CCS HARYANA AGRICULTURAL UNIVERSITY HISAR
NOTIFICATION

No. Admn.F.2/2014/ 7593 Dated: 17/12/14

In continuation of this office notification issued vide Endst.No. Admn.F.2 /2013/ 6753-6892 dated 24.12.2013, No.Admn.F.2/2014/516-640 dated 23.1.2014 and in pursuance of the decision taken by the Board of Management vide item No.B-10 of its 248th meeting held on 12.8.2014, the Vice-Chancellor, CCSHAU, Hisar is pleased to approve the Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS) for promotion of teachers falling due on or after 6.1.2012 under Career Advancement Scheme under Chapter VII-A of HAU Statutes. (Annexure A (1-10 pages).

2. The following University level Screening Committee (Internal Quality Assessment Cell-IQAC) has also been constituted:-

i) Dean concerned
ii) Dean, PGS
iii) Director of Research
iv) Director of Extension Education
v) Director, Human Resource Management

3. As per the approval of the Academic Council, the Vice-Chancellor is pleased to order that all the applications for promotions under Career Advancement Scheme as received in the office of the Registrar will be referred to the above Committee for proper screening/scrutiny and making recommendations for placing the promotion cases before the Assessment Committee. The cases relating to teaching, research and extension schemes will be referred to the Dean concerned, Director of Research and Director Extension Education respectively who may convene the meeting and act as Chairman of the Committee.

4 The Vice-Chancellor is further pleased to order that the annual API score be compounded prospectively as and when the teacher becomes eligible for promotion on or after 6.1.12 to the next cadre with the multiplication factor of years of service required to apply for CAS promotion. All the eligible teachers whose promotions fall due on or after 6.1.2012 under the new Career Advancement Scheme upto the level of Professor/equiv. in Grade Pay Rs.10000/- may submit their application in the relevant prescribed proforma enclosed as Annexure B-1 to B-5 within one month from the date of issue of this notification. Applications for grant of Grade Pay of Rs.12000/- to 10% of Professors will be invited separately after the finalization of University level seniority of Professors. Head of the Department after proper examination of the promotion case of the teacher will forward the case to the concerned Controlling Officer in the relevant enclosed prescribed proforma (Annexure C-1 to C-5).

Encl.As above.

Sd/-
(Dr.M.S.Dahiya)
Registrar

Endst. No. Admn.F.2/2014/ 7594-7715 Dated: 17/12/14

Copy of the above is forwarded to the following for information and necessary action:-

1. All Deans/Directors/HODs (including outstations)
2. Director, HRM
3. Comptroller
4. Joint Director (Audit)
5. Incharge Computer Section, College of Basic Sciences & Humanities with the request to kindly post this notification and the proformae on the University website immediately.
6. Secretary to Vice-Chancellor.
7. All Deputy Registrars/Deputy Comptrollers.
8. All Asstt. Registrars/Asstt. Comptrollers/A&AOs/Supdts.
9. PS to Registrar
10. Asstts. (internal) – Alongwith proforma for recommendations of the Assessment Committee (3 Nos.).

CCSHAU, Hisar.

(V.K.Sehgal) 17.12.14.
Asstt. Registrar (F)
for Registrar

Annexure- A

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API_s) IN CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY TEACHERS

Assessment Criteria	Part I. Evaluation of Asstt. Prof./ Asstt. Scientist/ DES (AGP 6000)			Part I. Evaluation of Asstt. Prof./ Asstt. Scientist/ DES (AGP 7000)			Part I. Evaluation Asstt. Prof./ Asstt. Scientist/ DES (AGP 8000)			Part I. Evaluation of Assoc. Prof. / Scientist (AGP 9000) and for Prof. (AGP 10000)			Part I. Evaluation for Prof. (AGP 12000)		
	Assessment Period 4/5/6 years			Assessment Period 5 years			Assessment Period 3 years			Assessment Period 3 years			Assessment Period 10 years		
	Maximum Score			Maximum Score			Maximum Score			Maximum Score			Maximum Score		
Core Activities	T	R	E	T	R	E	T	R	E	T	R	E	T	R	E
Teaching Activities	50*	10	3**	50*	10	3**	30*	5	5**	30*	5	5**	30*	5	5**
Research Activities	10	50*	10	10	50*	10	5	30*	5	5	30*	5	5	30*	5
Extension Activities	3	3	50*	3	3	50*	5	5	30*	5	5	30*	5	5	30*
Capacity building/monitoring/evaluation/reporting and institution building	6	6	6	6	6	6	10	10	10	10	10	10	15	15	15
Publication	15	15	15	15	15	15	20	20	20	20	20	20	20	20	20
Peer Recognition	4	4	4	4	4	4	4	4	4	4	4	4	5	5	5
Annual Assessment Reports	12	12	12	12	12	12	6	6	6	6	6	6	20	20	20
Presentation & Interview	-	-	-	-	-	-	20	20	20	20	20	20	-	-	-
Total	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

T: Teaching, R: Research, E-Extension

* 60 % minimum in the core activity

** Those not doing teaching may claim weightage in research activity

Performance based appraisal System (PBAS)

Assessment Criteria	Part I. Evaluation of Asstt. Prof. or equiv. (AGP 6000)			Part I. Evaluation of Asstt. Prof or equiv. (AGP 7000)			Part I. Evaluation Asstt. Prof or equiv. (AGP 8000)			Part I. Evaluation of Assoc. Prof. or equiv. (AGP 9000) and for Prof. or equiv. (AGP 10000)			Part I. Evaluation for Prof. or equiv. (AGP 12000)		
	Assessment Period 4/5/6 years			Assessment Period 5 years			Assessment Period 3 years			Assessment Period 3 years			Assessment Period 10 years		
	Maximum Score			Maximum Score			Maximum Score			Maximum Score			Maximum Score		
Core Activities	T	R	E	T	R	E	T	R	E	T	R	E	T	R	E
TEACHING	50	10	3	50	10	3	30	5	5	30	5	5	30	5	5
• Teaching. 0.4 marks for each contact hour taught (per semester) (**Maximum 14 marks per year)**															
• Student Major Advisor/ Co-major/member of Advisory Committee*: **2 marks** for each M.Sc. student as major advisor **& 1 mark co-major/member** **3 marks** for each Ph.D. student as major advisor **& 1.5 marks co-major/member** **0.5 mark** for PG Advisory Committee member other than major and co-major advisor. UG Tutorial Group Advisement **(1 mark/year)** *The benefit of the allotted students should be given once.															
• Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc/ study tour/ accompanying teams in sports competitions, act as official in sports															

competitions/ industrial visit/ field visit arranged). **(2.0 marks for each activity per year)** • For Library Faculty: • Library Automation – Automation, Maintenance of hardware, Software customization, Database updation. • Readers' Services - Readers' services, Surveillance, Maintenance of building, Shelf order maintenance, Identity/Library Card. • Serial Management – Develop collection: print/digital, Access management, Issue control, Refund of non-supply. • Acquisition of books – Accessioning of documents, Bookshop activities, Physical verification, Collection transfer. • Technical Processing – Classification, Cataloguing, Barcoding, **(2 marks per activity per year for core/sectional activities maximum 10 marks per year)** and For Strengthening Library Services 0.25 marks per activity per year for additional activities from above **(Maximum 4 marks per year)**															
Supervisory services • Contribution to strengthen Directorates/ Supervisory Services such as: University level report preparation/MOU document preparation **(1 mark per activity maximum 5 marks per year)**. Assistance in monitoring - Scientific assistance to senior officers/monitoring/progress of work of Academic Committees **(0.25 mark per activity maximum 5 marks per year)**. Assistance in coordination - Funded projects															

handled/ ACRIPs handled/ Processing and planning/Monitoring of funds (**0.5 marks per activity maximum 5 marks per year**). Special assignments - (International /National/ Consultancies) not covered anywhere in the application (**0.5 mark per activity maximum 5 marks per year**) **(Maximum 10 marks per year).**															
Research	10	50	10	10	50	10	5	30	5	5	30	5	5	30	5
• **Institutional Projects (Max 10 marks per year)** (3.0 marks as PI, 2 marks to CO-PI & 1.5 mark for collaborator / investigator for each sub-project, for every completed year) Scientist involved in SF or RF scheme 1.5 mark/year • **External funded Research projects (Max 10 marks)** Up to Rs. 10 lakh per project: **2.5 marks for PI, 1.5 marks for Co-PI for every completed year.** More than Rs. 10 lakh per project: **4.0 marks for PI, 2.0 marks for Co-PI for every completed year.**															
• Innovative technologies developed/ participatory technology developed/ refinement of technology/ product development/ value addition/ women friendly technology / intervention modules / standardized tests / prototype/ genetic stock/ crop seed/ fodder production software development Data base management / Data base/Provide access to e-Resources/ Farm Management Development/ participation or position by students in sports competitions/Expert system developed/ Decision support system /models / e-learning lessons / models developed & any other															

relevant output, 1 mark/ activity/year (Max 10 marks) • Patents: For PI and Co-PI's, for each patent granted 3 marks; for technology commercialized/ popularized (without patent) 3 Marks; registration of germ plasm /elite line with NBPGR having accession number 3 marks and 1.0 mark for each patent filed (Max 10 marks).															
• Technology spread and impact across the system. The variety released, entered into seed chain/ wide spread adoption of the variety /planting materials /tools / machinery and their testing/ technology developed etc. and adopted by the farmers / clients across the system / country with a perceptible impact. 3 marks/year (Max 10 marks).															
• Planning and preparation of reports/MOU documents. One mark per activity (Maximum 5 marks/year)															
Extension Activities	3	3	50	3	3	50	5	5	30	5	5	30	5	5	30
• Field day/ farmers fair/ Awareness day / Awareness campaign/ National day/ National Sports Day/ National week/ Short term trainings/ demonstration, exhibitions etc. 0.25 mark for each activity (Max. marks 8.0 per year). • Front Line Demonstration conducted. 0.25 marks/ demonstration /per year. (Max 10 marks). • Inter institutional HRD programmes organized/ organized Inter College, Inter University sports competitions /coordinated/assisted as per Institute															

