

(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

CRITERION 6

Governance, Leadership and Management

KEY INDICATOR 6.3 FACULTY EMPOWERMENT STRATEGIES

QIM

6.3.1. The Institution has a Performance Appraisal System, Promotional avenues and Effective Welfare measures for teaching and Non-Teaching Staff

Weblink : https://www.ametuniv.ac.in/iqac-download-forms.html

PERFORMANCE APPRAISAL SYSTEM

The Registrar of the University issue the circular for Performance Appraisal of the Staff and the format described by the UGC API norms to the staff of all the departments through the Heads of the Department. The appraisal form for evaluation of the staff of all the departments will be submitted to the IQAC through the concern Head of the Department. Thereafter, the One-to-One meeting with the staff will be conducted by a Career Advancement Scheme (CAS) committee comprising of The Vice Chancellor, The Registrar, Concern Head of the Department and IQAC Coordinator. The key components considered for the Performance Appraisal are:

- Educational Qualifications
- Career Profile
- Research Interest/ Specialization
- Teaching Experience: Subjects/Courses Taught
- Honors & Awards
- Research Publications
- Recent Conference Organization/Presentations Abroad
- Research Projects/Major Grants/Research Collaborations

Promotional Avenues

AMET follows the UGC Regulations, 2018 provision for Placement / Promotions of Regulations, 2010 with relaxed conditions with respect to PBAS API scoring. It is a three-step process. According to this a teacher will submit an annual self-appraisal



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report to the IQAC through the Dean/HoD, After completion of the required years of experience and fulfilment of other requirements for promotion under CAS, the faculty shall submit an application for promotion under CAS along with duly filled in PBAS proforma and CAS Promotion shall be granted subject to fulfilment of conditions as mentioned in Clauses 6.4 of the UGC Regulation 2018 or relevant UGC regulations pertaining to the concerned period finally.

At appropriate sessions, University notifies the Faculty for Career Advancement Scheme in which applications are scrutinized by Scrutiny Committee and eligible applicants are interviewed by the Selection Committee (with External Experts as Members). Based on the recommendations of the Selection Committee Board of Management/Vice Chancellor promotes the Faculty to the eligibility level. But promotion of non-teaching staff will be purely based on their performance.





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AMET

(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

The Hindu

SAMPLE OF RECRUITMENT FACULTY MEMBER SAMPLE ADVERTISEMENT FOR FACULTY RECRUITMENT

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ACADEMY OF MARITIME EDUCATION AND TRAINING UNIVERSITY FACULTY RECRUITMENT	V	SOUTH INDIAN Bank Thrissur- 683 0	ion Quarters,
For the Disciplines of Marine Engineering, Naulical Science, Neval Architecture, Petroleum Engineering, Mechanical Engineering, EEE (Marine), Wining Engineering, Information Technology, Food Processing Technology, Biotechrology, Business	RECI	Applications are invited to fill up the vacant in the following specialist categories:	CERS - I
Management, Physics, Chernistry, Mathematics and English. Category 1 : Professor / Associate Professor / Asst. Professor	Post Code	B-111	No. of vacancies
Qualification : As per UGC norms. Candidate with Research projects. Publication at	01	Probationary Officer (IT)	15
Scopus level preferred. Category II : Full time Research Scholars in the above said disciplines. They will be	02	Probationary Manager/ Senior Manager (IT	1
paid Ph.D. Research Felowship. For details visit website : www.ametuniv.ac.in • REGISTRAR		For more details and application procedure please visi Careers page in our website www.southindianbank.co Online Registration: 22:03:2017 to 31:03:2017 Get	-
भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA (A Category 1 "Mini Ratna" Public Sector Enterprise) Southern Region, Chemaii - 600 027	GRANT - IN	JESUIT MADURAL PROVIN HIGHER EDUCATION COMMISSION - AID TEACHING STAFF VACANCIES (FOR THE ACCOUNT LOD, CHEWIN THILL ENGLA, Chemistry, Ao. Zoology, Utrailan	VEAR 2817 - 21
ADDENDUM to ADVT. NO. 01/SR/2017 Recruitment of Junior Assistant (Fire Service) in Southern Region Reference is made to the advertisement 01/SR/2017 - published by the AAI, Southern Region, regarding - RECRUITMENT -2017 for filing up the post of	ST. JOSEPHYS ARUL AMAND	COLLEGE, TRUCHRAFALL: English, Hindi, Physics, Economics AR COLLEGE, KARUNATRUR: Physics, Economics, History COLLEGE, PALAYAMNOTTAL: English, Bolany, Zoology,	
	and the second second	SELF - FINANCED TEACHING STAFF VAEAN	CIES
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AMET (ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

SAMPLE OF RECRUITMENT FACULTY MEMBER

APPLICATION E-MAIL

Amet University Mail - Fwd: Application for the post of Assistant Professor/Mechanical Engineering Reg



2/7/2021

Glory ADMIN HR <glory@ametuniv.ac.in>

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ate: 26-Mar-2017 1	11:35 am for the post of Assistant Professor/Mechanical Engineering Reg	
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Dear Sir,	by applying for the post of Assistant Professor, Department of Mechanical Engineer	ring of your prestigious institution. Lendosed my
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S.Muthu Baskara		
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AMET

(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

SAMPLE OF RECRUITMENT FACULTY MEMBER

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EVALUATION REPORT



(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

SAMPLE OF RECRUITMENT FACULTY MEMBER

MINUTES OF SELECTION COMMITTEE MEETING MINUTES

ACADEMY OF MARITIME EDUCATION AND TRAINING (Declared as Decourd as beUNIVERSITY and Softisic Act 1954)

INDIA'S FIRST DEEMED TO BE UNIVERSITY IN MARITIME EDUCATION -

Minutes of the Meeting of the Selection Committee held on 18.04.2017 at 11.00 a for the post of Faculty in the Department of Mechanical Engineering.

