

**SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE :: MULUGU (V&M) :: SIDDIPET DISTRICT-502279.**

Cir. Memo No. 59/Ser.(T)/SKLTSHU/2020

Dt: 09-07-2020

Sub: SKLTSHU – Estt. – Career Advancement Scheme 2016 – Revision of CAS Application form and Score Cards – Modifications / Suggestions from the Teachers / Scientists – Called for – Regarding.

Ref: 1. Proc. No. 338/Ser(T)/SKLTSHU/2016, dt: 30-01-2017 of Registrar, SKLTSHU
2. G.O. Ms. No. 15, dt: 29-06-2019 of Higher Education (UE-II) Department, Government of Telangana.
3. Proc. No. 18/Estt./Ser(T)/2019, dt: 16-07-2019 of Registrar, SKLTSHU.
4. Note orders of Hon'ble Vice-Chancellor, SKLTSHU, dt: 17-06-2020.

In compliance to the orders vide reference 4th cited, it is to inform that the draft CAS revised Guidelines, Application form and Score Card in Revised UGC Pay Scales 2016 is uploaded on the University Website. Hence all the Teachers / Scientists of SKLTSHU are requested to go through the same and send their Suggestions / Modifications, if any to the E-mail id: registrar@skltshu.ac.in on or before **18-07-2020**.

This shall be treated as **MOST URGENT**.

**A. BHAGWAN
REGISTRAR**

To

All the University Officers, Admn. Office, SKLTSHU.

All the Associate Deans of Colleges, SKLTSHU.

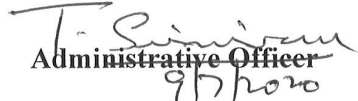
All the Heads of Research Stations / Schemes, SKLTSHU.

All the Vice-Principal/Principal of Horticulture Polytechnics, SKLTSHU.

The Programme Coordinator, KVK, SKLTSHU.

Copy to PS to Hon'ble Vice-Chancellor, SKLTSHU.

//F.B.O.//


Administrative Officer
9/7/2020

**SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY
ADMN. OFFICE : MULUGU (V&M) : SIDDIPET DISTRICT-502279**

**REVISED CAREER ADVANCEMENT SCHEME-2016
PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

Assistant Professor (Academic Level 10-Academic Level 11) / Assistant Professor (Academic Level 11-Academic Level 12), Assistant Professor to Associate Professor (Academic Level 12-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)

ELIGIBILITY CRITERIA FOR PROMOTION OF UNIVERSITY TEACHERS

Eligibility for Promotion from Stage 1 to 2 (Academic Level 10-11)

1. He/She must have completed **four years with Ph.D.** or **five years with M.Phil / PG Degree in Professional course** such as M.Sc.(Ag.), M.Sc. (Hort.) or six years of service in case of those without a Ph.D. / M.Phil. /PG Degree in a professional course.
2. Attended one Orientation course of 21 days duration.
- @3. Completed refresher/Research methodology/Faculty development programme of at least one week (5 days) duration or taken one MOOCs course with e-certification during assessment period.
- @4. Must have published ONE research publication in the peer-reviewed journals. (NAAS rating 5.0 and above w.e.f. 01.01.2018) during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period and gets a score of 60% out of 100.
- ii) The promotion is recommended by the screening-cum evaluation committee.

Screening-cum-Evaluation Committee

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee.
- ii) The Dean of the Faculty concerned.
- iii) The Head of the Department/Chairperson of the School and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for the committee shall be three which will include one subject expert / University nominee.

Contd..2

**Eligibility for Promotion of Assistant Professor Sr. Scale to Assistant Professor
Selection Grade Academic level 11-12, Scale of Rs. 79,800 - Rs. 2,11,500**

1. He/She must have completed **five years** of service as Assistant Professor, Senior. Scale in Academic Level 11.
- @2. He/She should possess a **Ph.D. Degree in the subject relevant/allied/relevant discipline.**
3. One course /programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and faculty Development Programmes of 2/3 week duration.
- @4. Completed a refresher course/Research methodology/faculty development programme of at least **two weeks (ten days)** or completed at least two courses of one week duration or completed one MOOCs course in the relevant subject with e-certification or development of e-content of MOOCs course during the assessment period.
- @5. Must have published **THREE** research publications in the peer-reviewed journals (NAAS rating 5.0 and above w.e.f. 01.01.2018) during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of atleast four of the last five years of the assessment period and gets a score of 60% out of 100.
- @ii) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of atleast four of the last five years of the assessment period and gets a score of 65% out of 100.
- iii) The promotion is recommended by the screening-cum evaluation committee.