mandate (0.5 mark for each activity per year) (Max 10 marks/year) • Farmers interest groups organized/ Commodity interest groups organized / self help groups/group meetings organized /Farming system research and extension activities undertaken/Participatory technology development programmes and farmer field schools organized/Extension teaching aids developed/Activities related to e-extension services, mobile advisory system (number of hours in a week devoted for attending toll free calls be treated as contact hours), sale/promotion of University products and promotion of ICT based extension programmes / Research – Extension – Farmers - interface meetings organized / Orientation of library to freshers/visitors, training on library resources & services and organizing book exhibition **(0.5 mark for each activity with a maximum of 10 marks per year)**															
Capacity building/ monitoring/ evaluation/ reporting and institution building	6	6	6	6	6	6	10	10	10	10	10	10	15	15	15
• Short course, summer or winter school / training programme / Refresher course attended of duration upto10 days: **1 mark each**; 10 to 20 days: **2 marks each**; 21 days or more: **3 marks each (Max. 5 marks).** • Member of department level committees **(0.25 mark for each activity) Maximum 2 Marks/ year** • Member of college level committee **(0.5 mark for each activity) Maximum 2 Marks/year.** • Member of University level committee/															

activity (1.0 mark for each activity) Maximum 3 Marks/year • Additional Charge of any equivalent/higher position (0.5 marks for each 3 months and 1 mark for each 6 months) Maximum 2.0 marks/year. • Service providing activities related to production, processing and distribution of seeds, biofertilizer, compost, food, planting material, instrumentation cell incharge of research area etc. 0.5 mark per year for each assignment (Maximum 3 Marks /year). • Miscellaneous duties: Anti ragging duty in hostel, Invigilation / Examination duty/ counseling of UG & PG student etc. (0.25 mark for each activity, Max 3 Marks /year)															
• Convener/ co-convener/ member or organizing/ co-organizing secretary / course director / co-course director (seminars / symposia / workshop /conference / summer or winter school / training programme) / organization of coaching camps for University sports teams, organizing secretary of sports tournaments/ refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 marks each; 21 days or more: 3 marks each (Maximum 3 Mark / year) • Other HRD programmes organized/ coordinated/ assisted as per institutional mandate. (1.0 mark for each assignment) (Max 2 marks / year)															
PUBLICATIONS	15	15	15	15	15	15	20	20	20	20	20	20	20	20	20
Research Papers															

• Research Papers in referred journals having ISBN/ISSN number-2 **marks for first and second author and 0.5 for rest of the authors.** OR • Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, **totalled and divided by 3.0.** • Research Papers in non-referred but recognized and reputable journals & periodicals having ISBN/ISSN and in conference proceedings-1 **Mark for first a second author & 0.5 for rest of the authors.** • Research paper abstracted and in conference proceedings. **0.25 mark each (Max marks 5)** Other publications: • Original book published by international publisher. **5 mark for each author.** • Subject books published by national level publisher/state and central Govt. publications with ISBN/ISSN No. **3 mark for each author** • Books authored/ edited (minimum 100 pages): **2 mark for each author.** • Book chapters/ Training /Conference Proceedings. **1 mark for each author.** • Technical/extension bulletin, (minimum 25 pages) **1.0 mark for each author (Max marks limited to 4)**															

• Technical/ popular/Newspaper articles/TV /Radio talk: **0. 25 mark for author and co-authors (Max marks limited to 4).** • E-publication, Technology inventory and concept series published. **0.25marks for each activity (Max.3 marks)**															
PEER RECOGNITION	4	4	4	4	4	4	4	4	4	4	4	4	5	5	5
• International Awards / International Academy fellow: **4 marks each.** • National Awards / National Academy fellow: **2 marks each.** • Institutional or recognized professional society award / fellowship / journal editor: **1 marks each** • Best Paper/ Best Posters/ Conference prizes / medals **0.5 marks each**															
• Oral/ Poster presentation in International seminars / symposia / conference/ workshops: **1 mark each** • Oral / Poster presentation in National seminars / symposia / conference/ workshops e: **0.5 mark each.** • Invitation for conference/ seminar/ symposium/ short course/ winter/ summer school/ Refresher course/trainings etc. to deliver lecture/ Chair session/ Reporter. **0.5 mark for each activity** • Member in national/ state level committee **0.5 mark for each committee**															
• Special assignments (National/ International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: **1.0 mark for each (maximum marks limited to 2)**															

ANNUAL ASSESSMENT REPORTS	12	12	12	12	12	12	6	6	6	6	6	6	20	20	20
3.0 marks for Outstanding, 2.25 marks for Very Good, 1.5 mark for Good and 0.5 marks for Average.															
PRESENTATION & INTERVIEW (Including 5 Marks for Three Best Publications - Evaluation By External Expert)	-	-	-	-	-	-	20	20	20	20	20	20	-	-	-
Grand Total	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

Eligibility Score 75

Note: 5 grace marks be awarded for the faculty of Sports & Library. The 5 grace marks be also awarded to those faculty members who have consistently served for the assessment period in the KVKs/Remote Areas where opportunity of other two mandatory activities such as Research and Teaching do not exist while holding that position for which the HOD concerned would certify the same.

8/8/14

Dean, PGS (Chairperson)

Annexure B-1

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME ASSISTANT SCIENTIST FROM GRADE PAY 6000 to 7000 AS ASSTT. PROFESSOR/EQUIV.

Whether Assessed Earlier	: Yes or No
Assessment period: From _____ To _____	
Core Activity	Teaching/Research/Extension
(Please send 7 copies of duly filled-in proforma)	

NAME OF THE DEPARTMENT: _____

1. Name _____
2. Designation _____
3. Discipline _____
4. Scheme in which working _____
5. Date of birth _____
6. Date of award of degree M.Phil _____ Ph.D _____
7. Date of joining the University _____
8. Date of joining the department _____
9. Date of joining on the post of Asstt. Prof./equiv. in the grade pay of Rs.6000 _____
10. Date of completion of 4/5/6 years in the grade pay of Rs.6000 _____
11. Educational career

Degree/Diploma/ certificate	% of marks/ grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13.	Additional qualifications/ trainings/ orientation /refresher courses attended	

	(Give details and duration of courses)	
14.(i)	Period of deputation (if any)	
(ii)	Period of study leave/ any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17.	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications alongwith reprints and salient features of your work (Separate sheet be added)	

Date:_____

Signature of Candidate

Tabular Summary of Scientific Achievements

(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)

Performance based appraisal System (PBAS)

Assessment Criteria	Evaluation of Asstt. Prof. or equiv. (AGP 6000) for AGP 7000			
	Assessment Period 4/5/ 6 years			
	Maximum Score			
I. Core Activities →	TEACHING	RESEARCH	EXTENSION	
Teaching	50*	10	3**	*Minimum 60% pass marks are required in core activity
Research	10	50*	10	
Extension	3	3	50*	**Those not doing teaching may claim weightage in research activity

TEACHING	API SCORE AWARDED							
	1st Year	2nd year	3rd year	4th year	5th year	6th year	Total	MAXIMUM
• Teaching. 0.4 marks for each contact hour taught (per semester) (Maximum 14 marks per year)								
• Student Major Advisor/ Co-major/member of Advisory Committee*: 2 marks for each M.Sc. student as major advisor & 1 mark co-major/ member 3 marks for each Ph.D. student as major advisor & 1.5 marks co-major /member 0.5 mark for PG Advisory Committee member other than major and co-major advisor. UG Tutorial Group Advisement (1 mark/year) * The benefit of the allotted students should be given once								
• Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc/ study tour/ accompanying teams in sports competitions, act as official ir sports competitions/ industrial visit/ field visit arranged). (2.0 marks for each activity per year) • For Library Faculty- Library Automation – Automation, Maintenance of hardware, Software customization, Database updation. • Readers' Services - Readers' services, Surveillance, Maintenance of building, Shelf order maintenance, Identity/Library Card. • Serial Management – Develop collection: print/digital, Access management, Issue control, Refund of non-supply. • Acquisition of books – Accessioning of documents, Bookshop activities, Physical verification, Collection transfer. • Technical Processing – Classification, Cataloguing, Barcoding. (2 marks per activity per year for core/sectional activities maximum 10 marks per year) and For Strengthening Library Services 0.25 marks per activity per year for additional activities from above (Maximum 4 marks per year) Supervisory Services • Contribution to strengthen Directorate/ /Supervisory Services such as : University level report preparation/MOU document preparation (1 mark per activity maximum 5 marks per year)								

Maintenance of building, Shelf order maintenance, Identity/Library Card. • Serial Management – Develop collection: print/digital, Access management, Issue control, Refund of non-supply. • Acquisition of books – Accessioning of documents, Bookshop activities, Physical verification, Collection transfer. • Technical Processing – Classification, Cataloguing, Barcoding, **(2 marks per activity per year for core/sectional activities maximum 10 marks per year)** and For Strengthening Library Services 0.25 marks per activity per year for additional activities from above **(Maximum 4 marks per year)** Supervisory Services • Contribution to strengthen Directorate/ /Supervisory Services such as : University level report preparation/MOU document preparation **(1 mark per activity maximum 5 marks per year)** Assistance in monitoring, Scientific assistance to senior Officers/ monitoring /progress of work of Academic Committees **(0.25 mark per activity maximum 5 marks per year)** Assistance in coordination –Funded projects handled/ AICRPs handled / processing and planning /monitoring of funds **(0.5 marks per activity maximum 5 marks per year)** Special Assignments- (International/ National / Consultancies) not covered anywhere in the application **(0.5 marks per activity maximum 5 marks per year)** **(Maximum 10 marks per year)**												
RESEARCH												
• **Institutional Projects (Max 10 marks per year)** (3.0 marks as PI, 2 marks to CO-PI and 1.5 mark for collaborator/ investigator for each sub project, for every completed year) Scientist involved in SF or RF scheme 1.5 mark/year • **External funded Research projects (Max 10 marks)** Upto Rs.10 lakh per project : **2.5 marks for PI, 1.5 marks for Co-PI for every completed year.** More than Rs. 10 lakh per project: **4.0 marks for PI, 2.0 marks for Co-PI for every completed year.**												
• Innovative technologies developed/ participatory technology developed/ refinement of technology/ product development/ value addition/ women friendly technology / Intervention modules / standardized tests / prototype/ genetic stock/ crop												

