**Instructions to be followed for filling and submission of CAS application form**

The candidate should go through the application form thoroughly and carefully before filling the details

1. The application form along with enclosures should be submitted in **five (5) sets**. Additional **three (3) sets** of the **self assessed score card** should be submitted along with the application form.
2. All the enclosures/proof of claims should **be enclosed to the application form serially** **numbered** at the bottom of the page with **black ball point pen.**
3. The candidate claiming marks under each sub head has to **enclose the relevant documents as proof of claim.** The proof should be **assigned a proper number which has to be compulsorily mentioned in the space provided for the purpose in the application form.**
4. The application form along with enclosures **should be spiral bound. Book bound copies should be avoided.**
5. Application form **without enclosures or enclosures submitted in absurd manner or without serial numbers will not be entertained and are liable to be rejected.**
6. The candidate should **strike off with Red ball point pen whichever is not applicable to him/her.**

**PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY**

**CAREER ADVANCEMENT SCHEME -2016**

**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

Assistant Professor to Assistant Professor Sr. Scale (Academic Level 10 to Academic Level 11) / Assistant Professor Sr. Scale to Assistant Professor Sel. Grade (Academic 11 to Academic Level 12), Assistant Professor Sel. Grade to Associate Professor (Academic Level 12 to Academic Level 13A ) / Associate Professor to Professor (Academic Level 13A to Academic Level 14) / Professor to Senior Professor (Academic Level 14 to Academic Level 15)

**PART – I**

**SELF APPRAISAL REPORT OF THE PERSON UNDER REVIEW**

(TO BE FILLED IN BY THE CANDIDATE)

**GENERAL INFORMATION**

1. Name (in Block Letters) :
2. Designation :
3. Discipline / Department :
4. Place of work :
5. Date of Birth :
6. Address for correspondence :
7. Academic qualifications :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Degree / Diploma** | **Discipline** | **University** | **College / Place of study** | **Month / Year of passing** | **Class obtained** | **Fellowships / Awards** |
| 1 | 2 | 3 | 4 | 5 | 5 | 6 |
| Ph. D/PDF |  |  |  |  |  |  |
| M. Sc /  M. Tech / MBA |  |  |  |  |  |  |

1. Date of obtaining Ph. D Day Month Year
2. Date of joining duty in the University :
3. Date of appointment / placement in the present post :
4. Employment record in the University:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Place of work with full address** | **Designation / Post held** | **Scale of Pay** | **Period** | | **Nature of duties** |
| **From** | **To** |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

1. (a) Indicate the stage to which eligible :

(b) Date of eligibility :

1. Period of deputation from the University :
2. For service in other organizations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organization  International / National / State | Govt / Quasi Govt / Private / State | Post held / Designation | Period | | Nature of duties | Remarks & Orders of competent authority |
| From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

1. For higher studies (Ph. D / PDF)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Institution | Deputed by the University or self study | Period | | Degree Awarded | Year | Subject and Field of Specialization |
| From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

1. Particulars of leave availed which is counted

From To Total Period

For grant of annual increment

(Earned leave etc.) & HPL if any

1. Not counted for annual increment

(EOL without pay & allowances) / Dies – non etc

1. Any other leave
2. Whether eligible for relaxation of length of Yes / No

service due to study leave (Quoted Authority)

If yes state the period of study leave eligible for counting of service

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Degree | From | To | Total period |
| Day / Month / Year | Day / Month / Year | Day / Month / Year |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

1. Significant Achievements in Teaching / Research / Extension

(Not the work done report) separately year wise for the period (ending 31st March)

1. Constraints experienced in meeting the assigned duties, targets in teaching, research, extension if any:
2. Any other information the candidate desires to provide in support of his / her claim or application for promotion not covered in any of the above columns.

Certified that the information provided by me is factual and correct to the best of my knowledge and belief.

**Signature of the Applicant**

Certified that the information was verified with office records

**Signature of the Head of the Office**

Verified and Approved

**Chairman (IQAC)**

**PART - II**

**CAREER ADVANCEMENT SCHEME – 2016**

**CATEGORY I(1): SPECIFIC ACHIEVEMENTS IN TEACHING / RESEARCH / EXTENSION / ADMINISTRATION DURING THE ASSESSMENT PERIOD**

(The information to be verified and certified by the competent authority)

1. **Teaching**  **(Maximum Marks 50)**

1.(i) UG / PG / Diploma Courses Offered /Student Advisory class **[Maximum Marks: 25]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Course No** | **Credit Hours** | **Full in charge / Associate** | **Semester and Year** | **No. of Batches** | **Marks Obtained** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |

Full in-charge: 2.5 marks / Credit hour and Associate:1.25 marks / Credit hour

Note: One Theory credit is equal to one hour and one Practical credit is equal to two hours.

Advisory class: one credit hour /semester

1(ii) CEO / Director of AELP / PR for RAWEP or ABEP or Industrial Attachment/ PAMP / PSPP:RAWEP/AELP Records Evaluation /Hands on Training Project Work / CABM coordinator

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Course No** | **Type of Activity or Programme** | **Year and Semester** | **Deliverables[Profit generated /Skill developed etc]** | **Marks** | **Proof Pg. No.** |
|  |  |  |  |  |  |  |

2.5 marks per successful activity / year with justification

1[iii]. Preparation and compilation of Annual Report / Accreditation Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Report prepared / compiled** | **Contribution** | **Year** | **Details** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |

2.5 marks per report/ year (At college level), 1.0 mark/year at Dept. level

Monthly report 1.0 mark per year at Dept level\

2. Guidance to PG students as Chairman / Member of the Advisory Committee

(Thesis submitted & approved only) **[Maximum marks: 5.0]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the Student** | **I. D. No** | **Ph.D / M.Sc** | **Year of Thesis approval** | **Chairman / Member** | **Marks Obtained** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |

M. Sc: 1.5 marks / student for Chairman and 0.5 marks / student for Member

Ph. D: 2.5 marks/ student for Chairman and 1.0 mark/ student for Member

3. Preparation of Instruction Material (Practical Manuals, RAWEP Manual, AELP Manual, Industrial Attachment Manual etc ) **[Maximum marks: 5.0]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Instruction Material** | **Year of Preparation** | **First Edition / Revised** | **First / Second / Other Contributors** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |

First Edition: 5.0 marks /each contributor

Revised Edition: 3.0 mark/each contributor

1. Examination duties etc. **[Maximum marks: 7.0]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the activity** | **Course number/Title** | **Semester /Year** | **No. of papers evaluated** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |

Invigilation duty: 1.0 mark/mid semester 2.0 marks /semester final theory

Question paper setting [Final exam only]:2.0 marks/paper Moderation: 1.0 mark/subject

Supervision: 2.0 marks /activity: Evaluation of papers: 1.0 mark/ 10 papers

1. External Examiner: UG / PG Paper Setting, Thesis Evaluation, Conducting Comprehensive or Thesis Viva-Voce (Other Universities / ICAR) **[Maximum marks: 3.0]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the Activity** | **Name of the University / ICAR Institutes** | **Year** | **University Permission (for Viva Voce)** | **Marks Obtained** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |

2.5 marks per activity

**6.** **[Maximum marks: 5.0]**

6. [i] Externally funded projects peer reviewed on Competitive mode / Consultancy projects / funded Technical advisory service

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code /Title** | **Funding agency** | **Lead/**  **Associate** | **Season/**  **Year** | **National / International** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |  |

International: Principal Investigator: 5.0 marks / Each; Co-Principal Investigator: 3.0 marks / Each

National: Principal Investigator: 3.0 marks / Each; Co-Principal Investigator: 2.0 marks / Each

6[ii] Externally funded projects assigned by University

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code / Title** | **Funding agency** | **Lead/ Associate** | **Season/**  **Year** | **National / International** | **Documentary evidence,**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |  |

International: Principal Investigator:3.0 marks / Each; Co-Principal Investigator: 2.0 marks / Each

National: Principal Investigator: 1.5 marks / Each; Co-Principal Investigator: 1.0mark / Each

**B. Research (Maximum Marks 50)**

1 . **[Maximum marks: 35]**

1.[i] . Projects / Experiments conducted as per approved Technical Programme

(Year wise for the Assessment period)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project Code** | **Project Title** | **Lead/**  **Associate** | **Season/**  **Year** | **Ongoing / Completed** | **Year of publication in Concluded experiment booklet** | **Marks** | **Proof**  **Pg. No** |
|  |  |  |  |  |  |  |  |  |

Lead Scientist: 5.0 marks/ Each ; Associate Scientist:2.5 marks/ Each

1[ii]Farm implementable Technologies developed with recommendations (excluding varieties / hybrids)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project Code** | **Technology** | **Lead / Associate** | **Season /**  **Year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |

Lead Scientist: 3.0 marks/ Each; Associate Scientist 1.5 marks/ Each

1[iii ] Lab or Field Protocols developed and validated [Exhibit models /Diagnostic kits/ software and Expert system (excluding varieties / hybrids)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project Code** | **Technology/ Protocol/Method** | **Lead / Associate** | **Season /**  **Year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |

Lead Scientist: 2.5 marks/ Each; Associate Scientist: 1.5 marks/ Each

1[iv] Tools /Machinery developed /Food technologies developed/Prototype manufacturing / Net work projects/Home science technologies.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Activity** | **Lead/Associate** | **Season /**  **Year** | **Documentary evidence, Pg. No.** | **Marks** |
|  |  |  |  |  |  |

Lead Scientist: 3.0 marks/ Each; Associate Scientist: 1.5 marks/ Each

1[v] Crop Varieties / Hybrids /Patents developed / Notified and in seed production chain

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Crop Varieties / Hybrids / Patents / developed / Notified** | **Lead/ Associate** | **Season /**  **Year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |

Developed and notified and in seed chain: First three Scientists:10.0marks/Each; Other Associate Scientists: 5.0/marks each (marks to be claimed for varieties in seed chain only with documentary evidence)

2 [**Maximum marks: 5.0]**

2.[i] Externally funded projects peer reviewed on Competitive mode / Consultancy projects / funded Technical advisory service

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code /Title** | **Funding agency** | **Lead/**  **Associate** | **Season/**  **Year** | **National / International** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

International: Principal Investigator: 5.0marks / Each; Co-Principal Investigator: 3.0 marks / Each

National: Principal Investigator: 3.0 marks / Each; Co-Principal Investigator: 2.0 marks / Each

2[ii] Externally funded projects assigned by University

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code / Title** | **Funding agency** | **Lead/ Associate** | **Season/**  **Year** | **National / International** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

International: Principal Investigator: 3.0 marks / Each; Co-Principal Investigator: 2.0 marks / Each

National: Principal Investigator: 1.5 marks / Each; Co-Principal Investigator: 1.0 Mark / Each

3**. [Maximum marks:10.0]**

3.[i] Development and Maintenance of PRC/RC/microbial/insect cultures/biopesticides (technology commercialized only)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Maintenance of microbial cultures / Preservation or maintenance of insect cultures** | **Lead/**  **Associate** | **Season**  **year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

5.0 marks/ PRC/RC (Marks to be claimed if not included in experimental trials) /culture/biopesticide (marks to be claimed for technology commercialized only with documentary evidence)

3 [ii] Revenue generation with direct receipt to the university (Seed Production / Paid up trials / Consultancy / Sample Analysis/ Any other activity)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Nature of activity** | **Revenue generated [As per Cash receipt register entry]** | **Season / Year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |

1.0 mark / Rs.20,000 generated (Marks to be claimed with direct receipts as documentary evidence)