Screening-cum-Evaluation Committee

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee
- ii) The Dean of the Faculty concerned
- iii) The Head of the Department/Chairperson of the School and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for the committee shall be three which will include one subject expert / University nominee.

Eligibility for Promotion of Assistant Professor Sel. Grade to Associate Professor
Academic level 12-13A Scale of Rs. 1,31,400 – Rs.2,17,100

1. He/She must have completed **three years** of service as Assistant Professor, Selection Grade in Academic Level 12.
2. He/ She should possess a **Ph. D Degree in the subject relevant/allied/relevant discipline.**
3. One course /programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and faculty Development Programmes of 2/3 week duration.
- @4. Completed a refresher course/Research methodology/ Faculty development programme of at least two weeks (ten days) or completed at least two courses of one week duration or completed one MOOCs course in the relevant subject with e-certification or development of e-content of MOOCs course during the assessment period.
5. At least three publications in the entire period as Assistant Professor (twelve years).
- @6. Must have published **SEVEN research publications out of which THREE publications** have to be published during assessment period.
- @7. In lieu of evidence of having guided at least **one Ph. D candidate** during the assessment period.
 - a) Must have published **at least three additional research publications as first author having 5.0 and above NAAS rating** (w.e.f.01.01.2018) during the assessment period
 - (or)
 - b) Should possess **an externally funded project worth not less than Rs. 15.0 lakhs** during the assessment period which can be a single or a cumulative of more than one project obtained either from Government agencies like ATMA, NABARD, ICAR, DST, DBT etc. or from private agencies or an NGO either for capacity building or demonstrations or impact study or for applied or fundamental research activity.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period and has a score of 65% out of 100.
- ii) The promotion is recommended by the selection committee constituted in accordance with these Regulations.

Contd..4

Selection Committee

- i) The Vice Chancellor or his/her nominee who has at least ten years of experience as Professor shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor to be nominated by the Vice-Chancellor wherever applicable
- iii) Three experts in the subject / field concerned nominated by the Vice Chancellor, out of the panel of names approved by the relevant statutory body of the university.
- iv) Dean of the faculty wherever applicable
- v) Head/Chairperson of the Department/School.
- vi) An academician representing SC/ST/OBC/Minority /Women /Differently abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

Note: At least four members, including two outside subject experts, shall constitute the quorum.

**Eligibility for Promotion of Associate Professor to Professor Academic level 13A-14,
Scale of Rs. 1,44,200 – Rs. 2,18,200/-**

1. He/She must have completed **three years** of service as Associate Professor in Academic Level 13A.
2. He/ She should possess a **Ph. D Degree in the subject relevant/allied/relevant discipline.**
3. A minimum of five publications since the period that the teacher is placed in stage-3.
- @4. Must have **published TEN research publications out of which three publications** have to be published during assessment period.
- @5. The candidate should satisfy **any one of the below mentioned conditions**
 - a) Evidence of having guided at least **one Ph. D candidate** during the assessment period.
 - b) Must have published **at least three additional research publications as first author having 5.0 and above NAAS rating** (w.e.f. 01.01.2018) during the assessment period.
 - c) Should possess **an externally funded project worth not less than Rs. 20.0** lakhs during the assessment period which can be a single or a cumulative of more than one project obtained either from Government agencies like ATMA, NABARD. ICAR, DST, DBT etc. or from private agencies or an NGO either for capacity building or demonstrations or impact study or for applied or fundamental research activity.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period and has a score of 65% out of 100.
- @ii) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period and has a score of 70% out of 100.
- iii) The promotion is recommended by the selection committee constituted in accordance with these Regulations.

Selection Committee

- i) The Vice- Chancellor shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor to be nominated by the Vice-Chancellor wherever applicable
- iii) Three experts in the subject/field concerned nominated by the Vice Chancellor, out of the panel of names approved by the relevant statutory body of the university.
- iv) Dean of the faculty wherever applicable.
- v) Head/Chairperson of the Department/School.
- vi) An academician representing SC/ST/OBC/Minority /Women /Differently abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

Note: At least four members, including two outside subject experts, shall constitute the quorum.