programmes / Research – Extension – Farmers - int rface meetings organized / Orientation of library to freshers/visitors, training on library resources & services and organizing book exhibition (0.5 mark for each activity with a maximum of 10 marks per year)								
Total								
Percentage of scores in core activity.								
II. Capacity building/ monitoring/ evaluation/ reporting and institution building (Maximum 6 marks)								
• Short course, summer or winter school / training programme / Refresher course attended of duration upto 10 days: 1 mark each; 10 to 20 days: 2 marks each; 21 days or more: 3 marks each (Max. 5 marks). • Member of department level committees (0.25 mark for each activity) Maximum 2 Marks/ year • Member of college level committee(0.5 mark for each activity) Maximum 2 Marks/year. • Member of University level committee/ activity (1.0 mark for each activity) Maximum 3 Marks/year • Additional charge of any equivalent/ higher position (0.5 marks for each 3 months and 1 mark for each 6 months) Maximum 2.0 marks/ year) • Service providing activities related to production, processing and distribution of seeds, biofertilizer, compost, food, planting material, instrumentation cell incharge of research area etc. 0.5 mark per year for each assignment (Maximum 3 Marks /year). • Miscellaneous duties: Anti ragging duty in hostel, invigilation / Examination duty/ counseling of UG & PG student etc. (0.25 mark for each activity, Max 3 Marks /year)								
• Convener/ co-convener/ member or organizing/ co-organizing secretary / course director / co-course director(seminars / symposia / workshop /conference / summer or winter school / training programme) / organization of coaching camps for University sports teams, organizing secretary of sports tournaments/ refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 marks each; 21 days or more: 3 marks each (Maximum 3 Mark / year) • Other HRD programmes organized/ coordinated/ assisted as per institutional mandate. (1.0 mark for each assignment) (Max 2 marks / year)								
III. PUBLICATIONS (Maximum 15 marks)								
Research Papers								
Research Papers in referred journals having ISBN/ISSN number-2 marks for first and second author and 0.5 for rest of the authors OR • Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totalled and divided by 3.0. • Research Papers in non-referred but recognized and reputable journals & periodicals having ISBN/ISSN and in conference proceedings-1 Mark for first and second author & 0.5 for rest of the authors. • Research paper abstracted and in conference proceedings. 0.25 mark each (Max marks 5) Other publications: • Original book published by international publisher. 5 mark for each author. • Subject books published by national level publisher/state and central Govt. publications with ISBN/ISSN No. 3 mark for each author								

• Books authored/ edited (minimum 100 pages): 2 mark for each author. • Book chapters/ Training /Conference Proceedings. 1 mark for each author. • Technical/extension bulletin, (minimum 25 pages) 1.0 mark for each author (Max marks limited to 4) • Technical/ popular/ Newspaper articles/TV /Radio ta < : 0. 25 mark for author and co-authors (Max marks limited to 4). • E-publication, Technology inventory and concept series published. 0.25 marks for each activity (Max.3 marks)								
IV. PEER RECOGNITION (Maximum 4 marks)								
• International Awards / International Academy fellow: 4 marks each. • National Awards / National Academy fellow: 2 marks each. • Institutional or recognized professional society award / fellowship / Journal editor: 1 marks each • Best Paper/ Best Posters/ Conference prizes / medals 0.5 marks each								
• Oral/ Poster presentation in International seminars / symposia / conference/ workshops: 1 mark each • Oral / Poster presentation in National seminars / symposia / conference/ workshops e: 0.5 mark each. • Invitation for conference/ seminar/ symposium/ short course/ winter/ summer school/ Refresher course/trainings etc. to deliver lecture/ Chair session/ Reporter. 0.5 mark for each activity • Member in national/ state level committee 0.5 mark for each committee								
• Special assignments (National/ International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)								
Total (Maximum 88 marks)								

(Enclose supporting documents for each of the above items)

Date

Signature of candidate

To be filled by the office								
SELF ASSESSMENT REPORTS (maximum 12 marks)	Ist Year	2nd year	3rd year	4th year	5th year	6th year	Total	MAXIMUM
3.0 marks for Outstanding, 2.25 marks for Very Good 1.5 marks for Good and 0.5 marks for Average.								
Grand Total (Maximum: 100 marks)								

Eligibility Score 75

Note: 5 grace marks be awarded for the faculty of Sports & Library. The 5 grace marks be also awarded to those faculty members who have consistently served for the assessment period in the KVKs/Remote Areas where opportunity of other two mandatory activities such as Research and Teaching do not exist while holding that position for which the HOD concerned would certify the same.

Certified that:

i) The teacher is eligible for 5 marks as (i) Sports Faculty (ii) Library Faculty (iii) consistently served for the assessment period in the KVKs/Remote Areas as opportunity of other two mandatory activities i.e. Research and Teaching do not exist at his/her place of posting.

ii) The claim of the teacher has been verified with reference to the office record and the enclosed supporting documents.

Date:_____

Head of the Department

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr._____as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	The teacher has fulfilled the mandatory conditions of attending refresher courses/trainings/orientation course for the total duration of _____ days.
vii.	Integrity of the teacher is good.
viii.	No court case is pending against the teacher.
ix	The following documents are enclosed 1. 7 copies of application form 2. Service Book

The above particulars have been verified and are correct. The Self Assessment Reports file of the teacher is added. The case is recommended for promotion. Forwarded to the Controlling Officer.

Date:_____ Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). Forwarded to the Registrar.

Date:_____ Controlling Officer

Annexure B-2

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME ASSISTANT SCIENTIST FROM GRADE PAY 7000 to 8000 AS ASSTT. PROFESSOR/EQUIV.

Whether Assessed Earlier	: Yes or No
Assessment period: From _____ To _____	
Core Activities	Teaching/Research/Extension
(Please send 7 copies of duly filled-in proforma)	

NAME OF THE DEPARTMENT: _____

1 Name _____

2. Designation _____

3. Discipline _____

4. Scheme in which working _____

5. Date of birth _____

6. Date of award of degree M.Phil_____ Ph.D _____

7. Date of joining the University _____

8. Date of joining the department _____

9. Date of joining on the post of Asstt. Prof./equiv. in the grade pay of Rs.7000 _____

10. Date of completion of 5 years in the grade pay of Rs.7000 _____

11. Educational career

Degree/Diploma/ certificate	% of marks/ grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13	Additional qualifications/ trainings/orientation /refresher courses attended (Give details and duration of courses)	
14. (i)	Period of deputation (if any)	
(ii)	Period of study leave/ any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17.	Highlight Significant Contributions:	
(a)	Relating to the period under review wilh full supporting evidence. The list of publications alongwith reprints and salient features of your work (Separate sheet be added)	

Date:_____

Signature ofcandidate

17(b)

Tabular Summary of Scientific Achievements

(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)

Performance based appraisal System (PBAS)

Assessment Criteria	Evaluation of Asstt. Prof. or equiv. (AGP 7000) for AGP 8000			
	Assessment Period 5 years			
	Maximum Score			
I. Core Activities →	**TEACHING**	**RESEARCH**	**EXTENSION**	
Teaching	50*	10	3**	*Minimum 60% pass marks are required in core activity
Research	10	50*	10	
Extension	3	3	50*	**Those not doing teaching may claim weightage in research activity

API SCORE AWARDED

TEACHING	1st Year	2nd year	3rd year	4th year	5th year	Total	MAXIMUM
• Teaching. 0.4 marks for each contact hour taught (per semester) **(Maximum 14 marks per year)**							
• Student Major Advisor/ Co-major/member of Advisory Committee*: **2 marks** for each M.Sc. student as major advisor **& 1 mark co-major/ member** **3 marks** for each Ph.D. student as major advisor **& 1.5 marks co-major /member** **0.5 mark** for PG Advisory Committee member other than major and co-major advisor. UG Tutorial Group Advisement **(1 mark/year)** *The benefit of the allotted students should be given once.							
• Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc/ study tour/ accompanying teams in sports competitions, act as official in sports competitions/ Industrial visit/ field visit arranged). **(2.0 marks for each activity per year)** • **For Library Faculty**- Library Automation – Automation, Maintenance of hardware, Software customization, Database updation. • Readers' Services - Readers' services, Surveillance, Maintenance of building, Shelf order maintenance, Identity/Library Card. • Serial Management – Develop collection: print/digital, Access management, Issue control, Refund of non-supply. • Acquisition of books – Accessioning of documents, Bookshop activities, Physical verification, Collection transfer. • Technical Processing – Classification, Cataloguing, Barcoding, **(2 marks per activity per year for core/sectional activities maximum 10 marks per year)** **and** For Strengthening Library Services 0.25 marks per activity per year for additional activities from above **(Maximum 4 marks per year)**							