3[iii]. Preparation and compilation of Annual Research Report / QRT report / RKVY report etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Report prepared / compiled** | **Contribution** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |
|  |  |  |  |  |

2.5 mark / Each report at zonal level and 1.0 mark at station level

3[iv]. Germplasm accessions catalogued/registered/Donors identified

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Entry** | **Contribution** | **Year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

0.5 mark / Entry

3. [v] National or International accreditation/Recognition obtained

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **National or International accreditation obtained** | **Lead/**  **Associate** | **Season /**  **year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

International: First three Scientist: 5.0marks/Each; Other Associate Scientists: 2.5 marks /Each

National: First three Scientists:3.0 marks/Each; Other Associate Scientists: 1.5 marks /Each

**C. Extension (Maximum Marks 50)**

**1**. **[Maximum marks: 35]**

1.[i] Technology Assessment and Refinement (OFT ) as per approved Technical programme

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **OFT** | **Name of the farmer** | **Village** | **Season/**  **Year** | **documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

2.0 marks/ OFT

[ii]. FLD / Minikit /Extension Impact & evaluation study

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **FLD/MINIKIT** | **Name of the farmer** | **Village** | **Season/year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

2.5marks / FLD: 1.0 mark /Minikit

1[iii]. Training programmes organized

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Title of training** | **Off/On campus** | **Venue** | **Duration** | **Year** | **Marks** | **Proof**  **Pg. No** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Duration 1-2 days: \*International: 1.5 marks: National: 1.0 mark

Duration 3-20 days: International: 3.0 marks National: 1.5 marks

Duration >20 days International: 5.0 marks National: 2.5 marks

Seasonal long training programme / Vocational Training program: 5.0 marks /Programme]

\*Programmes sponsored by International funding agency[ FAO/World bank etc]

1[v]. Diagnostic visit / Field visits

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Date of visit** | **Crop /Season** | **Village** | **Problem diagnosed** | **Suggestions given** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

0.5mark /Visit

1[vi]. Publication and Knowledge material

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of Knowledge material / publication** | **Yearly / Half yearly / Quarterly / Monthly** | **Title of content** | **Publisher / Producer** | **Publication No/Volume No** | **Year** | **Marks** | **Proof**  **Pg.No** |
|  |  |  |  |  |  |  |  |  |

Vyavasaya Panchangam: 10.0 marks/Issue; Vyavaasayam: 2.0marks/publication; Research Journal: 2.5marks/issue; News Letters: 1.0 mark/issue; University Level Publications of Annual Reports / Extension / Research highlights: 2.5marks; Preparation of Convocation Reports / Foundation Reports / Memorial Lectures: 1.0 mark; Technical / diagnostic bulletins:2.0 marks; Reports submitted to Central / State Governments: 2.0 marks; Information Centre Development: 5.0 marks / Partial replacement of Theme:2.5marks/theme; University Wall Calendar Preparation 2.0 marks; University Greetings / monthly Planner / Invitation Cards: 0.5marks;Translation Works: 1.0 mark/10pages; Pamphlet / Folder/Bulletins/Booklet/Leaflet: 0.5marks; FAQ book:5.0marks.

1[vii]. E-resource development/ Live Programmes / Call Centre

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the programme /Exhibition** | **Topic / Theme** | **Date of broadcast / Telecast / Organized** | **Agency / Channel / Venue** | **Year** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |

DVD:5.0 marks ; Success story: 1.5marks; Production of Radio /TV programs / Video Footage /Clippings: 0.5 marks ; Radio talk: 1.0 mark; T.V programmes (Annadata / Grama Jyothi etc)/Phone in live programmes (TV): 1.5 marks ; Story board preparation for DVD/Short films: 1.0mark; Jingles: 0.5mark ; You tube: 0.5 mark; Blog/Website: 2.0 marks, Call centre: 1.0 mark per 50 phone calls

1[viii] RAWEP / NSS programme

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Crop / Topic** | **Venue / Village** | **Number of participants** | **Semester / Year** | **Marks** | **Proof**  **Pg.No** |
|  |  |  |  |  |  |  |

RAWEP / NSS programme: 5.0 marks /Batch

1[ix].Preparation and compilation of Annual Extension Report / ZC KVK report etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment year** | **Report prepared / compiled** | **Contribution** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |

2.5 marks / each report

2. **[Maximum: 10 Marks]**

2 [i] Farmers outreach programmes

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Title of Programme** | **Venue** | **Duration** | **Year** | **No. of Participants** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Organizing Exhibition/Field days / Kisanmelas /FFS / Farmers - Scientists Interaction meeting / Campaign /Technology week/ Awareness programmes / RythuSadassu / Skill Training/ Exposure visit with Farmers:1.0 mark/ Programme; Soil health cards:1.0 mark/10cards

2[ii]. Innovative extension methods

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Innovative method** | **Crop /Topic** | **Details** | **Year** | **Marks** | **Proof**  **Pg. .** |
|  |  |  |  |  |  |  |

2.5marks /Activity

2[iii] Formation / Promotion of farmers organization / Farmer clubs

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **FO/Club** | **Details** | **Date and Year** | **Source of funds** | **Marks** | **Proof**  **Pg.No.** |
|  |  |  |  |  |  |  |

1.0 mark /F.O/Club

2[iv]. Identification /Documentation of Indigenous Technical Knowledge /Grass root innovations [GRI]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **ITK identified** | **Crop** | **Mandal/ District** | **Year** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |

1. mark / ITK /GRI

2.[v] Revenue generation /Revolving fund generation (Third party evaluation / Seed multiplication/Consultancy / Plant material productions/ Any other activity):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Nature of activity** | **Revenue generated [As per Cash receipt register entry]** | **Season / Year** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |

1.0 mark / Rs. 20,000 generated

3. **[Maximum marks: 5]**

3[i] Externally funded Projects / Consultancy projects / Technical Advisory Services

Completed / ongoing [Competitive mode]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code / Title** | **Funding agency** | **Lead/ Associate** | **Season/**  **Year** | **National /International** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |  |

International Principal Investigator: 5.0 marks / Each; Co-Principal Investigator: 3.0 marks / Each

National Principal Investigator: 3.0 marks / Each; Co-Principal Investigator: 2.0 marks / Each

3.[ii] Externally funded Projects assigned by University

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project**  **Code / title** | **Funding agency** | **Lead/ Associate** | **Season/**  **Year** | **National / International** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |  |

International: Principal Investigator: 3.0 Marks / Each; Co-Principal Investigator : 2.0 Marks / Each

National: Principal Investigator: 1.5 Marks / Each; Co-Principal Investigator: 1.0 Marks / Each

D. **Administration and Related Activities (Maximum Marks 50)**

1. Compilation of Annual reports / Research/Extension Highlights / Convocation report/

Budget estimates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Year** | **Name of the Report** | **Year** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |

Univ. HQ: 5.0 marks / report

2. Preparation and compilation of monthly reports / bimonthly / action taken reports, monitoring report, academic council meeting agenda , faculty board agenda, Board of Management agenda, question paper duties, examination calendar, academic calendar/budget expenditure report etc., (Univ. HQ only)

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| **Assessment Year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |

1.0 mark / monthly activity

3. Assisting in budget preparation of colleges/ research stations/ Polytechnic/KVKs/ DAATTCs

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg.No.** |
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1.0 mark / activity

4. Conduct of memorial lectures / foundation day programmes / brain storming sessions etc

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Prof**  **Pg. No.** |
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1.0 mark / programme

5. Preparation of annual rate contract for supply of laboratory chemicals, glassware, consumables etc.

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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1.0 mark / activity

1. Monitoring, Maintenance, Sanctions of Revolving Fund at Research Stations / Schemes/ Colleges / KVKs / DAATTCs

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg.No.** |
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1.0 mark/activity

1. Monitoring and administration[technical / financial] [ICAR schemes , Non plan schemes and other externally funded projects of research stations, colleges, DAATTCs, KVK/ Examinations at University level]

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| **Assessment year** | **Name of the Activity** | **Place** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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* 1. mark /activity

1. Processing of adjunct faculty / guest faculty/ New project/ scheme proposals for externally funding

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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0.5 mark / activity

9. Detailed Project Reports/financial layout for establishment of New Colleges / Research Stations / Polytechnic/KVK/ DAATTCs, etc,

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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* 1. mark / report

10. Monitoring of breeder seed, foundation seed, seed indents, targets and allotments

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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* 1. mark/activity

11. Monitoring of paid up trials, seed hubs, mega seed project, RKVY, Tribal sub plan – maintenance of budget, sanction, reports and other correspondence

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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* 1. mark/activity

12. Involvement in Admission process, Convocation preparations etc.

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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Convocation: 2.0 marks/ activity Admission process: 5.0 marks /activity

13. Organizing meetings such as Pre ZREAC /ZREAC/ SLTP/ Technical Programmes / REAC / SLCC / Kisan Mela etc.

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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2.5 marks/ programme

14. Conferences / Seminars / Symposia / Workshops / Training Programmes organized

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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International: 2.5 marks/each; National: 1.5 marks/each

15. Member in National / State Level Administrative / Research Committees such as task force/ expert/ steering committees etc., formulated by University /Government / Research organizations (details of the committee to be furnished)

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| **Assessment year** | **Name of the committee** | **Authority** | **Year** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |

* 1. marks/ activity

16. Scrutinization of Application (PG./U/G /Polytechnic/CAS/New recruitment/Award etc.,)

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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* 1. marks / assignment

17. Scrutiny and preparation of variety release proposals and notifications / Semester final exam papers / PG synopsis/Annual rate contract for supply of laboratory chemicals, glassware etc.

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| **Assessment year** | **Name of the Activity** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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2.5 marks/activity

18. Administrative experience

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| **Assessment year** | **Designation** | **Nature of activity** | **Year** | Marks | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |

Marks per month:

Heads of DAATTC/KVK/ Polytechnic/HOD: 0.5mark

University Head / Station heads/Scheme heads /DDO< 20 Employees: 0.5mark; > 20: 1.0 mark

ADR/AD: 1.5marks; Director: Polytechnics/I.P/P&M cell/COE: 2.0marks;

University Officers:2.5M

**CATEGORY I(2): LIBRARY SCIENCE**

**(Maximum Marks 50)**

1. **Library Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment year** | **Services** | **Documentary Evidence,**  **Pg. No.** | **Marks Obtained** |
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Services rendered in different section of the Library like Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Institutional Repositories, Digital Library etc.: 2.5 marks/ Service

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Course No** | **Credit hours** | **Full in charge /Associate** | **Semester and Year** | **No. of Batches** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |

2. **Courses offered to PG Students (Non credit course)**

Full in-charge:2.5 marks per/Credit hour andAssociate:1.25marks for credit hour

Note: One Theory credit is equal to one hour and one Practical credit is equal to two hours.

