



CRITERION 6

Governance, Leadership and Management

KEY INDICATOR

6.3 FACULTY EMPOWERMENT STRATEGIES

Q_iM

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



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

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.





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 ADVERTISEMENT FOR FACULTY RECRUITMENT

The Hindu

Oct. 22/03/2017

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
UNIVERSITY

FACULTY RECRUITMENT

For the Disciplines of Marine Engineering, Nautical Science, Naval Architecture, Petroleum Engineering, Mechanical Engineering, EEE (Marine), Mining Engineering, Information Technology, Food Processing Technology, Biotechnology, Business Management, Physics, Chemistry, Mathematics and English.

Category I : Professor / Associate Professor / Asst. Professor

Qualification : As per UGC norms. Candidate with Research projects, Publication at Scopus level preferred.

Category II : Full time Research Scholars in the above said disciplines. They will be paid Ph.D. Research Fellowship.

For details visit website : www.ametuniv.ac.in

- REGISTRAR

SOUTH INDIAN Bank
RECRUITMENT OF SPECIALIST OFFICERS - IT

Applications are invited to fill up the vacancies in the following specialist categories:

Post Code	Post Name	No. of vacancies
01	Probationary Officer (IT)	15
02	Probationary Manager/ Senior Manager (IT)	10

For more details and application procedure please visit Careers page in our website www.southindianbank.com

Online Registration: 22.03.2017 to 31.03.2017 General Manager (Admin)

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
(A Category - I "Mini Ratna" Public Sector Enterprise)
Southern Region, Chennai - 600 027

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 filling up the post of Junior Assistant (FS)-NE-4 at various Airports in Southern Region. The Physical Standards/Criteria for female candidates are as under:

For Female candidates: Minimum Height-157 cms, Minimum Weight-45kgs, Chest-N/A. Female candidates are exempted from payment of fees.

Other conditions of the above said advertisement remains unchanged. Last date for receipt of application is 31/03/2017. For detailed advertisement and downloading of application, visit www.aai.aero

REGIONAL EXECUTIVE DIRECTOR

हिन्दुस्तान एरोनॉटिक्स लिमिटेड
HINDUSTAN AERONAUTICS LIMITED
HAL Corporate Office
15/1 Cubbon Road, Bangalore - 560 001

PROPEL YOUR DREAMS WITH HAL
(Advt No. HAL/HR/36/983/PWD/III/2017)
SPECIAL RECRUITMENT DRIVE - PERSONS WITH DISABILITY
3rd ATTEMPT - 2017

Hindustan Aeronautics Ltd (HAL), a Navratna Central Public Sector Undertaking is a premier Aeronautical Industry of South East Asia, with 29 Production / Overhaul / Service Divisions and 16 co-located R&D Centres spread across the country.

Openings are available for Persons with Disabilities in Executive & Non-Executive Cadre in Orthopaedically Handicapped (OH); Visually Handicapped (VH); & Hearing Handicapped (HH) Categories in various Divisions of HAL at Bangalore, Hyderabad, Lucknow, Kanpur & Nanik in select Disciplines / Trades. For further details like Name & Number of posts; Educational Qualification; Relaxation; Disability / Sub - Disability; Discipline / Trade; Application procedure; other eligibility criteria etc., please visit the Careers section of our website www.hal-india.com. Candidates meeting the requisite eligibility criteria may forward duly filled in applications, ONLY in the prescribed format, latest by 28.4.17.

Corrigendum/ Addendum, if any will be posted on HAL Website only

JESUIT MADURAI PROVINCE
HIGHER EDUCATION COMMISSION

GRANT - IV - AID TEACHING STAFF VACANCIES (FOR THE ACADEMIC YEAR 2017 - 2018)

LOYOLA COLLEGE, CHENNAI: Tamil, English, Chemistry, Adv. Zoology, Librarian, Visual Communication
ST. JOSEPH'S COLLEGE, TRICHURPALLI: English, Hindi, Physics, Economics
ARUL ANANDAR COLLEGE, KARUNATHUR: Physics, Economics, History
ST. XAVIER'S COLLEGE, PALAYANKOTTAI: English, Botany, Zoology.