MEMBERS PRESENT:

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- 1. Col.Dr.G.Thiruvasagam, Vice-Chancellor Chairman
- 2. Dr.P.Saravanan, Registrar
- 3. Mrs.V.Sangeetha Albin, Director-Administration
- 4. Prof.K.R.Chidambaram, Principal (DGS courses)
- 5. Dr.R.Rajavel, Professor and Head of the Department of Mechanical Engineering
- 6. Dr.V.Sugumaran, Professor, School of Mechanical and Building Sciences
 - VIT University External Expert

Interview intimation was sent to 48 candidates, of which the following have attended the interview before the Selection Committee.

S.No	Name
1	Dr.R.Ganesa Moorthy
2	Dr.C.Swaminathan
3	Mr.A.Vijin Prabhu
4	Dr.Guruswamy
5	Mr.A.Sathishkumar
6	Mr.R.Gowdaman
7	Ms.G.Divya Priya
8	Mr.M.Arunkumar
9	Dr.R.Manimaran
10	Dr.S.Sathish
11	Mr.M.Karthikumar
12	Dr.K.Vimalanathan
13	Mr.Y.Thajtheen_
14	Mr.D.Babu
15	Dr.P.K.Chidambaram
16	Mr.S.Muthubaskaran
17	Mr.N.Alagappan
18	Ms.N.Nilavu Sri
119	Mr.K.Hariharan



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AMET (ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

S.No	Name
20	Mr.S. presorth
21	Mr. T. Arun
22	Mr. T. Senthilkoman
23	
24	
25	

The Committee evaluated the candidates in respect of their Academic Record and Research Performance, Assessment of Domain Knowledge and Teaching Skills.

After assessment of the performance in the interview, the Selection Committe unanimously recommends the following candidates for appointment t the post of FACULTY in the Department of Mechanical Engineering.

S.No	Name	Designation
1	Hrs. S. Hurthy baskalan	
2	198. 6. Dinyapriya	N A SA
3	Mr. Avijio Mabhu	
4	Ho-Arun Navin Joseph	

Further, the Selection Committee unanimously recommends the following candidates to be placed under Waiting List:

	<u>S.No.</u>	NAME OF THE CANDIDATE	
1.	HI	· D. Babu	
2.		· D. Babu · N. Alagappan	
3.	M S -	Kilavussi. N	
AC	Suguran Dr.V.Suguran	flary.	624 ST - 14
	Dr.V.Sugumaran	Dr.R.Rajavel	Prof.K.R.Chidambaram
	External Expert	HoD, Dept. of Mechanical Engg	Principal – DGS Course
(ante	lann	1. 5 .
Mr	s. Sangeetha Albin.	' Dr.P.Saravanan	Col.Dr.G.Thiruvasagan
	ector-Administration		Vice-Chancellor
	1		Chairman



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AMET

(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

SAMPLE OF RECRUITMENT FACULTY MEMBER

APPOINTMENT ORDER



INDIA'S FIRST DEEMED TO BE UNIVERSITY IN MARITIME EDUCATION +

REF: AMET/ESTT/APT.ORD/1660/2017

Date: 12.07.2017

Mr.S.Muthu Baskaran No.152, 10th Cross Street CLRI Nagar, Neelangarai, Chennai-600 115.

Dear Mc, Muthu Baskaran

Appointment Order

With reference to your application and subsequent interview with the Selection Committee, we are pleased to appoint you as **Assistant Professor** in the Department of Mechanical Engineering with effect from 12.07.2017 at a salary of Rs.40,000/- (Rupees Forty Thousand only) per month in the pay scale of (Rs.15600-39100) with a Grade pay of Rs.6,000/ and all the taxes thereon have to be borne by you.

- You will be on probation for a period of 2 years after which you will be confirmed, based on your performance.
- During the probation period, if your performance is not found to be satisfactory, your services are liable to be terminated at any point of time, without any notice or assigning any reason therefor.
- If you opt for resigning the post during the period of probation, it is subject to the approval of authority to relieve you from the services of the AMET University.
- 4. After completion of the probation period, if you opt for resignation from the services or the Management willing to terminate your services, at the end of the any academic year, one month's notice shall be given on either side or one month salary shall be payable in lieu of the one month's notice period, as the case may be. However, the said resignation/termination is opted/imposed during the middle of the academic year, as the case may be, the notice period shall be three months or three month's salary in lieu of the said notice period. However, this clause will not be applicable for an incumbent who is implicated with any disciplinary issue and found guilty of charges framed against him/her at the end of the disciplinary proceedings.
- 5. Throughout your service in this University, you will be governed by the Employees Conduct Rules and Service Rules that the University may frame from time to time. If any information furnished or declaration given by you proves to be false or if it is found that you have willfully suppressed any material information, you will be liable for removal from service forthwith without any notice whatsoever and without assigning any reasons thereof, and to such action as the University may deem necessary.

