



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)  
**HEADQUARTERS**

IMU-HQ/R/15/17/01/2021-Estt. (Pay)

07.05.2025

## **Addendum to Office Order dated 06.04.2022**

**Subject: Career Advancement Scheme (CAS) for IMU's Teaching Employees - joined IMU and have completed minimum residency period on or before 15.02.2022.**

Ref: i) Office order no. IMU-HQ/R/15/17/01/2021-Estt. (Pay) dated 06.04.2022  
ii) Minutes of 82<sup>nd</sup> EC meeting held on 11.02.2025 at IMU-HQ

1. IMU implemented CAS vide reference cited (i) above w.e.f. 15.02.2022 for the regular faculty members.
2. Further vide reference (ii) cited above, Executive Council in its 82<sup>nd</sup> meeting vide resolution No. EC 2025-82-21 dated 11.02.2025 resolved to approve the revised guidelines to the teaching employees joined and have completed minimum residence period on or before 15.02.2022. The detailed Guidelines are enclosed as Annexure-I and illustrations as Annexure – II.
3. Accordingly, IMU's Teaching Employees joined IMU and have completed minimum residency period on or before 15.02.2022 are requested to submit their CAS application as per this order to the HoD concerned, time line of submission/forwarding of CAS application:

Sl. No.	Submission of application	Due Date
i)	Faculty to HoD	22 <sup>nd</sup> May 2025
ii)	HoD to IQAC Coordinator	05 <sup>th</sup> June 2025
iii)	IQAC to SCE	19 <sup>th</sup> June 2025
iv)	SCE to HQ	30 <sup>th</sup> June 2025

4. All are requested to adhere to the timeline.

This issues with the approval of the Vice –Chancellor.

  
Deputy Registrar (A L & S)

Encl. as above,

To,

All Faculty – (Through Campus Director)

Copy to:

1. VC
2. Pro- VC for kind information
3. Registrar
4. CoE
5. FO (I/c)
6. All Campus Directors
7. All Deans/ All HoDs of Schools for information and necessary action
8. IQAC Coordinator/ Co-Coordinator
9. CVO
10. DR (Admin-II) – I/c /AR (A-II)/AR (Vigilance)
11. IT Manager, IMU-HQ - To Upload on IMU website
12. Concerned File

## Annexure -I

**Stage 1 to 2 [ Academic pay level 10 to 11]**

	Parameters	Minimum required	Waived for employee joined IMU on or before 15.02.2022
	[A]	[B]	[C]
1	Minimum years served as Assistant Professor in Stage 1 to 2	3 years for Ph.D. Degree and Mariners (i.e. those with sailing experience for a minimum period of six months at Management level within the meaning of STCW Convention in force and recruited in IMU on the basis of CoC ) 5 years for PG Degree holders 7 years – those who are without Ph.D. and PG Degree	Faculty shall meet the minimum criteria as per the scheme i.e. 3/5/7 as the case may be, except M.Phil. holders – 4 years
2	Orientation Program	Attended orientation course of 21 days duration on teaching methodology (Cumulative basis)	To be considered beyond the assessment period.  Faculty to be provided 01 year additional time, if not completed the mandatory program.
3	Completed Refresher course/ Research Methodology course/Syllabus Up-gradation Workshop/TOT course/ AECS (DGS approved course) Faculty Development Programmes of at least 5 days duration <b>or</b> 1 MOOC with e-certifications <b>OR</b> Development of e-contents in four quadrants /MOOCs course during the assessment period	Any one of the requirements after completion of minimum 7 days (continuous single program) Orientation Programme	To be considered beyond the assessment period.  Faculty to be provided 01 year additional time, if not completed the mandatory program.
4	Publication	Published <b>one</b> research publication in UGC listed journals During Assessment period	To be completed within 01 year for the non-mariners and 02 years for mariner category.
5	Assessment	Last three years APAR Score – 7 out of 10 for at least 3 years.  Recommendation of Screening Cum Evaluation Committee.	APAR as available (average) but not later than 2021-22;  Mandatory w.e.f – 2022-23 . i.e. from 01.08.2022 onwards.  SEC recommendation is required




### Stage 2 to 3 [ Academic pay level 11 to 12]

	Parameters	Minimum required	Waived for employee joined IMU on or before 15.02.2022
	[A]	[B]	[C]
1	Minimum years served as Assistant Professor in Stage 2	Assistant professors who have completed <b>five</b> years of service in Academic Level-11 (Stage-2)	May be treated as served notionally to consider for stage 2 to 3 if actual number of years served in IMU is more than the mandatory.
2	Educational Qualifications for Stage 2 to 3	Ph.D. in relevant discipline; however Ph.D. shall not be mandatory for mariners with 6 months of at sea sailing experience of management level.	Ph.D. – mandatory for non-mariners may be considered beyond the assessment period with prospective effect upon completion of Ph.D.
3	(i) (a) Completed a course / programme from amongst the categories of Refresher course/ Research Methodology course/ Syllabus Up-gradation Workshop/TOT course/AECS (DGS approved course) / Faculty Development Programme of at least ten days duration (or completed two courses of at least five days duration in lieu of every single course/programme of at least ten days duration AND (b) completed one MOOCs course in the relevant subject (with e-certification); OR Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment	Compliance of any one of the requirements during assessment period.	To be considered beyond the assessment period.  Faculty to be provided 01 year additional time, if not completed the mandatory program.
4	Publication	Published <b>three</b> research publication in UGC listed journals during Assessment period	To be completed within 01 year for the non-mariners and 02 years for mariner category.
5	Assessment	<b>For Stage 2 to 3</b> Last <b>five</b> years APAR Score – 7 out of 10	APAR as available (average) but not later than 2021-22; Mandatory w.e.f – 2022-23 i.e. from 01.08.2022 onwards.
		Recommendation of Screening Cum Evaluation Committee [SEC].	SEC Recommendation is required