SELF - FINANCED TEACHING STAFF VACANCIES
(FOR THE ACADEMIC YEAR 2017 - 2018)

LOYOLA COLLEGE VETTAVALUR: English, Commerce, BBA, Mathematics
LOYOLA COLLEGE, METTALA: Tamil, English, Physics, Chemistry, Computer Science, Commerce, Mathematics, BBA
LOYOLA COLLEGE, CHENNAI: Chemistry, Computer Science & MCA, BBA & B.COM (CS), Economics, English, History, Mathematics, Social Work, Statistics, Visual Communication, Human Excellence, French
ARUL ANANDAR COLLEGE, KARUNATHUR: Food Science and Technology, Tamil, English, Chemistry, Mathematics
ST. XAVIER'S COLLEGE, PALAYANKOTTAI: English, Commerce, Mathematics, Visual Communication
ST. JOSEPH'S COLLEGE, TRICHURPALLI: Tamil, English, Physics, Computer Science, History, Biotechnology, Electronics, Information Technology
LOYOLA COLLEGE OF EDUCATION: English: M.A., M.Ed., M.Phil (Education or English), Desirable SET or Ph.D in education

M.A. Sociology or Philosophy: M.A / M. Sc and M. Ed or MFA
B.VOC and M.VOC Teaching Staff for Loyola College, Chennai (KAUSHAL Keeda)
Associate Professor - 1; Assistant Professor - 3 in Digital Journalism
Qualification: MA in Journalism and Mass Communication, NET / SET desirable
Assistant Professor - 5 in 3D Animation
Qualification: MA in Visual (Fine) Arts, NET / SET desirable

Qualification: As per UGC Norms.

* Download the Application form, from the website www.jesuithighereducationcommission.com and attach the Challan Copy of the D.D drawn in favour of Coordinator, Jesuit Higher Education Commission for Rs - 600/-

* Pay the Amount to Account No: 137501000620902, IOB, Chindhamani Branch, Trichy - 92.

ST. JOSEPH'S COLLEGE NON TEACHING STAFF VACANCIES: WEB ADMINISTRATOR
Qualification: M. Sc / B.E. degree in Computer Science or MCA with good experience in Web Designing, maintenance and database administration.

PA TO PRINCIPAL (MALE): Any Graduate with Typewriting Hr. Gr. (English & Tamil), Knowledge of MS Office and Proficiency in English Correspondence are essential. Shorthand Skill is preferred.

Contact Person: The Secretary, St. Joseph's College, Trichy - 620002, Ph. No: 0431 - 4226376 / 2700320

Last Date: 5th of April, 2017, Send Filled in application: Co-ordinator, Jesuit Higher Education Commission, St. Joseph's College, Trichy - 620002. Ph. No: 85265 21571



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**

2/7/2021

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



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

Fwd: Application for the post of Assistant Professor/Mechanical Engineering Reg

muthubas@yahoo.co.in <muthubas@yahoo.co.in>
To: glory@ametuniv.ac.in

Sun, Feb 7, 2021 at 2:45 PM

----- Forwarded message -----

From: muthu baskaran <muthubas@yahoo.co.in>
Date: 26-Mar-2017 11:35 am
Subject: Application for the post of Assistant Professor/Mechanical Engineering Reg
To: registrar@ametuniv.ac.in
Cc:

Dear Sir,

I am hereby applying for the post of Assistant Professor, Department of Mechanical Engineering of your prestigious institution. I enclosed my application form, Resume and the soft copies of my certificate with this mail for your perusal.

Thanking you

S.Muthu Baskaran
152,10th cross street
CLRI Nagar
Neelangarai
Chennai-600115
Ph:9789310450

4 attachments



B.Tech degree.jpg
601K



MuthuBaskaran.S.jpg
408K

application_wanted.doc
177K

ResumeRed.pdf
205K



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
MINUTES OF SELECTION COMMITTEE MEETING MINUTES



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:

1. Col.Dr.G.Thiruvassagam, 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
19	Mr.K.Hariharan



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. Prasanth
21	Mr. T. Arun
22	Mr. T. Senthikumar
23	
24	
25	

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

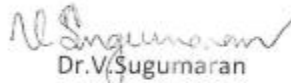
After assessment of the performance in the interview, the Selection Committee unanimously recommends the following candidates for appointment to the post of FACULTY in the Department of Mechanical Engineering.