135, East Coast Road, Kanathur - 603 112, Chennai, India, Tel.: 044-27472155/157 Eax - 044 07470004



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AMET

(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

SAMPLE OF RECRUITMENT FACULTY MEMBER

SAMPLE JOINING LETTER



INDIA'S FIRST DEEMED TO BE UNIVERSITY IN MARITIME EDUCATION

- 6. You will be eligible for leave in accordance with the leave rules of the University.
- 7. During the tenure of your appointment you will carry out duties assigned to you from time to time.
- 8. You are expected to work six days in a week.
- 9. You are expected to work in university during working days after the office hours if need arises.
- 10. You have to submit the Undertaking that you will continue to render services in AMET University for a period of 5 years.
- 11. At the time of joining the duty in this University you should bring the following documents in original.
- PG/UG degree certificate
- Diploma certificate
- Experience/ Service certificate
- Relieving order from the previous organization
- Date of Birth Proof (SSLC/HSS Mark sheet/Birth certificate)
- Photo ID proof issued by government authorities : copy of Passport / Driving License / PAN card/ Voter ID
- Residence Address proof : copy of Passport / Driving License / Electricity Bill/ Voter ID
- copy of PAN Card (if available)
- copy of Form -16 (if applicable)
- 5 Nos. of Recent passport size photo
- All the Original Certificates should be handed over to the University.

As a token of your acceptance, sign the duplicate copy of this letter and return it to the undersigned.

We wish you a long and fruitful association with our University.

REGISTRAR

Shith

135, East Coast Road, Kanathur - 603 112, Chennai, India, Tel.: 044-27472155/157 Fax : 044-27472804



(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

SAMPLE OF RECRUITMENT FACULTY MEMBER SAMPLE COPY OF JOINING REPORT

AMET UNIVERSITY

JOINING REPORT

FROM S. Muthu Baskalan Assistant Professor Depoetment of Mechanical Engineering AMET university Kanathur

а e

The Registrar AMET University Kanathur.

Dear Sir,

I join duty on the FN / AN of 12/07/2017. as ASSIStant Prefessee In the conditions stipulated in the Order.

Yours Sincerely,

Signature,

SMUTHU GASKARAN (Name in Block letters)

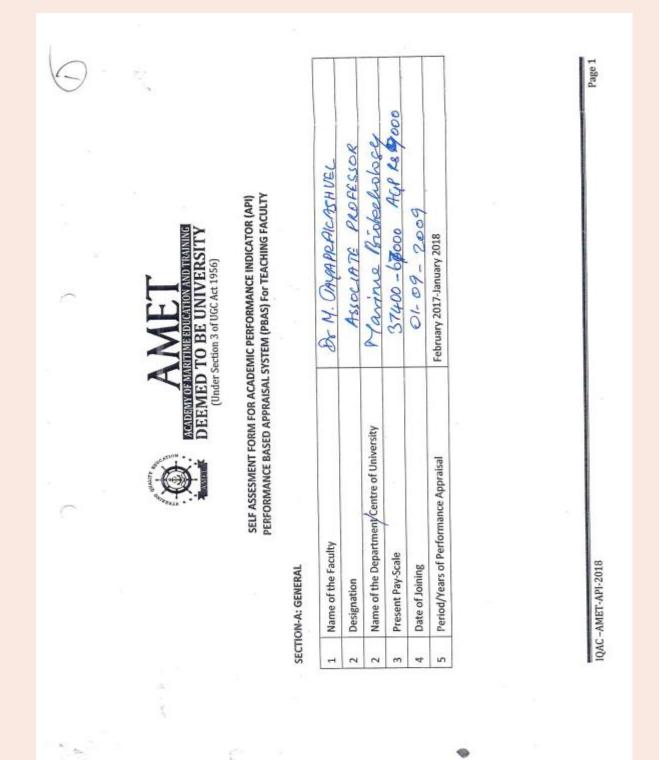
Date: 12/07/2017



(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

SAMPLE OF FILLED SELF APPRAISAL FORM SUBMITTED BY THE FACULTY MEMBER





(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

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S. No.	Nature of Activity	Maximum Score	Self-Appraisal Score	Verified API Score* (For office use)
11	Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allotted	50	20	
1.2	Lectures or other teaching duties in excess of the UGC norms	10	N	
1.3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20	- 06	
1.4	Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement etc	20	ap	
1.5	Examination duties (Invigilation; question paper setting, evaluation of answer scripts) as per allotment	25	01	
	Total score out of 125	/	100	

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(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

s. NO	S. Nature of Activity NO	Maximum Score	Verified Self-Appraisal Score Score* (For off	Verified API Score* (For office use)
11	Student related co-curricular, extension and field based activities (such as extension work through eco club and other channels, cultural activities, subject related events, advisement and counseling)	20	20	
11.2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	- 15	151	
13	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 Category III below)	15	151	
	Total score out of 50		25	

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

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(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

S. NO	Particulars (enclose details of each item in support of your claim as annexure)	Self-Appraisal Score	Verified API Score*
	Research Papers Publication		
	i. Refereed Journals (15 per publication)	4 XIS= 60	
	ii. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers: (10 per publication).	1×10 = 10	
	iii. Conference proceedings as full papers, etc. (Abstracts not to be included) (10 per publication).	1	
	Other Research Publications (books, chapters in books, other than refereed journal articles).	r than refereed journal article	ss).
	I. Text or Reference Books Published by International Publishers with an established peer review system	rs with an established peer re	view system
	Sole Author (50 per publication).	I.	#).
	Chapter in edited Book (10 per publication).	01= 01×1	
	ii. Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	al Govt. Publications with ISBN	I/ISSN numbers
	Sole Author (25 per publication).	22 = 7×50	
	Chapter in edited Book (5 per publication).	١	