Supervisory Services • Contribution to strengthen Directorate/ /Supervisory Services such as : University level report preparation/MOU document preparation (**1 mark per activity maximum 5 marks per year**) • Assistance in monitoring, Scientific assistance to senior Officers/ monitoring /progress of work of Academic Committees (**0.25 mark per activity maximum 5 marks per year**) • Assistance in coordination –Funded projects handled/ AICRPs handled / processing and planning /monitoring of funds (**0.5 marks per activity maximum 5 marks per year**) • Special Assignments- (International/ National / Consultancies) not covered anywhere in the application (**0.5 marks per activity maximum 5 marks per year**) **(Maximum 10 marks per year)**							
RESEARCH							
• **Institutional Projects (Max 10 marks per year)** (3.0 marks as PI, 2 marks to CO-PI and 1.5 mark for collaborator/ investigator for each sub project, for every completed year) Scientist involved in SF or RF scheme 1.5 mark/year • **External funded Research projects (Max 10 marks)** Upto Rs.10 lakh per project: **2.5 marks for PI, 1.5 marks for Co-PI for every completed year.** More than Rs. 10 lakh per project: **4.0 marks for PI, 2.0 marks for Co-PI for every completed year.**							
• Innovative technologies developed/ participatory technology developed/ refinement of technology/ product development/ value addition/ women friendly technology / Intervention modules / standardized tests / prototype/ genetic stock/ crop seed/ fodder production software development Data base management / Data base/ Provide access to e-Resources/ Farm Management Development/ participation or position by students in sports competitions/Expert system developed/ Decision support system /models / e-learning lessons / models developed & any other relevant output. **1 mark/ activity/year (Max 10 marks)** • Patents: For PI and Co-PI's, for each patent granted 3 marks; for technology commercialized/ popularized (without patent) 3 marks; registration of germ plasm/ elite line with NBPGR having accession number 3 marks and 1.0 mark for each patent filed **(Max 10 marks).**							
• **Technology spread and impact across the system.** The variety released, entered into seed chain/ wide spread adoption of the variety /planting materials /tools / machinery and their testing/ technology developed etc. and adopted by the farmers / clients across the system / country with a perceptible impact. **3 marks/year (Max 10 marks).**							
• Planning and preparation of reports/MOU documents. One mark per activity **(Maximum 5 marks/year)**							
EXTENSION							
• Field day/ farmers fair/ Awareness day / Awareness campaign/ National day/ National Sports Day/ National week/ Short term trainings/ demonstration, exhibitions etc. **0.25 mark for each activity (Max. marks 8.0 per year).** • Front Line Demonstration conducted. **0.25 marks/ demonstration /per year. (Max 10 marks).** • Inter Institutional HRD programmes organized/ organized Inter College, Inter University sports competitions /coordinated/ assisted as per Institute mandate **(0.5 mark for each activity per year) (Max 10 marks/year)** • Farmers interest groups organized/ Commodity interest groups organized / self help groups/group							

meetings organized /Farming system research and extension activities undertaken/Participatory technology development programmes and farmer field schools organized/Extension teaching aids developed/Activities related to e-extension services, mobile advisory system (number of hours in a week devoted for attending toll free calls be treated as contact hours), sale/promotion of University products and promotion of ICT based extension programmes / Research – Extension – Farmers - interface meetings organized / Orientation of library to freshers/visitors, training on library resources & services and organizing book exhibition **(0.5 mark for each activity with a maximum of 10 marks per year)**							
Total							
Percentage of scores in core activity.							
II. Capacity building/ monitoring/ evaluation/ reporting and institution building (Maximum 6 marks)							
• Short course, summer or winter school / training programme / Refresher course attended of duration upto 10 days: **1 mark each**; 10 to 20 days: **2 marks each**; 21 days or more: **3 marks each (Max. 5 marks).** • Member of department level committees **(0.25 mark for each activity) Maximum 2 Marks/ year** • Member of college level committee**(0.5 mark for each activity) Maximum 2 Marks/year.** • Member of University level committee/ activity **(1.0 mark for each activity) Maximum 3 Marks/year** • Additional charge of any equivalent/ higher position **(0.5 marks for each 3 months and 1 mark for each 6 months) Maximum 2.0 marks/ year)** • Service providing activities related to production, processing and distribution of seeds, biofertilizer, compost, food, planting material, instrumentation cell incharge of research area etc. **0.5 mark per year for each assignment (Maximum 3 Marks /year).** • **Miscellaneous duties:** Anti ragging duty in hostel, Invigilation / Examination duty/ counseling of UG & PG student etc. **(0.25 mark for each activity, Max 3 Marks /year)**							
• Convener/ co-convener/ member or organizing/ co-organizing secretary / course director / co-course director(seminars / symposia / workshop /conference / summer or winter school / training programme) / organization of coaching camps for University sports teams, organizing secretary of sports tournaments/ refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 marks each; 21 days or more: 3 marks each **(Maximum 3 Mark / year)** • Other HRD programmes organized/ coordinated/ assisted as per institutional mandate. **(1.0 mark for each assignment) (Max 2 marks / year)**							
III. PUBLICATIONS (Maximum 15 marks)							
Research Papers Research Papers in referred journals having ISBN/ISSN number-**2 marks for first and second author and 0.5 for rest of the authors.** OR Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of **1.0 to 10.0, totaled and divided by 3.0.** • Research Papers in non-referred but recognized and reputable journals & periodicals having ISBN/ISSN and in							

5

conference proceedings-1 Mark for first and second author & 0.5 for rest of the authors. • Research paper abstracted and in conference proceedings. 0.25 mark each (Max marks 5) Other publications: • Original book published by international publisher. 5 mark for each author. • Subject books published by national level publisher/state and central Govt. publications with ISBN/ISSN No. 3 mark for each author • Books authored/ edited (minimum 100 pages): 2 mark for each author. • Book chapters/ Training /Conference Proceedings. 1 mark for each author. • Technical/extension bulletin, (minimum 25 pages) 1.0 mark for each author (Max marks limited to 4) • Technical/ popular/ Newspaper articles/TV /Radio talk : 0. 25 mark for author and co-authors (Max marks limited to 4). • E-publication, Technology inventory and concept series published. 0.25 marks for each activity (Max.3 marks)							
IV. PEER RECOGNITION (Maximum 4 marks)							
• International Awards / International Academy fellow: 4 marks each. • National Awards / National Academy fellow: 2 marks each. • Institutional or recognized professional society award / fellowship / journal editor: 1 marks each • Best Paper/ Best Posters/ Conference prizes / medals 0.5 marks each							
• Oral/ Poster presentation in International seminars / symposia / conference/ workshops: 1 mark each • Oral / Poster presentation in National seminars / symposia / conference/ workshops e: 0.5 mark each. • Invitation for conference/ seminar/ symposium/ short course/ winter/ summer school/ Refresher course/trainings etc. to deliver lecture/ Chair session/ Reporter. 0.5 mark for each activity • Member in national/ state level committee 0.5 mark for each committee							
• Special assignments (National/ International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)							
Total (Maximum 88 marks)							

(Enclose supporting documents for each of the above items)

Date

Signature of candidate

To be filled by the office							
SELF ASSESSMENT REPORTS (maximum 12 marks)	Ist Year	2nd year	3rd year	4th year	5th year	Total	MAXIMUM
3.0 marks for Outstanding, 2.25 marks for Very Good, 1.5 mark for Good and 0.5 marks for Average.							
Grand Total (Maximum: 100 marks)							

Eligibility Score 75

Note: 5 grace marks be awarded for the faculty of Sports & Library. The 5 grace marks be also awarded to those faculty members who have consistently served for the assessment period in the KVKs/Remote Areas where opportunity of other two mandatory activities such as Research and Teaching do not exist while holding that position for which the HOD concerned would certify the same.

Certified that:

i) The teacher is eligible for 5 marks as (i) Sports Faculty (ii) Library Faculty (iii) consistently served for the assessment period in the KVKs/Remote Areas as opportunity of other two mandatory activities i.e. Research and Teaching do not exist at his/her place of posting.

ii) The claim of the teacher has been verified with reference to the office record and the enclosed supporting documents.

Date:_____

Head of the Department

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr._____as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	The teacher has fulfilled the mandatory conditions of attending refresher courses/trainings/orientation course for the total duration of _____ days.
vii.	Integrity of the teacher is good.
viii.	No court case is pending against the teacher.
ix	The following documents are enclosed 1. 7 copies of application form 2. Service Book

The above particulars have been verified and are correct. The Self Assessment Reports file of the teacher is added. The case is recommended for promotion. Forwarded to the Controlling Officer.

Date:_____ Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). Forwarded to the Registrar.

Date:_____ Controlling Officer

Annexure B-3

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME ASSISTANT SCIENTIST FROM GRADE PAY 8000 to 9000 AS ASSOCIATE PROFESSOR/EQUIV.

Whether Assessed Earlier	: Yes or No
Assessment period: From _____	To _____
Core Activity:	Teaching/Research/ Extension
(Please send 11 copies of duly filled-in proforma)	

NAME OF THE DEPARTMENT: _____

1 Name _____

2. Designation _____

3. Discipline _____

4. Scheme in which working _____

5. Date of birth _____

6. Date of award of degree M.Phil _____ Ph.D _____

7. Date of joining the University _____

8. Date of joining the department _____

9. Date of joining on the post of Asstt. Prof./equiv. in the grade pay of Rs.8000 _____

10. Date of completion of 3 years in the grade pay of Rs.8000 _____

11. Educational career

Degree/Diploma/ certificate	% of marks/ grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13	Additional qualifications/ trainings/orientation /refresher courses attended (Give details and duration of courses)	
14. (i)	Period of deputation (if any)	
(ii)	Period of study leave/ any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications etc. and salient features of your work (Separate sheet be added)	
(b)	Add three sets of three best publications relating to the period upto the date of eligibility (Asstt. Prof./ equiv.-Stage I, II & III)	

Date:_____

Signature of Candidate

Tabular Summary of Scientific Achievements

(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)

Performance based appraisal System (PBAS)

Assessment Criteria	Evaluation of Asstt. Prof. or equiv. (AGP 8000) to Assoc. Prof. AGP 9000			
	Assessment Period 3 years			
	Maximum Score			
I. Core Activities →	TEACHING	RESEARCH	EXTENSION	
Teaching Research Extension	30* 5 5	5 30* 5	5** 5 30*	*Minimum 60% pass marks are required in core activity. **Those not doing teaching may claim weightage in research activity