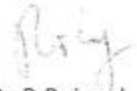
S.No	Name	Designation
1	Mr. S. Perthubakaran	
2	Mr. G. Divyapriya	
3	Mr. A. Vijin Prabhu	


4 Mr. Arun Navin Joseph

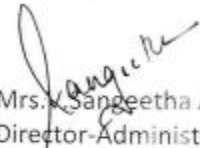
Further, the Selection Committee unanimously recommends the following candidates to be placed under Waiting List:

S.No.	NAME OF THE CANDIDATE
1.	Mr. D. Babu
2.	Mr. N. Alag appan
3.	Mr. Kilavusani. N

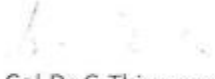

Dr. V. Sugumaran
External Expert


Dr. R. Rajavel
HoD, Dept. of Mechanical Engg


Prof. K. R. Chidambaram
Principal – DGS Course


Mrs. Sangeetha Albin
Director-Administration


Dr. P. Saravanan
Registrar


Col. Dr. G. Thiruvassagan
Vice-Chancellor
Chairman



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 Mr.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.

1. You will be on probation for a period of 2 years after which you will be confirmed, based on your performance.
2. 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.
3. 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.



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



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







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 COPY OF JOINING REPORT

AMET UNIVERSITY
JOINING REPORT

FROM S. Muthu Baskaran
Assistant Professor
Department of Mechanical Engineering
AMET University
Kanathur

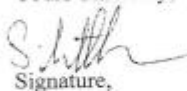
TO

The Registrar
AMET University
Kanathur.

Dear Sir,

I join duty on the FN / AN of 12/07/2017 as Assistant Professor.....In the
Department of Mechanical Engineering.....as per your
Appointment Order No. 1648.....dated 12/07/2017.....accepting the terms and
conditions stipulated in the Order.

Yours Sincerely,


Signature,

S. MUTHU BASKARAN
(Name in Block letters)

Date: 12/07/2017



AMET
(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**



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

**SELF ASSESSMENT FORM FOR ACADEMIC PERFORMANCE INDICATOR (API)
PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) For TEACHING FACULTY**

SECTION-A: GENERAL

1	Name of the Faculty	Dr. N. DAYAPPARICASHVEL
2	Designation	ASSOCIATE PROFESSOR
2	Name of the Department/Centre of University	Marine Biotechnology
3	Present Pay-Scale	37400-67000 AGP Rs 9000
4	Date of Joining	01-09-2009
5	Period/Years of Performance Appraisal	February 2017-January 2018

SECTION - B :
CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
 *Column on verified API score is to be filled by the IQAC/Screening Committee Office

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

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

S. NO	Nature of Activity	Maximum Score	Self-Appraisal Score	Verified API Score* (For office use)
II.1	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	
II.2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	15	15	
II.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 Category III below)	15	15	
	Total score out of 50		50	

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

S. NO	Particulars (enclose details of each item in support of your claim as annexure)	Self-Appraisal Score	Verified API Score*
III.A	Research Papers Publication		
	i. Refereed Journals (15 per publication)	$4 \times 15 = 60$	
	ii. Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers: (10 per publication). iii. Conference proceedings as full papers, etc. (Abstracts not to be included) (10 per publication).	$1 \times 10 = 10$	
III.B	Other Research Publications (books, chapters in books, other than refereed journal articles).		
	I. Text or Reference Books Published by International Publishers with an established peer review system		
	Sole Author (50 per publication).	—	
	Chapter in edited Book (10 per publication).	$1 \times 10 = 10$	
	ii. Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers		
	Sole Author (25 per publication).	$25 \times 2 = 50$	
	Chapter in edited Book (5 per publication).	—	

III.C	iii. Subject Books by other local publishers with ISBN/ISSN numbers.		
	Sole Author (15 per publication).		1x/5 = 15
	Chapter in edited Book (3 per publication).		
	iv. Chapters contributed to edited knowledge based volumes published by International Publishers (10 per publication).		
	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).		
	RESEARCH PROJECTS		
	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).		—
	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).		1x10 = 10 (AMET)
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)		—

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

ii. Participation and Presentation of research papers (oral/poster) in Conferences/ Seminars/ workshops etc. (If a paper presented is published in the form of Proceedings, the points would accrue for the publication and not under presentation).		
a) International conference (10 per participation/presentation).		1 x 10 = 10
b) National (7.5 per participation/presentation).		8 x 7.5 = 30.15
c) Regional/State level (5 per participation/presentation).		1 x 5 = 5
d) Local - University/college level (3 per participation/presentation)		2 x 3 = 6
iii. Invited Lectures or presentations for conferences/Symposia		
a) International Level (10 per participation/presentation).		1 x 10 = 10.
b) National Level (5 per participation/presentation).		2 x 5 = 10.