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	Sole Author (15 per publication).	1×15= 15	
	Chapter in edited Book (3 per publication).		
iv. Ch	iv. Chapters contributed to edited knowledge based volumes published by International Publishers (10 per publication).	ublished by International Publishers (10	ber publication).
v. Ch natio	v. Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories (5 per publication).	level publishers with ISBN/ISSN number	s and with numbers (
RESE	RESEARCH PROJECTS		
i. Con	i. Completed/Ongoing Sponsored Projects.		
	Major Project with Grant >Rs. 30 Lakhs for Science/Technology/Engineering and Rs. 5 Lakhs for Others (20 per Project).	1	
	Major Project with Grant > Rs.5 Lakhs for Science/Technology/Engineering and Rs. 3 Lakhs for Others (15 per Project).		
	Minor Project with Grants > Rs. 50,000 for Science/Technology/Engineering and Rs. 25,000 for Others (10 per Project).	1×10 = 10 (PMET)	
II. Co	ii. Completed/Ongoing Sponsored Projects		
	Amount mobilized with minimum Rs. 10 Lakhs for Sciences and Rs. 2 Lakhs for Others (10 per every Rs. 10 Lakhs for Science and every 2 Lakhs per others)	1	

(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

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(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

i. Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills 20 Development Programmes, Faculty Development Programmes(Maximum 30 points) 01= 01×1 11 1 Ø X3 ۱ TRAINING COURSES CONFERENCE/SEMINAR/WORKSHOP PAPERS iii. Completed quality evaluation projects (20/ each major and 10/ each minor project) Major policy document of Govt. bodies at Central and State level (30/ each for national level output or patent per M. Phil. /MS (Degree awarded only) (3 per candidate). Patent/ Technology transfer / Product / Process (30/ each for national level output or patent and 50/ each Ph. D. (Degree awarded only) (10 per candidate). and 50/ each for International level) (Other than 10 for International level) (For Science streams) Ph. D. Thesis submitted (7 per candidate). course/conference/seminar/workshop). course/conference/seminar/workshop). Duration two weeks or more (20 per week iv. Projects Outcome/Output one Science streams) **RESEARCH GUIDANCE** Duration C.III III.E

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AMET (ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