API SCORE AWARDED

TEACHING	Ist Year	2nd year	3rd year	Total	MAXIMUM
• Teaching. 0.4 marks for each contact hour taught (per semester) (Maximum 14 marks per year)					
• Student Major Advisor/ Co-major/member of Advisory Committee*: 2 marks for each M.Sc. student as major advisor & 1 mark co-major/ member 3 marks for each Ph.D. student as major advisor & 1.5 marks co-major /member 0.5 mark for PG Advisory Committee member other than major and co-major advisor. UG Tutorial Group Advisement (1 mark/year) *The benefit of the allotted students should be given once.					
• Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc/ study tour/ accompanying teams in sports competitions, act as official in sports competitions/ industrial visit/ field visit arranged). (2.0 marks for each activity per year) • For Library Faculty: Library Automation – Automation, Maintenance of hardware, Software customization, Database updation. • Readers' Services - Readers' services, Surveillance, Maintenance of building, Shelf order maintenance, Identity/Library Card. • Serial Management – Develop collection: print/digital, Access management, Issue control, Refund of non-supply. • Acquisition of books – Accessioning of documents, Bookshop activities, Physical verification, Collection transfer. • Technical Processing – Classification, Cataloguing, Barcoding. (2 marks per activity per year for core/sectional activities maximum 10 marks per year) and For Strengthening Library Services 0.25 marks per activity per year for additional activities from above (Maximum 4 marks per year) Supervisory Services • Contribution to strengthen Directorate/ /Supervisory Services such as : University level report preparation/MOU document preparation (1 mark per activity maximum 5 marks per year) Assistance in monitoring, Scientific assistance to senior Officers/ monitoring /progress of work of Academic Committees (0.25 mark per activity maximum 5 marks per year) Assistance in coordination –Funded projects handled/ AICRPs handled / processing and planning /monitoring of funds (0.5 marks per activity maximum 5 marks per year) Special Assignments- (International/ National / Consultancies) not covered anywhere in the application (0.5 marks per activity maximum 5 marks per year) (Maximum 10 marks per year)					

RESEARCH					
• Institutional Projects (Max 10 marks per year) (3.0 marks as PI, 2 marks to CO-PI and 1.5 mark for collaborator/ investigator for each sub project, for every completed year) Scientist involved in SF or RF scheme 1.5 mark/year • External funded Research projects (Max 10 marks) Upto Rs.10 lakh per project : 2.5 marks for PI, 1.5 marks for Co-PI for every completed year. More than Rs. 10 lakh per project: 4.0 marks for PI, 2.0 marks for Co-PI for every completed year.					
• Innovative technologies developed/ participatory technology developed/ refinement of technology/ product development/ value addition/ women friendly technology / Intervention modules / standardized tests / prototype/ genetic stock/ crop seed/ fodder production software development Data base management / Data base/ Provide access to e-Resources/ Farm Management Development/ participation or position by students in sports competitions/Expert system developed/ Decision support system /models / e-learning lessons / models developed & any other relevant output. 1 mark/ activity/year (Max 10 marks) • Patents: For PI and Co-PI's, for each patent granted 3 marks; for technology commercialized/ popularized (without patent) 3 marks; registration of germ plasm/ elite line with NBPGR having accession number 3 marks and 1.0 mark for each patent filed (Max 10 marks).					
• Technology spread and impact across the system. The variety released, entered into seed chain/ wide spread adoption of the variety /planting materials /tools / machinery and their testing/ technology developed etc. and adopted by the farmers / clients across the system / country with a perceptible impact. 3 marks/year (Max 10 marks).					
• Planning and preparation of reports/MOU documents. One mark per activity (Maximum 5 marks/year)					
EXTENSION					
• Field day/ farmers fair/ Awareness day / Awareness campaign/ National day/ National Sports Day/ National week/ Short term trainings/ demonstration, exhibitions etc. 0.25 mark for each activity (Max. marks 8.0 per year). • Front Line Demonstration conducted. 0.25 marks/ demonstration /per year. (Max 10 marks). • Inter Institutional HRD programmes organized/ organized Inter College, Inter University sports competitions /coordinated/ assisted as per Institute mandate (0.5 mark for each activity per year) (Max 10 marks/year) • Farmers interest groups organized/ Commodity interest groups organized / self help groups/group meetings organized /Farming system research and extension activities undertaken/Participatory technology development programmes and farmer field schools organized/Extension teaching aids developed/Activities related to e-extension services, mobile advisory system (number of hours in a week devoted for attending toll free calls be treated as contact hours), sale/promotion of University products and promotion of ICT based extension programmes / Research – Extension – Farmers - Interface meetings organized / Orientation of library to freshers/visitors, training on library resources & services and organizing book exhibition (0.5 mark for each activity with a maximum of 10 marks per year)					
Total					
Percentage of scores in core activity.					
II. Capacity building/ monitoring/ evaluation/ reporting and institution building (Maximum 10 marks)					
• Short course, summer or winter school / training programme / Refresher course attended of duration upto 10 days: 1 mark each; 10 to 20 days: 2 marks each; 21 days or more: 3 marks each (Max. 5 marks). • Member of department level committees (0.25 mark for each activity) Maximum 2 Marks/ year • Member of college level committee(0.5 mark for each activity) Maximum 2 Marks/year. • Member of University level committee/ activity (1.0 mark for each activity) Maximum 3 Marks/year • Additional charge of any equivalent/ higher position (0.5 marks for each 3 months and 1 mark for each 6 months) Maximum 2.0 marks/ year) • Service providing activities related to production, processing and distribution of seeds, biofertilizer, compost, food, planting material, instrumentation cell incharge of research area etc. 0.5 mark per year for each assignment (Maximum 3 Marks /year).					

• Miscellaneous duties: Anti ragging duty in hostel, invigilation / Examination duty/ counselling of UG & PG student etc. (0.25 mark for each activity, Max 3 Marks /year)					
• Convener/ co-convener/ member or organizing/ co-organizing secretary / course director / co-course director/ seminars / symposia / workshop /conference / summer or winter school / training programme) / organization of coaching camps for University sports teams, organizing secretary of sports tournaments/ refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 marks each; 21 days or more: 3 marks each (Maximum 3 Mark / year) • Other HRD programmes organized/ coordinated/ assisted as per institutional mandate. (1.0 mark for each assignment) (Max 2 marks / year)					
III. PUBLICATIONS (Maximum 20 marks)					
Research Papers • Research Papers in referred journals having ISBN/ISSN number-2 marks for first and second author and 0.5 for rest of the authors. OR • Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totalled and divided by 3.0. • Research Papers in non-referred but recognized and reputable journals & periodicals having ISBN/ISSN and in conference proceedings-1 Mark for first and second author & 0.5 for rest of the authors. • Research paper abstracted and in conference proceedings. 0.25 mark each (Max marks 5) Other publications: • Original book published by international publisher. 5 mark for each author. • Subject books published by national level publisher/state and central Govt. publications with ISBN/ISSN No. 3 mark for each author • Books authored/ edited (minimum 100 pages): 2 mark for each author. • Book chapters/ Training /Conference Proceedings. 1 mark for each author. • Technical/extension bulletin, (minimum 25 pages) 1.0 mark for each author (Max marks limited to 4) • Technical/ popular/ Newspaper articles/TV /Radio talk : 0. 25 mark for author and co-authors (Max marks limited to 4). • E-publication, Technology inventory and concept series published. 0.25 marks for each activity (Max.3 marks)					
IV. PEER RECOGNITION (Maximum 4 marks)					
• International Awards / International Academy fellow: 4 marks each. • National Awards / National Academy fellow: 2 marks each. • Institutional or recognized professional society award / fellowship / journal editor: 1 marks each • Best Paper/ Best Posters/ Conference prizes / medals 0.5 marks each					
• Oral/ Poster presentation in international seminars / symposia / conference/ workshops: 1 mark each • Oral / Poster presentation in National seminars / symposia / conference/ workshops e: 0.5 mark each. • Invitation for conference/ seminar/ symposium/ short course/ winter/ summer school/ Refresher course/trainings etc. to deliver lecture/ Chair session/ Reporter. 0.5 mark for each activity • Member in national/ state level committee 0.5 mark for each committee					
• Special assignments (National/ International organizations, overseas and special national assignments/ consultancies not covered • anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)					
Total (Maximum 74 marks)					
(Enclose supporting documents for each of the above items)					
Date Signature of candidate					

To be filled by the office					
SELF ASSESSMENT REPORTS (maximum 6 marks)	Ist Year	2nd year	3rd year	Total	MAXIMUM
3.0 marks for Outstanding, 2.25 marks for Very Good, 1.5 marks for Good and 0.5 marks for Average.					
Presentation and interview including 5 marks for the best publication evaluated by outside expert (Maximum 20 marks)					
Grand Total (Maximum: 100 marks)					

Eligibility Score 75

Note: 5 grace marks be awarded for the faculty of Sports & Library. The 5 grace marks be also awarded to those faculty members who have consistently served for the assessment period in the KVKs/Remote Areas where opportunity of other two mandatory activities such as Research and Teaching do not exist while holding that position for which the HOD concerned would certify the same.

Certified that:

i) The teacher is eligible for 5 marks as (i) Sports Faculty (ii) Library Faculty (iii) consistently served for the assessment period in the KVKs/Remote Areas as opportunity of other two mandatory activities i.e. Research and Teaching do not exist at his/her place of posting.

ii) The claim of the teacher has been verified with reference to the office record and the enclosed supporting documents.

Date:_____

Head of the Department

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr._____as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	The teacher has fulfilled the mandatory conditions of attending refresher courses/trainings/orientation course for the total duration of _____ days.
vii.	Integrity of the teacher is good.
viii.	No court case is pending against the teacher.
ix	The following documents are enclosed 1. 11 copies of application form 2. Service Book

The above particulars have been verified and are correct. The Self Assessment Reports file of the teacher is added. The case is recommended for promotion. List of 20 outside experts (Professor/Equiv.) is attached. Forwarded to the Controlling Officer.

Date:_____ Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). List of 20 outside experts duly countersigned is added (in cover). Forwarded to the Registrar.

Date._____ Controlling Officer

Annexure- B-4

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME ASSOCIATE PROFEOSSOR FROM GRADE PAY 9000 to 10000 AS PROFESSOR/EQUIV.