3. **Innovative Library Activities:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment year** | **Activity** | **Documentary Evidence**  **Pg. No.** | **Marks Obtained** |
|  |  |  |  |

Conducting Library Usage survey, conducting Book Exhibition, Creation of databases OPAC, Preparation

Of recent addition (Monthly), Compilation of Current Contents of Periodicals, Preparation of Library

Bulletin, Compilation of Theses Abstracts, Technical Information Services: 1.0 mark/ activity

4. Library I.T service

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment year** | **Services** | **Documentary Evidence**  **Pg. No.** | **Marks Obtained** |
|  |  |  |  |

OPAC (Online Public Access Catalogue), Uploading of Documents in the Krishikosh, Uploading of Data in the Agricat, Overall maintenance of Computer Services – Digital library, e-Resources Centre etc.: 1..0 mark /Service

5. Externally funded Projects peer reviewed on Competitive mode

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code /Title** | **Funding agency** | **Lead/**  **Associate** | **Year** | **National / International** | **Documentary evidence**  **Pg. No.** | **Marks** |
|  |  |  |  |  |  |  |  |

International: Principal Investigator: 5.0 marks / Each; Co-Principal Investigator: 3.0 marks / Each

National: Principal Investigator: 3.0 marks / Each; Co-Principal Investigator: 2.0 marks / Each

6. Guidance to PG students as Chairman / Member of the Advisory Committee

(Thesis submitted& approved only)

|  |  |  |  |  |  |  |  |
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| **Assessment year** | **Name of the Student** | **I.D. No** | **Ph. D / M. Sc** | **Year of Thesis approval** | **Chairman / Member** | **Marks Obtained** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |
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M.Sc.: 1.5 marks/ student for Chairman and 0.5 mark / student for member

Ph.D:2.5 marks/ student for Chairman and 1.0 mark/ student for member

7. Compilation of Annual reports

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| --- | --- | --- | --- | --- |
| **Assessment Year** | **Name of the Report** | **Year** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |
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Univ. HQ: 5.0 marks / report ; Station Level: 2.5 marks /report

**CATEGORY II**

**CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES & SCIENTIFIC PUBLICATIONS**

1. **Co-curricular Activities Maximum Marks: 25.0**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Designation of post** | **Period** | **Activities taken up** | **University approval / HOD approval** | **Marks** | **Proof**  **Pg. No** |
|  |  |  |  |  |  |  |

NSS / NCC / UG / PG (Academic i/c ) / Farm i/c / Warden / OISA / Addl. Warden / Vehicle i/c / Placement Officer / SC - ST Cell i/c / JRF / Women Protection Cell / Coordinator of Chenukaburulu Radio programme / Civil service coaching / Village adoption / Conveners of entrance examination /Physical director i/c: **5.0 Marks / year/ activity**

Additional Warden / Additional academic in charge/Member / Co Convener / Assistant Placement Officer: **2.5 marks / year**

In-charge of Stocks/ Purchase Committee / Auction Committee / Stock Verification / Enquiry Committee / Involvement in Accreditation Activity / Organizing Committee for Convocation / College Day /Sports and cultural meet / Disaster Management /Anti ragging duty: **Chairman: 2.5 marks; Member: 1.5 marks /activity/year**

Coordinator for National level Agri Unifest /Educational Tour /Inter University Literary/Sports / Cultural Events: **3.0 marks / year**

2. Establishing New Facilities/ Strengthening

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of new college / Research station /Polytechnic /KVK / Hostel / Facilities improved** | **Year** | **Funding agency** | **Certified by Head of office or competent authority** | **Marks** | **Proof**  **Pg. No** |
|  |  |  |  |  |  |  |

Establishing New Research Stations / New Agricultural Colleges / KVK / Agril. Polytechnic / Laboratories / Development of Farm, College, Hostel and other Infrastructure facilities /Farm development / Irrigation development activity etc: 2.5 marks / activity

3. Member in Expert Committees

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment**  **Year** | **Activity**  **[Chairman / Member]** | **Post for which committee constituted** | **Department/ Organization** | **Year** | **Place** | **University approval** | **Marks** | **Proof**  **Pg. No** |
|  |  |  |  |  |  |  |  |  |

Member in performance evaluation committee / Interview board: 2.5marks /activity

Member in selection committee (SRF / RA / TA etc): 1.0 mark activity

4. Professional development activities /Membership

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Activity** | **Department / Organization** | **Date / Year** | **Place** | **Official order** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |

Professional development activity: 5.0 marks /activity

Membership in international bodies /societies: 3.0 marks /year

Membership in scientific societies or outside institutions: 1.0 mark year

Editor/Editorial committee member/Referee for journals: Editor: Yearly: 2.5 marks; Half yearly:1.25 marks;

Quarterly: 0.75mark; Monthly: 0.5 mark; Member: 0.5 mark; Referee: 0.5 mark /article

5. Orientation Course / Refresher Courses/Winter/Summer school etc. attended / Resource person in training programmes

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Course/ Programme** | **Department/ Organization** | **Date / Year** | **Place** | **Official order** | **Marks** | **Proof**  **Pg. No** |
|  |  |  |  |  |  |  |  |

Orientation course / Refresher courses attended: Short term (< 5 days): 0.5mark programme;

Long term(> 5 days): 1.25marks/Course: Winter/Summer school (21 days or more):2.5 marks

Resource persons for training programmes: International: 4.0 marks: National: 2.0 marks

6. Awards

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the award** | **Department / Organization** | **International / National/ State / District** | **Year** | **Marks** | **Proof**  **Pg. No.** |
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Awards: International: 10 .0 marks; ICAR / National: 5.0 marks ; State: 3.0 marks ; SAU:2.5marks; District level: 1.0 mark

Note: International bodies like FAO/ICRISAT/CGIAR/World bank etc instituted by Govt /ICAR/SAUs

1. Honours /Recognition/Lead speaker/Invited speaker/ Key note address/Oral presentation in Conferences / Seminars

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of the Conference** | **Date** | **International / National / State** | **Title of the Topic** | **Marks** | **Proof**  **Pg.No.** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

International: 2.5marks;National: 1.5 marks / lecture, Oral: International: 1.0 mark; National: 0.5mark