a)International conference (10 per participation/presentation). 1/×10 1/0 b) National (7.5 per participation/presentation). $3/x7.5 = 3-6/5$ 1 b) National (7.5 per participation/presentation). $3/x7.5 = 3-6/5$ 1 c) Regional/State level (5 per participation/presentation) $3/x7.5 = 3-6/5$ 1 a)International evel (10 per participation/presentation) $3/x5.5 = 5/5$ 1 iii. Invited Lectures or presentation $3/x5.5 = 3-6/5$ 1 b) National Level (5 per participation/presentation) $3/x5.5 = 1/0$ 1 b) National Level (5 per participation/presentation) $3/x5.5 = 1/0$ 1 b) National Level (5 per participation/presentation) $3/x5.5 = 1/0$ 1 b) National Level (5 per participation/presentation) $3/x5.5 = 1/0$ 1 b) National Level (5 per participation/presentation) $3/x5.5 = 1/0$ 1 b) National Level (5 per participation/presentation) $3/x5.5 = 1/0$ 1 1 c) State of the Applicant with designation $2/x5.5 = 1/0$ 1 1 1 c) State of the Applicant with designation $2/x5.5 = 1/0$ 0 1 1 1 c) State of the Applicant with designation <				
b) National (7.5 per participation/presentation). $\mathcal{A}_{N,T,S} = \mathcal{A}_{C,S}$ c) Regional/State level (5 per participation/presentation). $ T < \mathcal{G}_{S} = S - S $ d)Local - University/college level (3 per $2 \times 3 - 5$ b) $ T < \mathcal{G}_{S} = S - S $ iii. Invited Lectures or presentation) $ T < \mathcal{G}_{S} = S - S $ iii. Invited Lectures or presentation) $ T < \mathcal{G}_{S} = S - S $ iii. Invited Lectures or presentation) $ T < S = S - I_0 $ iii. Invited Lectures or presentation). $ T < I_0 = I_0 $ iii. Invited Lectures or presentation). $ T < I_0 = I_0 $ iii. Invited Lectures or presentation). $ T < I_0 = I_0 $ iii. Invited Lectures or presentation). $ T < I_0 = I_0 $ iii. Invited Lectures or presentation). $ T < I_0 = I_0 $ iii. Invited Lectures or presentation). $ T < I_0 = I_0 $ international Level (5 per participation/presentation). $ T < I_0 = I_0 $ b) National Level (5 per participation/presentation). $ T < I_0 = I_0 $ e. $\mathcal{M} = \mathcal{M}$ $ T < I_0 = I_0 $ b) National Level (5 per participation/presentation). $ T < I_0 = I_0 $ e. $\mathcal{M} = \mathcal{M}$ $ T - 0 $ $M = \mathcal{M} = \mathcal{M}$	a)Internati participatio	onal conference (10 per on/presentation).		
C) Regional/State level (5 per participation/presentation) $ x + y = z - z $ participation/presentation) $ x + y = z - z $ iii. Invited Lectures or presentations for conferences/Symposia $ x + y = z - b $ iii. Invited Lectures or presentation) $ x + y = z - b $ iii. Invited Lectures or presentation) $ x + y = z - b $ iii. Invited Lectures or presentation) $ x + y = z - b $ iii. Invited Lectures or presentation) $ x + y = z - b $ iii. Invited Lectures or presentation) $ x + y = z - b $ iii. Invited Lectures or presentation) $ x + y = z - b $ iii. Invited Lectures or presentation) $ x + y = z - b $ iffed that the scores mentioned under all categories above are true and are supported by documentary evidences. $e_i \in CLENNEN e_i = CLENNEN i. (y - o) = 2 - 20^{\circ}3 e_i = CLENNEN ii. (y - o) = -20^{\circ}3 e_i = CLENNEN iii. (y - o) = -20^{\circ}3 e_i = CLENNEN $	b) Nationa	I (7.5 per participation/presentation).	u	
a)Internation - University/college level (3 per 2×3 -6 participation/presentation) 2×3 -6 participation/presentation) iii. Invited Lectures or presentations for conferences/Symposia 1×10 $= 10$. iii. Invited Lectures or presentation) 3 $\times 5 = 10$. b) National Level (5 per participation/presentation). $2\times5 = 10$. b) National Level (5 per participation/presentation). $2\times5 = 10$. count the scores mentioned under all categories above are true and are supported by documentary evidences. e. MM for MN $MODPLY$ MM e. MM for MN for	c) Regional participatio	//State level (5 per on/presentation).	k	
iii. Invited Lectures or presentations for conferences/Symposia iii. Invited Lectures or presentations for conferences/Symposia a)International Level (10 per participation/presentation). $ x \times y^{-} = 10$. b) National Level (5 per participation/presentation). $ x \times y^{-} = 10$. b) National Level (5 per participation/presentation). $ x \times y^{-} = 10$. countrating the scores mentioned under all categories above are true and are supported by documentary evidences. countrating the scores mentioned under all categories above are true and are supported by documentary evidences. countrating the scores mentioned under all categories above are true and are supported by documentary evidences. countrating the Applicant with designation countrating the countrating evidences. countrating the countrating evidences. countrating the countrating evidences. countrating evidences. <td>d)Local participatio</td> <td>ollege level (3</td> <td>11</td> <td>-</td>	d)Local participatio	ollege level (3	11	-
a)International Level (10 per participation/presentation). $ X \times I \circ Z \setminus I \circ V$. b) National Level (5 per participation/presentation). $ X \times S \cap Z \setminus I \circ V$. B) National Level (5 per participation/presentation). $ X \times S \cap Z \cap I \circ V$. Countries $ X + I \circ Z \cap I \circ V$. B) National Level (5 per participation/presentation). $ X \times S \cap Z \cap I \circ V$. Countries $ X - I \circ I \circ V$. Countries $ X - I \circ I \circ V$. Description Place: Countries $ Y - I \circ I$	iii. Invited Lectur	es or presentations for conferences/Symposia	14	
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ified that the scores mentioned under all categories above are true and are supported by documentary evidences.	b) Nation	al Level (5 per participation/presentation).	11 5	
Dept: o ACADENY OF L Potented as Dee	8.25	fer a		On the mark
8	lature of the Applican	t with designation	Н	Countersigned by 111/1 HOD/Principal/Dean/Director
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	e: 14-03-201	60	Dept: of N Pro Dept: of N ACADENY OF MAL Protection as Decreted	Depth of Marino Biotechnology Depth of Marino Biotechnology ACADENY OF MARINE EDUCATION AND THE Dedired as Demedia to Marina and a drugo Amu. Manathar - Raster Coord Read.
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(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

SAMPLE API SCORE CARD TO EVALUATE THE PERFORMANCE OF THE FACULTY MEMBER



INTERNAL QUALITY ASSURANCE CELL (IQAC)

WEIGHTAGE FOR API SCORE CARD

Category	Response & marks	Max. score	Max Scored	
Category A: Teaching, learning and eval 125				
Total teaching workload (Including Lecture, Tutorial, Practical and online classes)	$ \begin{array}{rcl} 18 \text{ h} &= 50 \\ 16 \text{ h} &= 40 \\ 14 \text{ h} &= 35 \\ 10-14 \text{ h} &= 25 \\ \text{Less than } 10 \text{ h} = \text{no marks} \end{array} $	50	40	
Number of study materials prepared and posted in LMS/Google Classroom	More than $1 = 5$	5	5	
Number of Video Lectures prepared and posted in YouTube/LMS/EMRDC	More than $1 = 5$	5	5	
Syllabus enrichment- study materials	More than $1 = 10$	10	10	
Use of participatory and innovative teaching-learning methodologies	More than $3 = 10$ Less than $3 = 5$	10	5	
Number of additional/special classes for weaker students per week	if used full score = 10	10	10	
Examination duties	More than 10 invigilation = 25 5-10 duties = 20 Less than 5= 10 If QP setting paper valuation mentioned along with invigilation = 35	35	35	
Total	·	125	110	
Category B: Co-curricular, extension a Marks 50	nd profession related activi	ties Max.		
Field visits/IVs/Ship visits/other visits coordinated	1 and above $= 5$	5		