Whether Assessed Earlier	: Yes or No
Assessment period: From _____ To _____	
Core Activity	Teaching/Research/Extension
Please send 11 copies of duly filled-in proforma	

NAME OF THE DEPARTMENT: _____

1. Name _____
2. Designation _____
3. Discipline _____
4. Scheme in which working _____
5. Date of birth _____
6. Date of award of degree: M.Phil_____ Ph.D _____
7. Date of joining the University _____
8. Date of joining the department _____
9. Date of joining on the post of Assoc. Prof./equiv. in the grade pay of Rs.9000 _____
10. Date of completion of 3 years in the grade pay of Rs.9000 _____

11. Educational career

Degree/Diploma/ certificate	% of marks/ grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13	Additional qualifications/ trainings/orientation /refresher courses attended (Give details and duration of courses)	
14. (i)	Period of deputation (if any)	
(ii)	Period of study leave/any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17.	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications etc. and salient features of your work (Separate sheet be added)	
(b)	Add three sets of five best publications relating to the period the teacher is placed in Stage –II- Grade pay Rs.7000.	

Date:_____

Signature of Candidate

Tabular Summary of Scientific Achievements

(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)

Performance based appraisal System (PBAS)

Assessment Criteria	Evaluation of Assoc. Prof. or equiv. (AGP 9000) to Assoc. Prof. AGP 10000			
	Assessment Period 3 years			
	Maximum Score			
I. Core Activities →	TEACHING	RESEARCH	EXTENSION	
Teaching	30*	5	5**	*Minimum 60% pass marks are required in core activity.
Research	5	30*	5	**Those not doing teaching may claim weightage in research activity
Extension	5	5	30*	

TEACHING	API SCORE AWARDED				
	Ist Year	2nd year	3rd year	Total	MAXIMUM
• Teaching 0.4 marks for each contact hour taught (per semester) (Maximum 14 marks per year)					
• Student Major Advisor/ Co-major/member of Advisory Committee*. 2 marks for each M.Sc. student as major advisor & 1 mark co-major/ member 3 marks for each Ph.D. student as major advisor & 1.5 marks co-major /member 0.5 mark for PG Advisory Committee member other than major and co-major advisor. UG Tutorial Group Advisement (1 mark/year) *The benefit of the allotted students should be given once.					
• Teaching aids developed. (Teaching manuals, e-learning / instructional materials etc/ study tour/ accompanying teams in sports competitions, act as official in sports competitions/ industrial visit/ field visit arranged). (2.0 marks for each activity per year) • For Library Faculty- Library Automation – Automation, Maintenance of hardware, Software customization, Database updation. • Readers' Services - Readers' services, Surveillance, Maintenance of building, Shelf order maintenance, Identity/Library Card. • Serial Management – Develop collection: print/digital, Access management, Issue control, Refund of non-supply. • Acquisition of books – Accessioning of documents, Bookshop activities, Physical verification, Collection transfer. • Technical Processing – Classification, Cataloguing, Barcoding, (2 marks per activity per year for core/sectional activities maximum 10 marks per year) and For Strengthening Library Services 0.25 marks per activity per year for additional activities from above (Maximum 4 marks per year) Supervisory Services • Contribution to strengthen Directorate/ /Supervisory Services such as : University level report preparation/MOU document preparation (1 mark per activity maximum 5 marks per year) Assistance in monitoring, Scientific assistance to senior Officers/ monitoring /progress of work of Academic Committees (0.25 mark per activity maximum 5 marks per year) Assistance in coordination –Funded projects handled/ AICRPs handled / processing and planning /monitoring of funds (0.5 marks per activity maximum 5 marks per year) Special Assignments- (International/ National / Consultancies) not covered anywhere in the application (0.5 marks per activity maximum 5 marks per year) (Maximum 10 marks per year)					

RESEARCH					
• **Institutional Projects (Max 10 marks per year)** (3.0 marks as PI, 2 marks to CO-PI and 1.5 mark for collaborator/ investigator for each sub project, for every completed year) Scientist involved in SF or RF scheme 1.5 mark/year • **External funded Research projects (Max 10 marks)** Upto Rs.10 lakh per project : 2.5 marks for PI, 1.5 marks for Co-PI for every completed year. More than Rs. 10 lakh per project: 4.0 marks for PI, 2.0 marks for Co-PI for every completed year.					
• Innovative technologies developed/ participatory technology developed/ refinement of technology/ product development/ value addition/ women friendly technology / intervention modules / standardized tests / prototype/ genetic stock/ crop seed/ fodder production software development Data base management / Data base/ Provide access to e-Resources/ Farm Management Development/ participation or position by students in sports competitions/Expert system developed/ Decision support system /models / e-learning lessons / models developed & any other relevant output. **1 mark/ activity/year (Max 10 marks)** • Patents: For PI and Co-PI's, for each patent granted 3 marks; for technology commercialized/ popularized (without patent) 3 marks; registration of germ plasm/ elite line with NBPGR having accession number 3 marks and 1.0 mark for each patent filed **(Max 10 marks)**.					
• **Technology spread and impact across the system.** The variety released, entered into seed chain/ wide spread adoption of the variety /planting materials /tools / machinery and their testing/ technology developed etc. and adopted by the farmers / clients across the system / country with a perceptible impact. 3 **marks/year (Max 10 marks).**					
• Planning and preparation of reports/MOU documents. **One mark per activity (Maximum 5 marks/year)**					
EXTENSION					
• Field day/ farmers fair/ Awareness day / Awareness campaign/ National day/ National Sports Day/ National week/ Short term trainings/ demonstration, exhibitions etc. **0.25 mark for each activity (Max. marks 8.0 per year).** • Front Line Demonstration conducted. **0.25 marks/ demonstration /per year. (Max 10 marks).** • Inter institutional HRD programmes organized/ organized Inter College, Inter University sports competitions /coordinated/ assisted as per Institute mandate **(0.5 mark for each activity per year) (Max 10 marks/year)** • Farmers interest groups organized/ Commodity interest groups organized / self help groups/group meetings organized /Farming system research and extension activities undertaken/Participatory technology development programmes and farmer field schools organized/Extension teaching aids developed/Activities related to e-extension services, mobile advisory system (number of hours in a week devoted for attending toll free calls be treated as contact hours), sale/promotion of University products and promotion of ICT based extension programmes / Research – Extension – Farmers - Interface meetings organized / Orientation of library to freshers/visitors, training on library resources & services and organizing book exhibition **(0.5 mark for each activity with a maximum of 10 marks per year)**					
Total					
Percentage of scores in core activity					
II. Capacity building/ monitoring/ evaluation/ reporting and institution building (Maximum 10 marks)					
• Short course, summer or winter school / training programme / Refresher course attended of duration upto 10 days: **1 mark each**; 10 to 20 days: **2 marks each**; 21 days or more: **3 marks each (Max. 5 marks).** • Member of department level committees **(0.25 mark for each activity) Maximum 2 Marks/ year** • Member of college level committee**(0.5 mark for each activity) Maximum 2 Marks/year.** • Member of University level committee/ activity **(1.0 mark for each activity) Maximum 3 Marks/year** • Additional charge of any equivalent/ higher position **(0.5 marks for each 3 months and 1 mark for each 6 months) Maximum 2.0 marks/ year)** • Service providing activities related to production, processing and distribution of seeds, biofertilizer, compost, food, planting material, instrumentation cell incharge of research area etc. **0.5 mark per year for each assignment (Maximum 3 Marks /year).**					

• Miscellaneous duties: Anti ragging duty in hostel, invigilation / Examination duty/ counseling of UG & PG student etc. (0.25 mark for each activity, Max 3 Marks /year)					
• Convener/ co-convener/ member or organizing/ co-organizing secretary / course director / co-course director(seminars / symposia / workshop /conference / summer or winter school / training programme) / organization of coaching camps for University sports teams, organizing secretary of sports tournaments/ refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 marks each; 21 days or more: 3 marks each (Maximum 3 Mark / year) • Other HRD programmes organized/ coordinated/ assisted as per institutional mandate. (1.0 mark for each assignment) (Max 2 marks / year)					
III. PUBLICATIONS (Maximum 20 marks)					
Research Papers • Research Papers in referred journals having ISBN/ISSN number-2 marks for first and second author and 0.5 for rest of the authors. OR • Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 10.0, totalled and divided by 3.0. • Research Papers in non-referred but recognized and reputable journals & periodicals having ISBN/ISSN and in conference proceedings-1 Mark for first and second author & 0.5 for rest of the authors. • Research paper abstracted and in conference proceedings. 0.25 mark each (Max marks 5) Other publications: • Original book published by International publisher. 5 mark for each author. • Subject books published by national level publisher/state and central Govt. publications with ISBN/ISSN No. 3 mark for each author • Books authored/ edited (minimum 100 pages): 2 mark for each author. • Book chapters/ Training /Conference Proceedings. 1 mark for each author. • Technical/extension bulletin, (minimum 25 pages) 1.0 mark for each author (Max marks limited to 4) • Technical/ popular/ Newspaper articles/TV /Radio talk : 0. 25 mark for author and co-authors (Max marks limited to 4). • E-publication, Technology inventory and concept series published. 0.25 marks for each activity (Max.3 marks)					
IV. PEER RECOGNITION (Maximum 4 marks)					
• International Awards / International Academy fellow: 4 marks each. • National Awards / National Academy fellow: 2 marks each. • Institutional or recognized professional society award / fellowship / journal editor: 1 marks each • Best Paper/ Best Posters/ Conference prizes / medals 0.5 marks each					
• Oral/ Poster presentation in International seminars / symposia / conference/ workshops: 1 mark each • Oral / Poster presentation in National seminars / symposia / conference/ workshops e: 0.5 mark each. • Invitation for conference/ seminar/ symposium/ short course/ winter/ summer school/ Refresher course/trainings etc. to deliver lecture/ Chair session/ Reporter. 0.5 mark for each activity • Member in national/ state level committee 0.5 mark for each committee					
• Special assignments (National/ International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2)					
Total (Maximum 74 marks)					
(Enclose supporting documents for each of the above items)					

Date

Signature of candidate

To be filled by the office					
SELF ASSESSMENT REPORTS (maximum 6 marks)	Ist Year	2nd year	3rd year	Total	MAXIMUM
3.0 marks for Outstanding, 2.25 marks for Very Good, 1.5 mark for Good and 0.5 marks for Average.					
Presentation and Interview including 5 marks for the best publication evaluated by outside expert (Maximum 20 marks)					
Grand Total (Maximum: 100 marks)					

Eligibility Score 75

Note: 5 grace marks be awarded for the faculty of Sports & Library. The 5 grace marks be also awarded to those faculty members who have consistently served for the assessment period in the KVKs/Remote Areas where opportunity of other two mandatory activities such as Research and Teaching do not exist while holding that position for which the HOD concerned would certify the same.