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

E. Suresh

Signature of the Applicant with designation

Place : Chennai

Date : 14-03-2018

Chang

Countersigned by
HOD/Principal/Dean/Director

Place :

Date: 14/3/18

Professor & Head

Dept. of Marine Biotechnology

ACADEMY OF MARITIME EDUCATION AND TRAINING

(Deemed to be University Act 3 of 1956 Act 11)

135, East Coast Road,
Kondalpur - 605112, Chennai, India.



AMET
(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**



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

WEIGHTAGE FOR API SCORE CARD

Category	Response & marks	Max. score	Max Scored
Category A: Teaching, learning and evaluation related activities: Max. score : 125			
Total teaching workload (Including Lecture, Tutorial, Practical and online classes)	18 h = 50 16 h = 40 14 h = 35 10-14 h = 25 Less than 10 h = no marks	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 and profession related activities Max. Marks 50			
Field visits/TVs/Ship visits/other visits coordinated	1 and above = 5	5	



AMET
(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, cultural activities, publicity events Coordinated	1 = 5 2 & above = 10	10	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 organized	1 and above = 5	5	
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		50	40
Category C: Research and Academic contributions Max Marks: 350			
No. of PhDs awarded	1 and above = 10	10	
Number of papers in SCOPUS indexed Journals	Per paper= 5	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 Less than 3= 2	5	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	



AMET
(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 Marks : 525			248
Obtained Marks is 248 which is 47% of API Score			
Grade Awarded : 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%



AMET
(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 Card

S.No	Percentage of API Score	Grading based on API Score
1.	90% to 100% of API Score	A+
2.	80% to 90% of API Score	A
3.	70% to 80% of API Score	B+
4.	60% to 70% of API Score	B
5.	50% to 60% of API Score	C+
6.	40% to 50% of API Score	C



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

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

From

29-05-2017

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.

Page 1 of 5



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

3. 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
8. 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
9. 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

Page 2 of 5



AMET
(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. I 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
 - d. HoD i/c for Department of Marine Biotechnology since 2011-2013 & 2015-till date and HoD i/c for Dept of Food Processing Technology July 2016-till date



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

PUBLICATIONS-SUMMARY

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

SUMMARY OF CONFERENCE PARTICIPATIONS

1. Total Number of Conferences Participated	: 25
2. Total Number of Workshops attended	: 3
3. 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	: 4

Page 4 of 5



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

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


(M Jayaprakashvel)

Encl: a/s

Copy to: The Vice Chancellor

Page 5 of 5



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

**CUMULATIVE SUMMARY OF API SCORE FOR DR M JAYAPRAKASHVEL TO BE CONSIDERED FOR THE SELECTION FOR THE POST OF
 ASSOCIATE PROFESSOR UNDER CAREER ADVANCEMENT SCHEME**

Category	Response & marks	Max. score	Entries for Dr MJ	Marks for Dr MJ
Category I: Teaching, learning and evaluation related activities: Max. score : 125				
Total teaching workload	18 h = 50 16 h = 40 14 h = 35 10-14 h = 25 Less than 10 h = no marks	50	18 h	50
Number of study materials /video lectures/Cds prepared	More than 1 = 10	10	3	10
Syllabus enrichment- study materials	More than 1 = 10	10	3	10
Use of participatory and innovative teaching- learning methodologies	More than 3 = 10 Less than 3 = 5	10	6	10
Number of additional/special classes for weaker students per week	if used full score = 10	10	1 paper	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	No invigilation duties Chief Examiner QP setting only	10
Total		125	-	100