(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

No. of extension works for Dept/Club,	1 = 5	10	10
cultural activities, publicity events Coordinated	2 & above = 10		
Number of academic responsibilities	1 and above $= 5$	5	5
Number of administrative responsibilities	1 and above $= 5$	5	5
Number of seminar and conference	1 and above $= 5$	5	
organized			
No of FDPs attended	1 and above $= 5$	5	5
No of membership in professional bodies	1 and above $= 5$	5	5
Number of library accessions made	More than 10 per month=5 Less than 10 = no score	5	5
Student Mentoring Works	If assigned = 5	5	5
Total	II assigned – 5	50	40
		50	40
Category C: Research and Academi	a contributions Max Marks	. 350	
No. of PhDs awarded	1 and above = 10	10	
Number of papers in SCOPUS indexed	Per paper= 5	20	20
Journals		20	20
Number of papers in SCI Journals with IF	Per paper = 10	20	
No of papers in indexed in Google scholar (apart from SCOPUS and SCI)	Per paper =2	6	2
No of papers in other journals	More than $3 = 5$	5	2
	Less than $3=2$		
Number of papers presented in conferences/seminars-National (Proceedings with ISBN)	Per paper= 2	10	4
Number of papers presented in conferences/seminars-International (Proceedings with ISBN)	Per paper= 3	15	9
Number of books published –with ISBN number	Per book = 10	20	
Number of books published – without ISBN number	Per book = 3	6	
Number of book chapters authored	Per chapter= 5	10	5
Number of funded projects received	Per project = 25	75	25
Number of project proposal sent to funding agencies	Per project = 2	6	
Number of patents filed	Per patent = 10	20	
Number of PhDs guiding	Per scholar = 5	25	



(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

Number of M.Sc.,/ME/BE/MBA projects guided	Per project = 2	6	6
Invited lectures/lead lectures/chief guest addresses delivered in academic events- National	Per entry= 3	6	
Invited lectures/lead lectures/chief guest addresses delivered in academic events- International	Per entry= 5	10	
Number of awards/recognitions received	Per award =10	30	20
Number of research articles reviewed for professional journals	If more than 5= 10 Less than 5= 5	10	5
Number of consultancy works undertaken	Per consultancy = 10	20	
Number of collaborations established	Per collaboration= 10	20	
Total		350	73
Over all Total			248
	<mark>48 which is 47% of API Sc</mark> e Awarded : C	core	
Grau	t Awarutu . C		

Weight age of API Score Card

S.No	Category	Percentage of Weight age
1.	Teaching, learning and evaluation related activities	24%
2.	Co-curricular, extension and profession related activities	10%
3.	Research and Academic contributions	66%



(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

-	Grading based on API Score
0% to 100% of API Score	A+
0% to 90% of API Score	Α
0% to 80% of API Score	B+
0% to 70% of API Score	В
0% to 60% of API Score	C+
0% to 50% of API Score	С
	0% to 50% of API Score

Grading Based on API Score Card



(ACADEMY OF MARITIME EDUCATION AND TRAINING)

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APPLICATION FOR CAREER ADVANCEMENT SCHEME (CAS) FOR PROMOTION OF ACADEMIC STAFF

From Dr M Jayaprakashvel Assistant Professor and Head i/c Department of Marine Biotechnology AMET Deemed to be University, Kanathur, Chennai

To

The Registrar AMET Deemed to be University

Respected Sir,

Sub: Submission of application for the post of Associate Professor in Marine Biotechnology-Career Advancement Scheme-Reg

With reference to a circular for invitation of applications for promotions under career advancement scheme, I am herewith submitting this request as application for the post of Associate Professor in Marine Biotechnology at our University. I have joined as Assistant Professor of Marine Biotechnology at our University during 01-09-2009. I am completed 7 years 9 months service at AMET.

Besides I am submitting the following points to be considered for my promotion from Assistant Professor to Associate Professor under Career Advancement Scheme.

- 1. I have two years research experience as SRF during 2002-2004 in University of Madras and UPASI TRF TRI, Valparai (service certificate enclosed)
- 2. Served as Guest Lecturer Department of Biotechnology, AMET University, Chennai from September 2008 to August 2009.

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29-05-2017



(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

- I have done my PhD full time for five years (2004-2009). UGC communication D.o. No. F. 1 7-81201 3(PS) dated 1st March, 2016 may be considered in this regard (copy enclosed)
- 4. I have produced one full time PHD and 6 full time M.Phil., scholars under my guidance. Three of my full time PhD scholars have submitted PhD synopses. Presently guiding 2 full time PhD scholars and one part time PhD scholar
- 5. From the total 19 publications in SCOPUS, 14 are with AMET affiliations since 2010 (copies enclosed)
- 6. I have published 4 invited book chapters in international books with AMET affiliation
- 7. Since 2010, I have contributed as Organizing Secretary/Convener of 21 National Level Workshops/Conferences/Seminars for the Department and 4 events for the University. Out of which two events are supported by Govt of Tamil Nadu through Tamil Nadu State Council for Science and Technology and Science City
- I have delivered 11 invited lectures and presented 12 Conference papers during this period as lead author and as coauthor I have 144 conference papers with AMET affiliation
- I have served as National Advisory Committee member of two conferences (1. International Conference by CAS in Botany, University of Madras; 2. National Conference by Dept of Marine Sciences, Bharathidasan University)
- 10. I am a life member in 4 professional societies
- 11. Editor in Chief for Journal of Marine Biosciences
- 12. Professional Editor for Springer, Elsevier and Taylor and Francis Journals; Current Science
- 13. I am a member of professional bodies such as
 - a. Stake Holders Committee & Department Research Advisory Committee, Sree Sastha Institute of Engineering and Technology, Chennai

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(ACADEMY OF MARITIME EDUCATION AND TRAINING)