Best Paper /Best Oral presentation: 2.0marks; Best Poster: 1.0 mark

1. Outstation Experience (Assessment period)

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| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Name of Station** | **Designation** | **Category** | **Year** | **Marks** | **Proof**  **Pg.No** |
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Distance from head quarters: Head quarters: 0 marks; Up to 150 km: 1.0 mark; 151-200 km: 2.0 marks

more than 200 km: 3.0 marks

**2. Scientific & Other Publications**

**Research Papers published (Maximum marks: 25.0)**

1.Peer reviewed Journals

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Name of the author** | **Title of the Research Article** | **Year** | **Name of the Journal** | **Volume, Page No.** | **NAAS rating** | **Marks** | **Proof**  **Pg. No** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Publication involving foreign authors: First & Second Author: 5.0 marks/each , Third Author & above : 3.0 marks /each

First & Second Author: NAAS >5.0: 4.0 marks/each, NAAS < 5.0: 2.0 marks/each

Third Author & Above: NAAS >5.0: 3.0 marks/each , NAAS < 5.0 : 1.5 mark/each

NAAS rating **(w.e.f.: 01. 01.2018)**

2. Conference/Seminar/Workshop proceedings as full papers and abstracts

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Name of the author** | **Title of the Research Article** | **Year** | **Name of the Journal/Conference/Seminar/Workshop** | **Volume, Page No.** | **ISBN, ISSN number** | **Marks** | **Proof**  **Pg. No.** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Full Paper: First& Second author: 2.0 marks/ Each, Third author & above: 1.0 mark/ each

Abstract: 0.5mark / each

3. Text /Reference Books /Book Chapter /Compilations, proceeding of Workshop/Seminar / Symposium published

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Name of the author** | **Title of the book** | **Year** | **Name of the Publisher** | **Author / Editor** | **Details** | **Marks** | **Proof**  **Pg. No** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Sole Author: 4.0 marks / Each; Associate Authors: 2.0 marks/ Each;

Chapter in edited book: 2.0 marks/ Each

Compilations, proceeding of Workshop / Seminar / Symposium: 2.5 marks/ Each

4. Popular Articles / Chapters in other Publications:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of the author** | **Title of the Article / Chapter** | **Year** | **Details of the Publication** | **Contribution** | **Marks** | **Proof**  **Pg. No** |
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Vyavasaya Panchagam: 1.5 marks / chapter; Vyavaasayam: 1.0 mark / article and Other magazines: 0.5 mark. TV/Radio Scripts for AIR: 0.5 mark / script