Eligibility for Promotion of Professor to Senior Professor Academic level 14-15, Scale of Rs. 1,82,200 - Rs.2,24,100/-

1. He/She must have completed **ten years** of service as Professor in Academic Level 14.
2. Must have published **ten research publications during assessment period.**
- @3. The candidate should satisfy **any one of the below mentioned conditions**
 - a) Evidence of having guided at least **two Ph. D candidates** during the assessment period
 - b) Must have published **at least three additional research publications as first author having 6.0 and above NAAS rating** (w.e.f. 01.01.2018) during the assessment period.
 - c) Must have successfully completed **an externally funded project worth not less than Rs. 25.0** lakhs during the assessment period which can be a single or a cumulative of more than one project obtained either from Government agencies like ATMA, NABARD. ICAR, DST, DBT etc. or from private agencies or an NGO either for capacity building or demonstrations or impact study or for applied or fundamental research activity.

Contd..6

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4. The teacher has to score 70% out of 100.
@5. The teacher has to score 75% out of 100.

Selection Committee

- i) The Vice- Chancellor shall be the Chairperson of the Committee.
- ii) An academician not below the rank of Professor/Professor with minimum ten years experience who is the nominee of the Vice-Chancellor, wherever applicable.
- iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the University
- iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
- v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years experience) of the Department/School.
- vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/Minority / Women /Differently-able categories, if any of candidates representing, these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.

@ :: Will be applicable from 01-01-2021

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	65 / 100 per Assessment period	65 / 100 per Assessment period	70 / 100 per Assessment period	75 / 100 per Assessment period
2	Minimum Percentage implemented from 01-01-2021	60 %	65 %	65 %	70 %	75%

Contd..7

3	Interview (Min)	-	-	13 / 20 (65 %)	14 / 20 (70 %)	15 / 20 (75 %)
4	Minimum Percentage up to 31-12-2020	60 %	60 %	65 %	65 %	70%
5.	Interview (Min)	-	-	13 / 20 (65%)	13 / 20 (65%)	14 / 20 (70%)

Assessment Criteria and Methodology

The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations.

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

Note : 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.

7. 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
8. 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, 17,100 and 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.

GENERAL CONDITIONS OF SERVICE

I. Pay Scales, Fixation and Allowances

- i) The UGC Revised Pay Scales, 2016 may be implemented w.e.f. 1.1.2016.
- ii) The pay may be fixed in the pay matrix as on 1.1.2016. The existing pay (pay in band plus academic grade pay) in pre-revised structure as on 31.12.2015 shall be multiplied by a factor of 2.57. The figure so arrived at is to be located in the academic level corresponding to employees pay band and academic grade pay in the new pay matrix. If a cell identical to the figure so arrived is available in an appropriate academic level, that cell shall be the revised pay; otherwise the next higher cell in that academic level shall be the revised pay of the employee. If the figure arrived at in this manner is less than the first cell in that academic level, then the pay shall be fixed at the first cell of that academic level.
- iii) The minimum pay and maximum pay matrix of the post concerned i.e Assistant Professor, Assistant Professor-Senior Scale, Assistant Professor – Selection Grade, Associate Professor, Professor and Sr. Professor may be fixed as pay scale of that post duly indicating the academic level of the category of that post.

Category	Academic level	Pay scale
Asst. Professor	10	Rs. 57,700-1,82,400
Asst. Professor Sr. Scale	11	Rs. 68,900-2,05,500
Asst. Professor Sel. Grade	12	Rs. 79,800- 2,11,500
Associate Professor	13A	Rs. 1,31,400-2,17,100
Professor	14	Rs.1,44,200-2,18,200
Senior Professor	15	Rs.1,82,200-2,24,100

- iv) The option date of the increment as on 1st Jan. or 1st July, as clarified vide Ministry of Finance clarification vide No. 4-21/2017-IC/E.III (A) dt. 31.7.2018 may be followed.
- v) The percentage of HRA as clarified vide No. 2/5/2017-EII(B) dt.7.7.2017 of the Ministry of Finance, Govt. of India may be followed.