Certified that:

i) The teacher is eligible for 5 marks as (i) Sports Faculty (ii) Library Faculty (iii) consistently served for the assessment period in the KVKs/Remote Areas as opportunity of other two mandatory activities i.e. Research and Teaching do not exist at his/her place of posting.

ii) The claim of the teacher has been verified with reference to the office record and the enclosed supporting documents.

Date:_____

Head of the Department

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv	The work and conduct of Dr._____as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	The teacher has fulfilled the mandatory conditions of attending refresher courses/trainings/orientation course for the total duration of _____ days.
vii.	Integrity of the teacher is good.
viii.	No court case is pending against the teacher.
ix	The following documents are enclosed 1. 11 copies of application form 2. Service Book

The above particulars have been verified and are correct. The Self Assessment Reports file of the teacher is added. The case is recommended for promotion. List of 20 outside experts (Professor/Equvi.) is attached. Forwarded to the Controlling Officer.

Date:_____ Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). List of 20 outside experts duly countersigned is added (in cover). Forwarded to the Registrar.

Date:_____ Controlling Officer

Annexure B-5

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME PROFESSOR FROM GRADE PAY 10000 to 12000 AS (SENIOR) PROFESSOR/EQUIV.

Whether Assessed Earlier	: Yes or No
Assessment period:	From _____ To _____
Core Activity:	Teaching/Research/Extension
Please send 11 copies of duly filled-in proforma	

NAME OF THE DEPARTMENT: _____

1. Name _____
2. Designation _____
3. Discipline _____
4. Scheme in which working _____
5. Date of birth _____
6. Date of award of degree Ph.D _____
7. Date of joining the University _____
8. Date of joining the department _____
9. Date of joining on the post of Prof./ equiv. in the grade pay of Rs.10000. _____
10. Date of completion of 10 years in the grade pay of Rs.10000. _____

11. Educational career

Degree/Diploma/ certificate	% of marks/ grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13.	Additional qualifications/ trainings/orientation /refresher courses attended (Give details and duration of courses)	
14. (i)	Period of deputation (if any)	
(ii)	Period of study leave/any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications etc. and salient features of your work (Separate sheet be added)	
(b)	Post-doctoral research outputs of high standard;	
(c)	Awards/ Honours/ and Recognitions;	
(d)	Additional research degrees like D.Sc./ D.Litt. patents and IPR on products and processes developed/ technology transfer achieved in the case of teachers in science and technology.	

Date:_____

Signature of Candidate

17(b)

Tabular Summary of Scientific Achievements

(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)

Performance based appraisal System (PBAS)

Assessment Criteria	Evaluation of Professor or equiv. (AGP 10000) to Sr. Professor AGP 12000			
	Assessment Period 10 years			
	Maximum Score			
I. Core Activities →	TEACHING	RESEARCH	EXTENSION	
Teaching	30*	5	5**	*Minimum 60% pass marks are required in core activity.
Research	5	30*	5	
Extension	5	5	30*	**Those not doing teaching may claim weightage in research activity

API SCORE AWARDED

TEACHING	1st Year	2nd Yr.	3rd Yr.	4th Yr.	5th Yr.	6th Yr.	7th Yr.	8th Yr.	9th Yr.	10th Yr.	Total	MAXIMUM
• Teaching. 0.4 marks for each contact hour taught (per semester) (Maximum 14 marks per year)												
• Student Major Advisor/ Co-major/member of Advisory Committee*: **2 marks** for each M.Sc. student as major advisor **& 1 mark co-major/ member** **3 marks** for each Ph.D. student as major advisor **& 1.5 marks co-major /member** **0.5 mark** for PG Advisory Committee member other than major and co-major advisor. UG Tutorial Group Advisement **(1 mark/year)** *The benefit of the allotted students should be given once.												
• Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc/ study tour/ accompanying teams in sports competitions, act as official in sports competitions/ industrial visit/ field visit arranged). **(2.0 marks for each activity per year)** • For Library Faculty- Library Automation – Automation, Maintenance of hardware, Software customization, Database updation. • Readers' Services - Readers' services, Surveillance,												

Maintenance of building, Shelf order maintenance, Identity/Library Card. • Serial Management – Develop collection: print/digital, Access management, Issue control, Refund of non-supply. • Acquisition of books – Accessioning of documents, Bookshop activities, Physical verification, Collection transfer. • Technical Processing – Classification, Cataloguing, Barcoding, **(2 marks per activity per year for core/sectional activities maximum 10 marks per year)** **and** For Strengthening Library Services 0.25 marks per activity per year for additional activities from above **(Maximum 4 marks per year)** **Supervisory Services** • Contribution to strengthen Directorate/ /Supervisory Services such as : University level report preparation/MOU document preparation **(1 mark per activity maximum 5 marks per year)** Assistance in monitoring, Scientific assistance to senior Officers/ monitoring /progress of work of Academic Committees (**0.25 mark per activity maximum 5 marks per year)** Assistance in coordination –Funded projects handled/ AICRPs handled / processing and planning /monitoring of funds **(0.5 marks per activity maximum 5 marks per year)** Special Assignments- (International/ National / Consultancies) not covered anywhere in the application **(0.5 marks per activity maximum 5 marks per year)** **(Maximum 10 marks per year)**												
RESEARCH												
• **Institutional Projects (Max 10 marks per year)** (3.0 marks as PI, 2 marks to CO-PI and 1.5 mark for collaborator/ investigator for each sub project, for every completed year) Scientist involved in SF or RF scheme 1.5 mark/year • **External funded Research projects (Max 10 marks)** Upto Rs.10 lakh per project : 2.5 **marks for PI, 1.5 marks for Co-PI for every completed year.** More than Rs. 10 lakh per project: **4.0 marks for PI, 2.0 marks for Co-PI for every completed year.**												
• Innovative technologies developed/ participatory technology developed/ refinement of technology/ product development/ value addition/ women friendly technology / Intervention modules / standardized tests / prototype/ genetic stock/ crop												

seed/ fodder production software development Data base management / Data base/ Provide access to e-Resources/ Farm Management Development/ participation or position by students in sports competitions/Expert system developed/ Decision support system /models / e-learning lessons / models developed & any other relevant output. **1 mark/ activity/year (Max 10 marks)**												
• Patents: For PI and Co-PI's, for each patent granted 3 marks; for technology commercialized/ popularized (without patent) 3 marks; registration of germ plasm/ elite line with NBPGR having accession number 3 marks and 1.0 mark for each patent filed **(Max 10 marks)**.												
• **Technology spread and impact across the system.** The variety released, entered into seed chain/ wide spread adoption of the variety /planting materials /tools / machinery and their testing/ technology developed etc. and adopted by the farmers / clients across the system / country with a perceptible impact. **3 marks/year (Max 10 marks).**												
• Planning and preparation of reports/MOU documents. One mark per activity **(Maximum 5 marks/year)**												
EXTENSION												
• Field day/ farmers fair/ Awareness day / Awareness campaign/ National day/ National Sports Day/ National week/ Short term trainings/ demonstration, exhibitions etc. **0.25 mark for each activity (Max. marks 8.0 per year).** • Front Line Demonstration conducted. **0.25 marks/ demonstration /per year. (Max 10 marks).** • Inter Institutional HRD programmes organized/ organized Inter College, Inter University sports competitions /coordinated/ assisted as per Institute mandate **(0.5 mark for each activity per year) (Max 10 marks/year)** • Farmers interest groups organized/ Commodity interest groups organized / self help groups/group meetings organized /Farming system research and extension activities undertaken/ Participatory technology development programmes and farmer field schools organized/ Extension teaching aids developed/Activities related to e-extension services, mobile advisory system (number of hours in a week devoted for attending toll free calls be treated as contact hours), sale/promotion of University products and promotion of ICT based extension programmes / Research – Extension – Farmers - interface meetings organized / Orientation of library to freshers/visitors, training on library resources & services												

5

and organizing book exhibition (0.5 mark for each activity with a maximum of 10 marks per year)												
Total												
Percentage of scores in core activity.												
II. Capacity building/ monitoring/ evaluation/ reporting and institution building (Maximum 15 marks)												
• Short course, summer or winter school / training programme / Refresher course attended of duration upto 10 days: 1 mark each; 10 to 20 days: 2 marks each; 21 days or more: 3 marks each (Max. 5 marks). • Member of department level committees (0.25 mark for each activity) Maximum 2 Marks/ year • Member of college level committee(0.5 mark for each activity) Maximum 2 Marks/year. • Member of University level committee/ activity (1.0 mark for each activity) Maximum 3 Marks/year • Additional charge of any equivalent/ higher position (0.5 marks for each 3 months and 1 mark for each 6 months) Maximum 2.0 marks/ year) • Service providing activities related to production, processing and distribution of seeds, biofertilizer, compost, food, planting material, instrumentation cell incharge of research area etc. 0.5 mark per year for each assignment (Maximum 3 Marks /year). **Miscellaneous duties:** Anti ragging duty in hostel, Invigilation / Examination duty/ counseling of UG & PG student etc. (0.25 mark for each activity, Max 3 Marks /year)												
• Convener/ co-convener/ member or organizing/ co-organizing secretary / course director / co-course director(seminars / symposia / workshop /conference / summer or winter school / training programme) / organization of coaching camps for University sports teams, organizing secretary of sports tournaments/ refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 marks each; 21 days or more: 3 marks each (Maximum 3 Mark / year) Other HRD programmes organized/ coordinated/ assisted as per institutional mandate. (1.0 mark for each assignment) (Max 2 marks / year)												
III. PUBLICATIONS (Maximum 20 marks)												