AMET

(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 activities Max. Marks 50					
Field visits/IVs/Ship visits/other visits coordinated	1 and above = 10	5	3	5	
No. of extension works for Dept/Club, cultural activities, publicity events	1 and above = 5	5	8	5	
Number of academic responsibilities	1 and above = 5	5	4	5	
Number of administrative responsibilities	1 and above = 5	5	2	5	
Number of seminar and conference organized	1 and above = 5	5	21	5	
No of FDPs attended	1 and above = 5	5	6	5	
No of membership in professional bodies	1 and above = 5	5	4	5	
Number of library accessions made	More than 10 per month=5 Less than 10 = no score	5	-	0	
Student Mentoring Works	If assigned = 5	5	1	5	
External paper valuation or QP setting	If served=5	5	2	5	
Total		50			45
Category III: Research and Academic contributions Max Marks required as per UGC is 350					
No. of PhDs awarded	1 and above = 10	10	1	10	
No. of PhDs Guiding	Per scholar = 5	40	6	30	
Examiner for PHD in other Universities	Viva Examiner= 10	20	Viva 1	10	
Serving DC member of other Univ	If served = 10	20	DC-3	20	
Number of papers in SCOPUS indexed Journals	Per paper= 5	50	19*5=95	50	
Number of papers in reputed with IF	Per paper = 10	50	8*10=80	50	
No of papers in Google scholar	Per paper = 5	50	46*5=230	50	
No of papers in other journals	More than 3 = 10 Less than 3= 5	10	16	10	
No of books published ISBN	Per book = 10	30	11	30	
No of books without ISBN	Per book = 5	20	7	20	
Book chapters	Per chapter= 5	30	5*5=25	25	
No of projects granted	Per project =100	80	Nil	0	
No of project submitted	Per project = 5	20	11*5=55	20	
No of patents filed	Per patent = 50	50	1*50	50	



AMET
(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	Per project = 5	30	46	30
Invited lectures/chief guest-National	Per entry= 10	50	11	50
Invited lectures/chief guest-International	Per entry= 20	20	Nil	0
No of awards / recognitions	Per award =30	60	3	60
No of articles reviewed for other journals	If more than 5= 20 Less than 5= 10	20	More than 20	20
No of consultancy works undertaken	Per consultancy = 20	60	Nil	0
No of collaborations established	Per collaboration= 25	50	4 MoUs 16 Collaborations	50
Total		770	-	585

Category	Maximum Score	Applicant Score
Category I: Teaching, learning and evaluation related activities	125	100
Category II: Co-curricular, extension and profession related activities	50	45
Category III: Research and Academic contributions	770	585
Total	945	730

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


 (M Jayaprakashvelu)



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



AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

INDIA'S FIRST DEEMED TO BE UNIVERSITY IN MARITIME EDUCATION

Dr.P.SARAVANAN
REGISTRAR

28.09.2017

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.Thiruvassagam,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





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



INDIA'S FIRST DEEMED TO BE UNIVERSITY IN MARITIME EDUCATION

Minutes of the Meeting of the Selection Committee held on 06.10.17 at 11.00 am for the Career Advancement Scheme.

MEMBERS PRESENT:

1. Col.Dr.G.Thiruvassagam, 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 following candidate has appeared before the screening committee held on 06.10.17 for the Career Advancement scheme and the committee recommended the following Assistant Professor may be considered for the promotion.

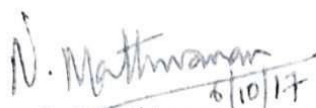
S.No	Name	Designation
1	Dr.M.Jayaprakashvel	Assistant Professor

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


6/10/17

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



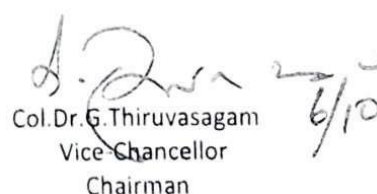
Dr.S.Meenakshi Sundaram
Prof.Dept. of Biotech



Dr.Elangovan Vellaichamy
Prof.Dept. of Biochemistry


6/10/17

Dr.T.Sasilatha
Dean-Academic

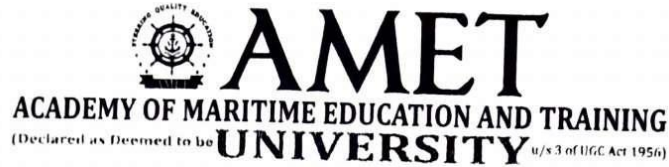

6/10

Col.Dr.G.Thiruvassagam
Vice-Chancellor
Chairman





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



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.


REGISTRAR

To

Dr.M.Jayaprakashvel
Associate Professor
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