**SELF ASSESSED SCORE CARD\***

**Name of the Applicant:**

**Stage for which applied:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teaching / Research / Extension / Administration** | | **Max marks** | **I**  **Yr** | **II Yr** | **III**  **Yr** | **IV**  **Yr** | **V Yr** | **Total** |
| **Category – I (1)** | |  |  |  |  |  |  |  |
| **A** | **Teaching** | **50.0** |  |  |  |  |  |  |
| 1[i] | UG / PG / Diploma Course Offered | **25.0** |  |  |  |  |  |  |
| 1[ii] | CEO or Director of AELP / PR for RAWEP or ABEP or Industrial Attachment / PAMP/Village adoption programme |  |  |  |  |  |  |  |
| RAWEP / AELP Records Evaluation/Hands on Training /Project Work |  |  |  |  |  |  |  |
| 1[iii] | Preparation and compilation of Monthly/Annual Research Report / Accreditation report |  |  |  |  |  |  |  |
| 2 | Guidance to PG students as Chairman / Member of the Advisory Committee  (Thesis submitted & approved only | **5.0** |  |  |  |  |  |  |
| 3 | Preparation of Instruction Material (Practical Manuals, RAWEP Manual, AELP Manual, Industrial Attachment Manual etc ) | **5.0** |  |  |  |  |  |  |
| 4. | Examination duties etc | **7.0** |  |  |  |  |  |  |
| 5 | External Examiner :UG / PG Paper Setting, Thesis Evaluation, Conducting Comprehensive or Thesis Viva Voce (Other Universities / ICAR) | **3.0** |  |  |  |  |  |  |
| 6. | Externally funded Projects peer reviewed on Competitive mode / Consultancy projects /Funded Technical advisory service OR Externally funded Projects assigned by University | **5.0** |  |  |  |  |  |  |
| **B** | **Research** | **50.0** |  |  |  |  |  |  |
| 1[i] | Projects / Experiments conducted as per approved Technical Programme | **35.0** |  |  |  |  |  |  |
| 1[ii] | Farm implementable Technologies developed with recommendations |  |  |  |  |  |  |  |
| 1[iii] | Lab or Field Protocols developed and validated [ Exhibit models /Diagnostic kits/ Soft ware and Expert system] |  |  |  |  |  |  |  |
| 1[iv] | Tools /Machinery developed /Food technologies developed / Prototype manufacturing / Net work projects/Home science technologies . |  |  |  |  |  |  |  |
| 1[v] | Crop Varieties / Hybrids /Patents developed / Notified and in seed production chain |  |  |  |  |  |  |  |
| 2[i] | Externally funded Projects peer reviewed on Competitive mode / Consultancy projects /Funded Technical advisory service | **5.0** |  |  |  |  |  |  |
| 2[ii] | Externally funded Projects assigned by University |  |  |  |  |  |  |  |
| 3[i] | Development of Microbial and insect cultures (commercialized) | **10.0** |  |  |  |  |  |  |
| 3[ii] | Revenue generation with direct receipt to the university (Paid up trials /Seed Production / Consultancy / Sample Analysis/ Any other activity) |  |  |  |  |  |  |  |
| 3[iii] | Preparation and compilation of Annual Research Report / QRT report / RKVY report etc. |  |  |  |  |  |  |  |
| 3[iv] | Germplasm accessions catalogued/registered/Donors identified |  |  |  |  |  |  |  |
| 3[v] | National or International accreditation/Recognition obtained |  |  |  |  |  |  |  |
| **C** | **Extension** | **50.0** |  |  |  |  |  |  |
| 1[i] | Technology Assessment and Refinement (OFT ) as per approved Technical programme | **35.0** |  |  |  |  |  |  |
| 1[ii] | FLD /Minikit/Extension impact and evaluation study |  |  |  |  |  |  |  |
| 1[iii] | Training programmes organized / Attended as Resource person |  |  |  |  |  |  |  |
| 1[iv] | Diagnostic visit / Field visit with Line departments |  |  |  |  |  |  |  |
| 1[v] | Knowledge material [Publication / Content development/Information centre development]. |  |  |  |  |  |  |  |
| 1[vi] | e-resource development |  |  |  |  |  |  |  |
| 1[vii] | RAWEP / NSS programme |  |  |  |  |  |  |  |
| 2[i] | Farmers outreach programmes | **10.0** |  |  |  |  |  |  |
| 2[ii] | Innovative extension methods |  |  |  |  |  |  |  |
| 2[iii] | Formation / Promotion of farmers organization / Farmer clubs |  |  |  |  |  |  |  |
| 2[iv] | Identification /Documentation of Indigenous Technical Knowledge /Grass root innovations [GRI] |  |  |  |  |  |  |  |
| 2[v] | Revenue /Revolving fund generation (Third party evaluation / Seed multiplication/ Consultancy / Plant material productions/ Any other activity): |  |  |  |  |  |  |  |
| 3[i] | Externally funded Projects / Consultancy projects / Technical Advisory Services completed / ongoing [Competitive mode] | **5.0** |  |  |  |  |  |  |
| 3[ii] | Externally funded Projects assigned by University |  |  |  |  |  |  |  |
| **D** | **Administration and Related activities** | **50.0** |  |  |  |  |  |  |
| 1 | Compilation of Annual reports / Research/Extension Highlights / Convocation report |  |  |  |  |  |  |  |
| 2 | Preparation and compilation of monthly reports / bimonthly / action taken reports, monitoring report, academic council meeting agenda faculty board agenda, Board of Management agenda, question paper duties, examination calendar, academic calendar etc., (Univ. HQ)/College/station. |  |  |  |  |  |  |  |
| 3 | Assisting in budget preparation of colleges/ research stations/ KVKs/ DAATTCs |  |  |  |  |  |  |  |
| 4 | Conduct of memorial lectures / foundation day programmes / brain storming sessions etc, |  |  |  |  |  |  |  |
| 5 | Preparation of annual rate contract for supply of laboratory chemicals, glassware, consumables etc. |  |  |  |  |  |  |  |
| 6 | Monitoring, Maintenance, Sanctions of Revolving Fund at Research Stations / Schemes/ Colleges / KVKs / DAATTCs |  |  |  |  |  |  |  |
| 7 | Monitoring and administration [ICAR schemes , Non plan schemes and other externally funded projects of research stations, colleges, DAATTCs, KVK/ Examinations at University level] |  |  |  |  |  |  |  |
| 8 | Processing of adjunct faculty / guest faculty/ New project/ scheme proposals for externally funding] |  |  |  |  |  |  |  |
| 9 | Detailed Project Reports for establishment of New Colleges / Research Stations / KVK/ DAATTCs, etc, |  |  |  |  |  |  |  |
| 10 | Monitoring of breeder seed, foundation seed, seed indents, targets and allotments |  |  |  |  |  |  |  |
| 11 | Monitoring of paid up trials, seed hubs, mega seed project, RKVY, Tribal sub plan – maintenance of budget, sanction, reports and other correspondence |  |  |  |  |  |  |  |
| 12 | Involvement in Admission process, Convocation preparations etc. |  |  |  |  |  |  |  |
| 13 | Organizing meetings such as Pre ZREAC /ZREAC/ SLTP/ Technical Programmes / REAC / SLCC / Kisan Mela etc. |  |  |  |  |  |  |  |
| 14 | Conferences / Seminars / Symposia / Workshops / Training Programmes organized |  |  |  |  |  |  |  |
| 15 | Member in National / State Level Administrative / Research Committees such as task force/ expert/ steering committees etc., formulated by University /Government / Research organizations (details of the committee to be furnished) |  |  |  |  |  |  |  |
| 16 | Scrutinization of Application (PG./U/G /Polytechnic/CAS/New recruitment/Award etc.,) |  |  |  |  |  |  |  |
| 17 | Scrutiny and preparation of variety release proposals and notifications / Semester final exam papers / PG synopsis/Annual rate contract for supply of laboratory chemicals, glassware etc. |  |  |  |  |  |  |  |
| 18 | Administrative experience |  |  |  |  |  |  |  |
|  | **Total marks for category I (Core Area)** | **50.0** |  |  |  |  |  |  |
|  | **CATEGORY I (2)**  **LIBRARY SCIENCE** | **50.0** |  |  |  |  |  |  |
| 1 | Library Services |  |  |  |  |  |  |  |
| 2 | Courses offered to PG Students (Non credit course) |  |  |  |  |  |  |  |
| 3 | Innovative Library Activities |  |  |  |  |  |  |  |
| 4 | Library I.T service |  |  |  |  |  |  |  |
| 5 | Externally funded Projects peer reviewed on Competitive mode |  |  |  |  |  |  |  |
| 6 | Guidance to PG students as Chairman / Member of the Advisory Committee |  |  |  |  |  |  |  |
| 7 | Compilation of Annual reports |  |  |  |  |  |  |  |
|  | **Category II** | **Max marks** | **I**  **Yr** | **II Yr** | **III**  **Yr** | **IV**  **Yr** | **V Yr** | **Total** |
|  | **CO- CURRICULAR , PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES AND SCIENTFIC & OTHER PUBLICATIONS etc**. | **50.0** |  |  |  |  |  |  |
| 1 | Co-curricular Activities | **25.0** |  |  |  |  |  |  |
| 2 | Establishing New Facilities/ Strengthening |  |  |  |  |  |  |  |
| 3 | Member in Expert Committees Member in performance evaluation committee / Interview board Member in selection committee (SRF / RA / TA etc) |  |  |  |  |  |  |  |
| 4 | Professional development activities /Membership |  |  |  |  |  |  |  |
| 5 | Orientation course / Refresher courses / Winter /Summer school attended /Resource person in training programme |  |  |  |  |  |  |  |
| 6 | Awards |  |  |  |  |  |  |  |
| 7 | Honours /Recognition/Lead Speaker/Invited speaker/ Key note address/Oral presentation in Conferences / Seminars |  |  |  |  |  |  |  |
| 8 | Outstation Experience |  |  |  |  |  |  |  |
|  | **SCIENTIFIC & OTHER PUBLICATIONS** | **25.0** |  |  |  |  |  |  |
| 1 | Peer reviewed Journals |  |  |  |  |  |  |  |
| 2 | Conference/Seminar/Workshop proceedings as full papers and abstracts |  |  |  |  |  |  |  |
| 3 | Text / Reference Books / Book Chapters / Compilations, proceeding of Workshop / Seminar / Symposium published |  |  |  |  |  |  |  |
| 4 | Popular Articles / Chapters in other Publications: |  |  |  |  |  |  |  |
|  | **Total marks for category II** | **50.0** |  |  |  |  |  |  |