*R. Kumar*  
07/15/2025

**Stage 3 to 4 [ Academic pay level 12 to 13 A]**

	Parameters	Minimum required	Waived for employee joined IMU on or before 15.02.2022
	[A]	[B]	[C]
1	Minimum years served as Assistant Professor in Stage 3	Assistant professors who have completed <b>three</b> years of service in Academic Level-12	To be treated as served notionally to consider for stage 2 to 3 if actual number of years served in IMU is more than the mandatory.
2	Educational Qualifications for Stage 3 to 4	Ph.D. in relevant discipline	<b>Mariners</b> –To be considered without Ph.D., in line with the Direct Recruitment for Associate Professor. Category-1 – Mariners without Ph.D. (mandatory sailing experience at management level 2 years plus 6 years of work experience [ industrial/teaching / additional sailing/research] <b>Non-mariners</b> - Ph.D. is mandatory.
3	(i) (a) Completed a course / programme from amongst the categories of Refresher course/ Research Methodology course/ Syllabus Up-gradation Workshop/TOT course/AECS (DGS approved course) / Faculty Development Programme of at least ten days duration (or completed two courses of at least five days duration in lieu of every single course/programme of at least ten days duration AND (b) completed one MOOCs course in the relevant subject (with e-certification); OR Contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.	Compliance of any one of the requirements during assessment period.	To be considered beyond the assessment period.  Faculty to be provided 01 year additional time, if not completed the mandatory program.
4	Publication	Published a minimum of <b>seven</b> research publication in UGC listed journals out of which <b>three research papers</b> during Assessment period	To be completed within 01 year for the non-mariners and 02 years for mariner category.
5	Guide of Ph.D. candidates	Evidence of having guided at least one Ph.D. candidate during the assessment period (not necessarily that a Ph.D. candidate be awarded)	No waiver has been approved except for mariners without Ph.D, considering the relaxation provided in the Sl.No.2 above.

  
57/15/2025

6	Research Score	Research score of at least 70 during the assessment period	No waiver.
7	Assessment	Last three years APAR Score 8 out of 10	APAR as available (average) but not later than 2021-22; Mandatory w.e.f – 2022-23 i.e. from 01.08.2022 onwards.
		The promotion should have the recommendation of the Selection Committee constituted in accordance with the Statute 21 of the University along with these regulations.	Shall have to appear before the Selection committee.

*Note: Approved waivers are applicable as in the respective tables. SEC shall observe the same in its recommendations.*

**Stage 4 to Stage 5 [ Academic pay level 13 A to 14]**

No waiver has been approved for any parameters as per CAS 2022 guidelines.

*R. [Signature]*  
02/05/2025





### Illustrations for stage 3 to 4

Sl. No.	Date of Joining	Details	Assessment Period & Notional movements	Date of Notional Effect	Date of Financial benefit
01	15.12.2009	A faculty who joined IMU with Ph.D. qualification.	<b>Stage – 1</b> 15.12.2009 to 14.12.2012; <b>Stage 2</b> 15.12.2012 to 14.12.2017; <b>Stage 3</b> a) Faculty with 3 years of service from the date of notional effect and with no pending parameters from previous stages shall be allowed to appear before the Selection committee. b) Additional time allowed for the parameters of Stage 3 to 4	Prospective date. [upon approval of Selection-committee's recommendation by the EC]	Prospective date. [upon approval of Selection-committee's recommendation by the EC]
02	15.12.2009	A faculty (Marine/Nautical Science) who joined IMU without Ph.D. qualification and subject to fulfillment of eligibility conditions as per the Direct Recruitment Rules [Ordinance 04 & 05 of 2018] under Category-I for Associate Professor	<b>Stage – 1</b> 15.12.2009 to 14.12.2012; <b>Stage 2</b> 15.12.2012 to 14.12.2017; <b>Stage 3</b> a) Faculty with 3 years of service from the date of notional effect and with no pending parameters from previous stages shall be allowed to appear before the Selection committee. b) Additional time allowed for the parameters of Stage 3 to 4	Prospective date. [upon approval of Selection-committee's recommendation by the EC]	Prospective date. [upon approval of Selection-committee's recommendation by the EC]

Note:

- Parameters factored at one stage will not be accounted for the subsequent stages. In other words, orientation programmers or publications or refresher course once factored at one stage, shall not be duplicated for the subsequent stages.
- Additional time shall be reckoned from the prospective date of the career advancement order issued to the faculty concerned.
- Faculty members who do not complete the pending parameters within the allotted time period will not be considered for subsequent stages.
- The above illustrations are only for illustrative purpose.

*R. [Signature]*  
6/10/2015