(A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

- b. Doctoral Committee member in Bharathidasan University and Bharath University
- c. PhD Viva Voce Examiner in Avinasilingam Deemed University
- d. M.Phil Examiner for Karpagam University
- e. PG and UG Biotechnology Examiner for Department of Biotechnology, DDGD Vaishanv College
- f. PG examiner for Department of Marine Biotechnology in the Cochin University of Science and Technology
- g. Board of Studies member in the Department of Biotechnology, DDGD Vaishanv College
- 14.1 have involved myself in all academic, extension, social service and other extracurricular activities of the Department of Marine Biotechnology
- 15. Instrumental in establishing 4 MoUs for the Department and 1 for the University on e learning
- 16. Awards: Three best paper Awards; Selected as Meritorious Young Scientist to attend DST Young Scientist Workshop at Pondicherry University
- 17. I also served with additional responsibilities such as
 - a. Controller of Examinations i/c- 4 months
 - b. Coordinator, IQAC 2013 to till date
 - c. Deputy Director Research (PHD programme) December 2015-till date
 - HoD i/c for Department of Marine Biotechnology since 2011-2013 & 2015till date and HoD i/c for Dept of Food Processing Technology July 2016-till date

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PUBLICATIONS-SUMMARY

1. Number of invited Book Chapters	
(Includes 2 from CRC Press and 1 from Springer Verlag)	
2. Number of papers with Impact Factors and Indexed in SCI	: 5
3. Number of Papers in SCOPUS indexed Journals	:8
4. Number of papers in other Journals	: 19
5. Full length papers appeared in Conference Proceedings	: 16
(Includes 1 International Conference Proceeding)	
6. Edited Books/Monographs	:4
7. Edited Abstracts Books of Conferences/Technical Handbooks	:3
8. Edited Laboratory Manuals	:7
9. SCOPUS citations	:6
10. Google Scholar Citations	: 84
11. <i>h</i> -Index	: 228
12. Total publications in Google Scholar	: 8
	:46

SUMMARY OF CONFERENCE PARTICIPATIONS

1.	Total Number of Conferences Participated	- 1277
	Total Number of Workshops attended	: 25
		:3
٨	International Level Conference Papers (Lead/Presenting author)	:6
4.	National Level Conference Papers (Lead/Presenting author)	:14
5.	Co-Author/Corresponding Author in Conference Papers	: 126
6.	Full length Conference papers in proceedings	
	1	:4

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Beisdes, the mimimum requirement of appointment of Associate Professor as per UGC guidelines of calculation of API under Performance Based Appraisal System is 300 points cumulative in Part II and III is 300. However, my consolidated score of API in category II and III is 630.

Considering the above submissions, I request that this application for the post of Associate Professor in Marine Biotechnology may be considered under Career Advancement Scheme.

Sincerely

29/5/17 (M Jayaprakashve

Encl: a/s Copy to: The Vice Chancellor

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	Response & marks	Max.	Entries for Dr	Marke for
Category I: Teaching, learning and evolucion colored		score	ſW	Dr MJ
Total teaching workload	activities: Max. score : 125			
	18 h = 50	50	18 h	ED.
	16 h = 40		:) !	
	14 h = 35			
	10-14 h = 25			
Number of chudy material 1.1.	Less than 10 h = no marks			
5	More than 1 = 10	10	e	10
Syllabus enrichment- study materials				
Use of participatory and innovative to the	More than $1 = 10$	10	3	10
methodologies	More than $3 = 10$	10	6	10
Iditional/snasial ala	Less than $3 = 5$		l.	
students per week	if used full score = 10	10	1 paper	10
Examination duties				
	Nore than 10 invigilation = 25 5-10 duties = 20	35	No invigilation	10
	Less than 5= 10	4	Chief	
		100	Examiner	
			QP setting only	
Total				
		125	I	100
	1 2 3			

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AMET (ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)



(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

Category II: Co-curricular, extension and profession related additionant and an additional addi	atod activition have a second			
Field visits/IVs/Ship visits/other visits coordinated	1 and above = 10	L	(
-		ŋ	m	ы
activities, publicity events	1 and above = 5	S	8	2
Number of academic responsibilities	1 and above = 5	ц		1
Number of administrative responsibilities	1 and above = 5		t c	2
Number of seminar and conference organized	1 and above = 5		2	2
No 01 FUPS attended	1 and above = 5	n u	27	<u>م ا</u>
No of membership in professional bodies	1 and above = 5	n u	0 <	5
Number of library accessions made	More than 10 per month=5	о IC	<i>t</i> ,	2
Student Montoring West	Less than 10 = no score)		5
External namer volucition == 0.000	If assigned = 5	5	1	ſ
Total	If served=5	5	2	о <u>г</u>
		50		75
Category III: Research and Academic contributions Marks remired as not 1160 is 250	c contributions Max Marks redu	ired ac nor	1160 10 200	2
No. of PhDs awarded	1 and above = 10		1000 12 220	
	Dar echolor - E	T	П	10
other Universities		40	9	30
	Viva Examiner= 10	20	Viva 1	10
and lowed	It served = 10	20	DC-3	20
rentited with IF	Per paper= 5	50	19*5=95	50
lo coholo:	Per paper = 10	50	8*10=80	50
e suiviar ioimade	Per paper = 5	50	46*5=230	50
Journals	More than $3 = 10^{\circ}$	10	16	10
	Less than 3= 5			D H
NBSI N	Per book = 10	30	11	00
ithout ISBN	Per book = 5	20	7	30
	Per chanter= 5	00		70
	Par nroiact -100	00	5*5=25	25
No of project submitted	or project -100	80	Nil	0
No of patents filed	rei project = 3	20	$11^{*}5=55$	20
	Per patent = 50	50	1*50	50