Research Papers • Research Papers in referred journals having ISBN/ISSN number- 2 marks for first and second author and 0.5 for rest of the authors. OR • Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of **1.0 to 10.0, totalled and divided by 3.0.** • Research Papers in non-referred but recognized and reputable journals & periodicals having ISBN/ISSN and in conference proceedings-**1 Mark for first and second author & 0.5 for rest of the authors.** • Research paper abstracted and in conference proceedings. **0.25 mark each (Max marks 5)** Other publications: • Original book published by international publisher. **5 mark for each author.** • *Subject books published by national level publisher/state and* central Govt. publications with ISBN/ISSN No. **3 mark for each author** • Books authored/ edited (minimum 100 pages): **2 mark for each author.** • Book chapters/ Training /Conference Proceedings. **1 mark for each author.** • Technical/extension bulletin, (minimum 25 pages) **1.0 mark for each author (Max marks limited to 4)** • Technical/ popular/ Newspaper articles/TV /Radio talk : **0. 25 mark for author and co-authors (Max marks limited to 4).** • E-publication, Technology inventory and concept series published. **0.25 marks for each activity (Max.3 marks)**												
IV. PEER RECOGNITION (Maximum 5 marks)												
• International Awards / International Academy fellow: **4 marks each.** • National Awards / National Academy fellow: **2 marks each.** • Institutional or recognized professional society award / fellowship / journal editor: **1 marks each** • Best Paper/ Best Posters/ Conference prizes / medals **0.5 marks each**												

• Oral/ Poster presentation in International seminars / symposia / conference/ workshops: **1 mark each** • Oral / Poster presentation in National seminars / symposia / conference/ workshops e: **0.5 mark each.** • Invitation for conference/ seminar/ symposium/ short course/ winter/ summer school/ Refresher course/trainings etc. to deliver lecture/ Chair session/ Reporter. **0.5 mark for each activity** • Member in national/ state level committee **0.5 mark for each committee**												
• Special assignments (National/ International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: **1.0 mark for each (maximum marks limited to 2)**												
Total (Maximum 80 marks)												

(Enclose supporting documents for each of the above items)

Date

Signature of candidate

To be filled by the office													
	SELF ASSESSMENT REPORTS (maximum 20 marks)	1st Yr.	2nd Yr.	3rd Yr.	4th Yr.	5th Yr.	6th Yr.	7th Yr.	8th Yr.	9th Yr.	10th Yr.	Total	MAXIMUM
	3.0 marks for Outstanding, 2.25 marks for Very Good, 1.5 mark for Good and 0.5 marks for Average.												
	Grand Total (Maximum: 100 marks)												

Eligibility Score 75

Note: 5 grace marks be awarded for the faculty of Sports & Library. The 5 grace marks be also awarded to those faculty members who have consistently served for the assessment period in the KVKs/Remote Areas where opportunity of other two mandatory activities such as Research and Teaching do not exist while holding that position for which the HOD concerned would certify the same.

Certified that:

i) The teacher is eligible for 5 marks as (i) Sports Faculty (ii) Library Faculty (iii) consistently served for the assessment period in the KVKs/Remote Areas as opportunity of other two mandatory activities i.e. Research and Teaching do not exist at his/her place of posting.

ii) The claim of the teacher has been verified with reference to the office record and the enclosed supporting documents.

Date:_____

Head of the Department

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr._____as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	Integrity of the teacher is good.
vii.	No court case is pending against the teacher.
viii.	The following documents are enclosed 1. 11 copies of application form 2. Service Book

The above particulars have been verified and are correct. The case is recommended. Forwarded to the Controlling Officer.

Date:_____ Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). The Self Assessment Reports file of the teacher alongwith gist of SARs of relevant assessment period duly attested is added. Forwarded to the Registrar.

Date:_____ Controlling Officer

Annexure C-1

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers
(From Grade Pay Rs.6000/- to Grade Pay Rs.7000/-)

1. Name & Designation of the applicant _____
2. Discipline _____
3. Department _____
4. Scheme in which working _____
5. Date of joining University service with designation of post and scale _____
6. Date of joining the present post _____
7. Period of eligibility _____

Clause 6.1(a)(b)

(a) (i) Completed 4 years of service having Ph.D. degree at the time of appointment as Assistant Professor/ equivalent in the pay scale of Rs.15600-39600+GP Rs.6000/-

OR

(ii) Completed 4 years of service and obtains Ph.D degree while in service.

OR

(iii) Completed 5 years of service having M.Phil./Master's level professional degree at the time of appointment as Assistant Professor/ equivalent in the pay scale of Rs.15600- 39600+GP Rs.6000/-

OR

(iv) Completed 5 years of service obtained M.Phil degree while in service

OR

(v) Completed 6 years of service as Asstt. Prof.(Stage-I)/equiv. with non professional degree at Master's level in the pay scale of Rs.15600-39600+GP Rs.6000/-

(b) Earned consistently satisfactory appraisal reports/ Self Assessment Reports

8. Training requirements _____

Clause 6.1 (c)
Participated in one orientation and one refresher/research methodology course of not less than 2-3 weeks duration. But in all not less than 6 weeks (42 days). Such courses should not normally be less than 10 days.

9. Period of study leave/any other leave etc. _____

Proviso (ii) below Clause 6.5
(ii) Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

10. Period of deputation _____

Proviso (b)(i) below Clause 6.5
(b) (i) Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

11. Date/year of doing Ph.D./M.Phil _____

Attested copy of Ph.D/M.Phil degree at page_____

12. Net qualifying service for eligibility as per rules _____

13. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Controlling Officer

Annexure C-2

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers
(From Grade Pay Rs.7000/- to Grade Pay Rs.8000/-)

1. Name & Designation of the applicant _____
2. Discipline _____
3. Department _____
4. Scheme in which working _____
5. Date of joining University service with designation of post and scale _____
6. Date of joining the present post _____
7. Period of eligibility _____

Clause 6.2(a) & (c)

(a) Completed 5 years of service as Asstt. Professor(Stage-II) in the pay scale of Rs.15600-39600+GP Rs.7000.

(c) Earned consistently good appraisal reports/ Self Assessment Reports,. Yes/No

8. Training requirements _____

Clause 6.2 (b)

Participated in one refresher course /methodology workshop/ training/ and Faculty Development Programme of not less than 2-3 weeks' duration. But in all not less than 6 weeks (42 days). Such courses should not be normally less than 10 days.

9. Period of study leave/any other leave etc. _____

Proviso (ii) below Clause 6.5

(ii) Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

10. Period of deputation _____

Proviso (b)(i) below Clause 6.5
(b) (i) Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

11. Date/year of doing M.Phil/Ph.D. _____

Attested copy of M.Phil/ Ph.D degree at page_____

12. Net qualifying service for eligibility as per rules _____

13. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Controlling Officer

Annexure C-3

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers
(From Grade Pay Rs.8000/- to Grade Pay Rs.9000/-)

1. Name & Designation of the applicant _____
2. Discipline _____
3. Department _____
4. Scheme in which working _____
5. Date of joining University service with designation of post and scaie _____
6. Date of joining the present post _____
7. Period of eligibility _____

   Clause 6.3 (i) & (iii)

   (i) Completed 3 years service as Asstt. Prof.(Stage(III)/equivalent in the pay scale of Rs.15600-39100+ AGP Rs. 8000.

   (iii) Earned consistently good appraisal reports/ Self Assessment Reports

8. Training requirements _____

   Clause 6.3 (ii)
   Participated in one refresher course/ training/ Faculty Development Programme of not less than one week duration.

9. Period of study leave/any other leave etc. _____

   Proviso (ii) below Clause 6.5
   (ii) Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

10. Period of deputation _____

Proviso (b)(i) below Clause 6.5
(b) (i) Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

11. Date/year of doing M.Phil/Ph.D. _____

Attested copy of M.Phil/ Ph.D degree at page_____

12. Three Best Publications added (with complete reference): (for the entire period of Assistant Prof./equiv.)
1. _____
2. _____
3. _____

13. Net qualifying service for eligibility as per rules _____

14. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Controlling Officer

Annexure C-4

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers
(From Grade Pay Rs.9000/- to Grade Pay Rs.10000/-)

1 Name & Designation of the applicant _____

2. Discipline _____

3. Department _____

4. Scheme in which working _____

5. Date of joining University service with designation of post and scale _____

6. Date of joining the present post _____

7. Period of eligibility _____

Clause 6.4 (a) & (b)

a) (i) Obtained a Ph.D. degree.
(ii) Completed 3 years service as Associate Professor (directly recruited as well as promoted)(Stage-IV) in the scale of Rs.37400-67000+GP of Rs.9000.

b) Earned consistently good appraisal reports / Self Assessment Reports Yes/No

8 Period of study leave/any other leave etc. _____

Proviso (ii) below Clause 6.5

(ii) Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

9 Period of deputation _____

Proviso (b)(i) below Clause 6.5

(b) (i) Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

10. Date/year of doing M.Phil/Ph.D. _____

Attested copy of M.Phil/Ph.D degree at page_____

11. Five Best Publications added:
(since the period placed in Stage !I)

1. _____
2. _____
3. _____
4. _____
5. _____

12. Net qualifying service for eligibility as per rules _____

14. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Controlling Officer

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers
(From Grade Pay Rs.10000/- to Grade Pay Rs.12000/-)

1 Name & Designation of the applicant _____

2. Discipline _____

3. Department _____

4. Scheme in which working _____

5. Date of joining University service with designation of post and scale _____

6. Date of joining the present post _____

7. Period of eligibility _____

Clause 6.5(a)(b)

a) (i) Obtained a Ph.D. degree.
(ii) Completed 10 years service as Professor (directly recruited as well as promoted) (Stage-V) in the scale of Rs.37400-67000+ Grade Pay of Rs.10000.

b) Earned consistently good appraisal reports/ Self Assessment Reports Yes/No

8 Period of study leave/any other leave etc. _____

Proviso (ii) below Clause 6.5

(ii) Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

9 Period of deputation _____

Proviso (b)(i) below Clause 6.5

(b) (i) Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

10. Date/year of doing Ph.D. _____

Attested copy of Ph.D degree at page_____

11. Net qualifying service for eligibility as per rules _____

12. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Controlling Officer