Radio Schools				
			Radio talks				
			Mass contact programmes participated				
			TV talks				
			Awareness programmes for end users				
			Any other ⁴¹ SOPs prepared, pamphlets, booklets or any other research or extension material (other than research papers and papers presented in seminars) Innovative teaching aid (like a CBL software) or research / extension support system not coming under any of the above				

21 Indicate the course for internship students (if any) in which instruction is provided. Calculate proportionate load. For assistance approach IQAC

22 For one hour of theory contact hour is one; for one hour of practical contact hour in two; for clinics / farm training one hour is three contact hours

23 Seminars delivered for the benefit of students (internship or for LFP or for visiting students) (Should have been organized with the concurrence of UO).

24 Any affirmative action provided by the staff toward improvement of perception level of LFP / Internship students (Minimum duration – 1 week). You may include special training provided to students in imparting skills farm / clinical / any other practice

25 Any other activity worth mentioning by the staff 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. Please refer Annexure -1 for further information

**II – CATEGORY I TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
FOR THOSE WORKING IN RESEARCH LABS / SELF FINANCING UNITS**

1.	Courses handled ⁴²	No.	Course No.	Title	Credit Hours	Total Contact Hours ⁴³	Hours contributed
		1.					
		2.					
		3.					
2.	Seminars ⁴⁴	No.	Title of seminar		Date of delivery	No of students attended	
		1.					
		2.					
		3.					
		4.					
3.	Tutorials ⁴⁵	No.	Discipline and Course		Duration	No of students benefitted	
		1.					
		2.					
		3.					
		4.					
4.	Samples		Nature. of clinical samples tested ⁴⁶			Total No.	% contribution
		1.					
		2.					
		3.					
		4.					
5.	Output		Nature of output ⁴⁷			Production	% Contribution
		1.					
		2.					
6.	Any other ⁴⁸	SOPs prepared, pamphlets, booklets or any other research or extension material (other than research papers and papers presented in seminars)					
		Innovative teaching aid (like a CBL software) or research / extension support system not coming under any of the above					

²⁶ Indicate courses or internship programme in which instruction is provided. Calculate proportionate load. For assistance approach IQAC

²⁷ For one hour of theory contact hour is one; for one hour of practical contact hour in two; for clinics / farm training one hour is three contact hours

²⁸ Seminars delivered for the benefit of internship students (Should have been organized with the concurrence of UO). Do not include clinical meetings, where you provided assistance. This may be mentioned in any other.

²⁹ Any affirmative action provided by the staff toward improvement of perception level of students (Minimum duration – 1 week). You may include special training provided to students in imparting skills to handle any research equipment or a technique like PCR, DNA sequencing etc.

³⁰ Mention the nature of sample

³¹ Output could be vaccine, diagnostic kit or such other items

³² Any other activity worth mentioning by the staff 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. Please refer Annexure -1 for further information

II – CATEGORY II CO-CURRICULAR, EXTENSION AND PROFESSION RELATED CTIVITIES

S.No.	Nature of activity
1	<p>For staff working in colleges: Student related co-curricular, extension and field based activities (such as NSS/NCC officers, faculty associated with the co-curricular activities proposed by the VCI like tracking programme, study circle, entrepreneurial training or such other items identified by the VCI and approved by the University from time to time,</p> <p>For staff working in other stations and farms: Not applicable</p>
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in III below)

Staff should submit a write up for the above three points. The write up should clearly specify their role in above points with supportive documents. The IQAC will circulate a format in this regard

III – RESEARCH AND ACADEMIC CONTRIBUTIONS

S No.	Category	Nature of contribution	Numbers
III A	Research papers	Refereed Journals	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	
III B 1	Books / Chapters	Text or Reference Books Published by International Publishers (Established peer review system is optional)	
		Text or Reference Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	
		Text or Reference Books by Other local (State level) publishers with ISBN/ISSN numbers.	
		Chapters contributed to edited knowledge based volumes published by International Publishers	
		Chapters in knowledge based volumes by National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	
III B 2	Popular articles	Published in a Newspaper / professional magazines	
III C	i) Research Projects (obtained / ongoing)	Major Projects amount mobilized with grants above 30.0 lakhs	
		Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	
		Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	
	ii) Consultancy project (obtained /ongoing)	Amount mobilized with a minimum of Rs. 10 lakhs	
	iii) Completed projects (After evaluation)	Completed project Report (Acceptance from funding agency)	
	iv) Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	
III D	Research guidance (only completed degrees)	M.V.Sc / M.F.Sc / Any other Masters degree identified by TANUVAS from time to time	
		Ph.D	
		M.Phil / PG Diploma programmes	

S No.	Category	Nature of contribution	Numbers
III E	i) Training programmes / Refresher courses / Summer, Winter Schools / Workshops / Faculty Development Programmes / Skill development Programmes (Participation only)	Minimum of two weeks duration	
		Less than two weeks and more than one week	
		Less than one week	
	ii) Papers presented in seminar / conference / workshops	Both posters and oral presentation	
		International	
		National	
		State / Regional	
		University	
	iii) Invited papers / Lead papers	International	
		National	

- *If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).*

**C. BALACHANDRAN,
REGISTRAR.**