(ACADEMY OF MARITIME EDUCATION AND TRAINING) (A de novo Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

No of student project guided	Dar nroicet - r			
Invited lectures/chief auect-No+ionol		30	46	30
Invite 11	Per entry= 10	L L	7	2
Invited lectures/chief guest-International	Dor outer 20	n	17	50
No of awards / recognitions		20	Nil	c
No of articlas	Per award =30	60	C	
and of all tickes reviewed for other journals	If more than 1 an	2	n	60
		20	More than 20 20	00
	Less than 5= 10			N V
INO OT CONSULTANCY WORKS UNDERTAKEN				
No of collaborations actablist -	Per consultancy = 20	60	Nil	0
	Dar collaboration or			D
7		50	4 MoUs	50
			16	
Total			Collaborations	
		770	1	585
				200

				Maximum Score	Applicant Score 100 45	Maximum Score 125 d 50 770	Category I: Teaching, learning and evaluation related activities Category II: Co-curricular, extension and profession related activities Category III: Research and Academic contributions
	50	50	50	50	585	0//	Total
0/1	50	50	50	50		VLL	nd Academic contributions
770	50	50	50	125	54)	vities
770			521	125			tension and profession related

I hereby certify that the above particulars are true to the best of my knowledge.

17:

(M Jayaprakashve pp



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Dr.P.SARAVANAN 28.09.2017 REGISTRAR

Sub: Selection Committee – selection of Faculty for the Post of Associate Professor in the Department of Marine Biotechnology on Career Advancement Scheme – reg

I am to inform you that AMET University is in the process of Promoting prospective candidates on Career advancement scheme for the post of Associate Professor in the department of Marine Biotechnology. In this regard, a Selection Committee has been constituted with the following members.

- .1. Col.Dr.G.Thiruvasagam, Vice Chancellor Chairman
- 2. Dr.T.Sasilatha, Dean Academic
- 3. Dr.N.Mathivanan, Prof & Head Dept. of Botany
- 4. Dr.S.Meenakshi Sundaram, Prof. Dept. of Biotech
- 5. Dr.Elangovan Vellaichamy, Prof.Dept. of Biochemistry

The above Committee is scheduled to meet on 06.10.2017 at 11.30 am. In this connection, I am to request you to kindly make it convenient to attend the above said meeting.

REGISTRAR

To:

1. Selection Committee Members

Copy to:

- 1. The Director-Administration
- 2. The Dean Academic
- 3. The HoD i/c, Dept. of Marine Biotechnology
- 4. Secretary to the Vice-Chancellor
- 5. The Public Relations Officer



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INDIA'S FIRST DEEMED TO BE UNIVERSITY IN MARITIME EDUCATION -

Minutes of the Meeting of the Selection Committee held on 26...... at 1.h. KP. am for the Career Advancement Scheme.

MEMBERS PRESENT:

1. Col.Dr.G.Thiruvasagam, Vice-Chancellor Chairman

2. Dean, Academic

3. Dr.N.Mathivanan, Prof & Head Dept. of Botany, University of Madras

4. Dr.S.Meenakshi Sundaram, Prof.Dept. of Biotech, Anna University

5. Dr. Elangovan Vellaichamy, Prof. Dept. of Biochemistry, University of Madras

the Career Advancement scheme and the committee recommended the following Assistant Professor may be considered for the promotion.

S.No	Name	Designation
1	Dr.M.Jayaprakashvel	Assistant Professor

The Committee evaluated the candidate in respect of their Academic Record and Research Performance, Assessment of Domain Knowledge, Teaching Skills and API score.

After assessment of the performance, the Selection Committee unanimously recommends the following Assistant Professor is to be considered for the promotion to Associate Professor under the Career Advancement scheme as per UGC norms.

S.No	Name	Designation	Promoted as
1	Dr.M.Jayaprakashvel	Assistant Professor	Associate Professor

Signature of the members

Dr.N.Mathivanan Prof.Dept. of Biotech Prof & Head Dept. of Botany

Dr T Sa

Dean-Academic

Dr.S.Meenakshi Sundaram Dr.Elangovan Vellaichamy Prof.Dept. of Biochemistry

Col.Dr.G.Thiruvasagam Vice Chancellor Chairman

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INDIA'S FIRST DEEMED TO BE UNIVERSITY IN MARITIME EDUCATION -

Dr.P.SARAVANAN REGISTRAR

Date: 10.11.2017

Registrars Proceedings No.AMET/Career Advancement/2017 dated 10.11.2017

Sub: Establishment- Career Advancement Scheme-Promotion to Associate Professor –order issued Reg

With reference to the application submitted by Dr.M.Jayaprakashvel, Assistant Professor in the Department of Marine Biotechnology for the Career Advancement to Associate Professor, the management is pleased to promote him as Associate Professor, since he has fulfilled the norms stipulated by the UGC. He will be fixed in the scale of pay of Rs.37400-67000+ G.P 9000 with applicable allowances and this comes in to effect from 06.10.2017.

GISTRAR

To

Dr.M.Jayaprakashvel Associate Prefessor Head in Charge –Dept.of Marine Biotechnology

Copy to:

- 1. The Director-Administration
- 2. The Chief Executive Officer
- 3. The Financial Controller
- 4. Head in Charge-Marine Biotechnology
- 5. The Secretary to the Vice-Chancellor

135, East Coast Road, Kanathur - 603 112, Chennai, India, Tel.: 044-27472155/157 Fax: 044-27472904