II. Service Agreement and Fixing of Seniority

- i) At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University and the teacher concerned and a copy thereof shall be deposited with the Registrar. Such service agreement shall be duly stamped as per the government rates applicable.

- ii) Inter-se seniority between the direct recruited and teachers promoted under CAS: The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.

III. Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

REGISTRAR

To
All the Associate Deans of Colleges.
All the Principals / Vice-Principals of Polytechnics.
All the Heads of Research Stations
All the Programme Coordinators of KVK

Copy to
All the University Officers, Admn. Office, SKLTSHU
The PS to Hon'ble Vice-Chancellor, SKLTSHU.
Sf/Sc.

SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL 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)

APPLICATION for promotion from Academic Level _____ to Academic Level _____

S.No.	Eligibility Particulars	Yes	No	NA
1.	Whether completed 21 days training programme / Refresher programme (If yes enclose the proof)			
2.	Whether completed Ph.D (If yes enclose the proof)			
3.	Whether guided one Ph.D student or two Ph.D students as Chairperson (If yes enclose the proof)			
4.	Whether have three Research Publications more than 5.0 NAAS rating (If yes enclose the proof)			
5.	Whether have three Research Publications more than 6.0 NAAS rating (If yes enclose the proof)			
6.	Whether have ten Research Publications during the assessment period (If yes enclose the proof)			
7.	Whether successfully completed externally funded project of 10.00 / 15.00 / 20.00 lakhs (If yes enclose the proof)			

***Refer guidelines of eligibility for promotion to different categories**

8. Date of joining the present position:

9. Date of eligibility (After deducting the EL's/EOLs etc.):

Whether qualified for Assessment : YES / NO

Signature
Sr. Asst.

Signature
Supt.

Signature
AR

Signature
DR

SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL 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						

8. Date of obtaining Ph. D Day Month Year

9. Date of joining duty in the University :

10. Date of appointment / placement in the present post :

11. 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

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

(b) Date of eligibility :

13. Period of deputation from the University :

(a) 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

(b) 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

14. Particulars of leave availed which is counted

	From	To	Total Period
For grant of annual increment (Earned leave etc.)& HPL if any			

(a) Not counted for annual increment
(EOL without pay & allowances) / Dies – non etc

(b) Any other leave

15. Whether eligible for relaxation of length of service due to study leave (Quoted Authority) Yes / No

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

16. Significant Achievements in Teaching / Research / Extension

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

17. Constraints experienced in meeting the assigned duties, targets in teaching, research, extension if any:

18. 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)

A. 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 TrainingProject Work/CABM coordinator

Assessment year	Course No	Type of Activity or Programme	Year and Semester	Deliverables[Prof it 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

4. 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

5. 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 / Network 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 generationwith 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

UdyanaPanchangam: 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.

1.0 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)

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

Assessment year	Name of the Activity	Year	Marks	Proof Pg.No.

1.0 mark / activity

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

Assessment year	Name of the Activity	Year	Marks	Prof Pg. No.

1.0 mark / programme

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

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

1.0 mark / activity

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

Assessment year	Name of the Activity	Year	Marks	Proof Pg.No.

1.0 mark/activity

7. 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]

Assessment year	Name of the Activity	Place	Year	Marks	Proof Pg. No.

0.5 mark /activity

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

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

0.5 mark / activity

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

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

0.5 mark / report

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

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

0.5 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

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

0.5 mark/activity

12. Involvement in Admission process, Convocation preparations etc.

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

Convocation: 2.0 marks/ activity Admission process: 5.0 marks /activity

13. Organizing meetings such as Pre ZREAC /ZREAC/ SLTP/ Technical Programmes / REAC / SLCC / KisanMelaetc.

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

2.5 marks/ programme

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

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

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)

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

1.5 marks/ activity

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

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

2.5 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.

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

2.5 marks/activity

18. Administrative experience

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

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

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

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

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

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 mark / student for member

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

7. Compilation of Annual reports

Assessment Year	Name of the Report	Year	Marks	Proof Pg. No.

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 levelAgriUnifest /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	Univer sity 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 schooletc. 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.

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

2. Outstation Experience (Assessment period)

Assessment year	Name of Station	Designation	Category	Year	Marks	Proof Pg.No

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

VyavasayaPanchagam: 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 / KisanMelaetc.							
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 SCIENTIFIC & 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.

7. 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
8. 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, 17,100 and 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.