**\*Note: Additional three sets of the self Assessed score card to be submitted along with five sets of application form**

**MINIMUM API SCORE FOR PROMOTION TO DIFFERENT ACADEMIC LEVELS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Minimum**  **API Marks / Score** | **From Academic Level 10- 11 with rationalized**  **entry pay of Rs. 68,900/-)** | **From Academic Level 11- 12 with rationalized**  **entry pay of Rs. 79,800/-)** | **From Academic Level 12 -13A with rationalized**  **entry pay of Rs. 1,31,400/-)** | **From Academic Level 13A- 14 with rationalized**  **entry pay of Rs. 1,44,200/-)** | **From Academic Level 14- 15 with rationalized**  **entry pay of Rs. 1,82,200/-)** |
| **1** | Over All Score : (Category: I+ Category: II) | 60 / 100 per  Assessment period | 60 / 100 per  Assessment period | 65 / 100 per  Assessment period | 65 / 100 per  Assessment period | 70 / 100 per  Assessment period |
| **2** | Interview (Min) | - | - | 13 / 20 (65 %) | 13 / 20 (65 %) | 14 / 20 (70 %) |
| **3** | Minimum Percentage | 60 % | 60 % | 65 % | 65 % | 70% |

**Assessment Criteria and Methodology**

* 1. The performance of the candidate should be consistently satisfactory as obtained in the annual appraisal (confidential) reports.
  2. The process of promotions should involve inviting the biodata with duly filled score card based template and reprints of requisite number of publications of candidate wherever necessary. All supporting documents shall be verified and certified by the Head.
  3. Evaluation of research publication shall be as per prescribed score card. Popular articles if any, published by the candidates shall be considered only in the concerned discipline / assigned work. Appropriate weightage for such publication shall be given as per score card.
  4. CAS promotions from a lower stage to higher stage of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the Score Card system
  5. Applications for CAS Promotions shall be invited every year in the month of February/ March for the candidates who become eligible upto 31st December of preceding year.
  6. The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professor from Academic Level 10 to 11 of Rs.**68,900-2,05,500** and from Academic level 11 to 12 of Rs.**79,800-2,11,500** shall consist of

a) The Vice Chancellor as the Chairman

b) One of the Directors / Deans- Member

c) The concerned University Head of the Department \*– Member

d) One expert in the concerned subject nominated by the Vice Chancellor

The quorum for the committee meeting shall be three including the subject expert and the Chairperson.

\* In the absence of University Head of the Department, any other Professors or persons of the department nominated by the Vice Chancellor.

* 1. CAS promotion being a personal promotion to the incumbent teachers holding a substantive sanctioned post he/she has to take the work load of the post. On superannuation of the individuals incumbent, the said post shall revert back to its original cadre
  2. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

9. The overall promotion procedure shall incorporate transparent, objective and credible methodology of analysis of the merit and credentials of the applicants based on weightage given to the performance of the candidate in different relevant dimensions and his / her performance a scoring system proforma, in prescribed score card.

10. A teacher shall have earned annual increments regularly during the assessment period for CAS promotion.

11. The candidates who do not succeed in the first assessment, he/she shall have to be reassessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection

12. Candidates who become eligible but do not apply when the applications for CAS Promotion are invited, their date of eligibility shall be from the date of issue of order and not from the actual date of eligibility.

13. Teachers who desired to be considered for respective grade promotion shall submit to the Registrar the filled in application form prescribed for the purpose. ***The teacher shall make a power point presentation of their work (assessment period only) to the selection committee during the interview process.***

14. The composition of the Selection Committee for promotion from Academic Level 12 to 13A of Rs.1,31,400 - Rs. 2, 17,100and from Academic Level of 13A to 14 of Rs. 1,44,200- Rs. 2,18,200, Academic level 14 to 15 Rs. 1,82,200-Rs. 2,24,100 shall be similar to that for direct recruitments

15. The Screening cum Evaluation Committee on verification / evaluation of score secured by the candidates through score card system (Academic Level 11 and Academic Level 12) and the recommendations of the selection committee (Academic Level 13A, 14 and 15) shall recommend to the Board of Management about the suitability for the promotion of the candidate (s) under CAS for consideration and approval.

16. All the procedures outlined above, shall be completed on the day of the selection committee meeting, where in the minutes are recorded along with scores obtained and recommendations made on the basis of merit and duly signed by all members of the committee in the minutes.

17. Previous regular service if any before entering the University (national or international) will not be considered during promotion under CAS.