PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY

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

Assistant Professor (Academic Level 10-Academic Level 11) / Assistant Professor (Academic 11-Academic Level 12) Assistant Professor to Associate Professor (Academic Level 12 to Academic Level 13A) / Associate Professor to Professor (Academic Level 13A to Academic Level 14) / Professor to Senior Professor (Academic Level 14 to Academic Level 15)

Eligibility for Promotion from stage 1 to 2 (Academic level 10-11)

1. He/ She must have completed **four years with Ph.D** or **five years with M.Phil / PG Degree in Professional course** such as LLM, M.Tech, or six years of service in case.

2. Must have published one research publication in the peer-reviewed journals (NAAS rating above 5.0 w.e.f 01.01.2018) during assessment period.

3. He/she gets a **'satisfactory' or 'good'** grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be.

Eligibility for Promotion from stage 2 to 3 (Academic level 11-12)

1. He/she must have completed **five years** of service in Academic Level 11/Selection grade.

2. He/ She should possess **a Ph.D. Degree in the subject relevant/allied/relevant discipline**

3. Must have published three research publication in the peer-reviewed journals (NAAS rating above 5.0 w.e.f 01.01.2018) during assessment period.

4. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be.

Eligibility for Promotion from stage 3 to 4 (Academic level 12-13A)

1. He/she must have completed **three years** of service in Academic Level 12.

2. He/ She should possess **a Ph.D. Degree in the subject relevant/allied/relevant discipline**

3. Must have published **seven research publications out of which three publications** have to be published during assessment period.

4. The candidate should satisfy **any one of the below mentioned conditions**

   a) Evidence of having guided at least **one Ph.D. candidate** during the assessment period

   b) Must have published **at least three additional research publications having more than 5.0 NAAS rating (** w.e.f. 01.01.2018) during the assessment period

   c) Must have successfully **completed an externally funded project worth more than or equal to 10.0** lakhs during the assessment period

5. He/she gets a **'satisfactory' or 'good'** grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be.

Eligibility for Promotion from stage 4 to 5 (Academic level 13A-14)

1. He/she must have completed **three years** of service in Academic Level 13A.

2. He/ She should possess **a Ph.D. Degree in the subject relevant/allied/relevant discipline**

3. Must have **published ten research publications out of which three publications** have to be published during assessment period.

4. The candidate should satisfy **any one of the below mentioned conditions**

    a) Evidence of having guided at least **one Ph.D. candidate** during the assessment period

    b) Must have published **at least three additional research publications having more than 5.0 NAAS rating (** w.e.f. 01.01.2018) during the assessment period

    c) Must have successfully **completed an externally funded project worth more than or equal to 15.0** lakhs during the assessment period

5. He/she gets a **'satisfactory' or 'good'** grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be.

Eligibility for Promotion from stage 5 to 6 (Academic level 14-15)

1. He/she must have completed **ten years** of service in Academic Level 14.

2. He/ She should possess **a Ph.D. Degree in the subject relevant/allied/relevant discipline**

3. Must have published **ten research publications during assessment period**.

4. The candidate should satisfy **any one of the below mentioned conditions**

    a) Evidence of having guided at least **two Ph.D. candidate** during the assessment period

    b) Must have published **at least three additional research publications having more than 6.0 NAAS rating (** w.e.f 01.01.2018) during the assessment period

    c) Must have successfully **completed an externally funded project worth more than or equal to 20.0** lakhs during the assessment period

5. He/she gets a **'satisfactory' or 'good'** grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be.

PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY

REVISED CAREER ADVANCEMENT SCHEME -2016

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

Assistant Professor (Academic Level 10-Academic Level 11) / Assistant Professor (Academic 11-Academic Level 12) Assistant Professor to Associate Professor (Academic Level 12 to Academic Level 13A) / Associate Professor to Professor (Academic Level 13A to Academic Level 14) / Professor to Senior Professor (Academic Level 14 to Academic Level 15)

APPLICATION for promotion from **Academic level _____ to Academic level _____**

Sl. No.	Eligibility Particulars	Yes	No	NA
1	Whether Completed 21 day training programme / Refresher programme (If yes enclose the proof)			
2	Whether completed Ph.D (If yes enclose the proof)			
3	Whether guided **one Ph.D** student or two Ph.D students (AL 15) as chairperson (If yes enclose the proof)			
4	Whether have **three** Research publications more than **5.0 NAAS** rating (If yes enclose the proof)			
5	Whether have **three** Research publications more than **6.0 NAAS** rating (If yes enclose the proof)			
6	Whether have **ten** research publications during the assessment period (AL -15) (If yes enclose the proof)			
7	Whether successfully completed externally funded project of 10.00 / 15.00/20.00 lakhs (If yes enclose the proof)			

* Refer guidelines of eligibility for promotion to different categories

8. Date of joining the present position :

9. Date of eligibility (After deducting the ELs/EOLs etc.) :

Whether qualified for ASSESSMENT   : YES / NO

Signature   **Signature**   **Signature**

Sr.Asst.   **Supt.**   **DR (TE)**

PART – I

SELF APPRAISAL REPORT OF THE PERSON UNDER REVIEW
(TO BE FILLED IN BY THE CANDIDATE)

GENERAL INFORMATION

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

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

8. Date of obtaining Ph. D   Day   Month   Year

9. Date of joining duty in the University   :

10. Date of appointment / placement in the present post :
11. Employment record in the University:

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

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

    (b) Date of eligibility   :

13. Period of deputation from the University   :

(a) For service in other organizations

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

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

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

14. Particulars of leave availed which is counted

	From	To	Total Period

For grant of annual increment
    (Earned leave etc.) & HPL if any

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

(b) Any other leave

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

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

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

16. Significant Achievements in Teaching / Research / Extension
    (Not the work done report) separately year wise for the period (ending 31st March)

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

18. Any other information the candidate desires to provide in support of his / her claim or application for promotion not covered in any of the above columns.

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

Signature of the Applicant

Certified that the information was verified with office records

Signature of the Head of the Office

Verified and Approved

Chairman (IQAC)

CAREER ADVANCEMENT SCHEME – 2016

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

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

A. Teaching   (Maximum Marks 50)

1.(i) UG / PG / Diploma Courses Offered /Student Advisory class

[Maximum Marks: 25]

Assessment year	Course No	Credit Hours	Full in charge / Associate	Semester and Year	No. of Batches	Marks Obtained

2.5 Marks / Credit hour for Full in Charge and 1.25 marks / Credit hour for Associate
Note: One Theory credit is equal to one hour and one Practical credit is equal to two hours.
Advisory class: one credit hour /semester

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

Assessment year	Course No	Type of Activity or Programme	Year and Semester	Deliverables[Profit generated /Skill developed etc]	Marks

2.5 Marks per successful activity / year with justification

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

Assessment year	Report prepared / compiled	Contribution	Year	Details	Marks

2.5 Marks per report/ year (At college level), 1.0 Mark/year at Dept. level (monthly report 1.0 mark per year at dept level)

2. Guidance to PG students as Chairman / Member of the Advisory Committee
   (Thesis submitted & approved only)   [Maximum marks: 4.0]

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

M. Sc 1.5 Mark / student for Chairman and 0.5 mark / student for Member
Ph. D 2.5 marks/ student for Chairman and 1.0 marks/ student for Member

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

Assessment year	Instruction Material	Year of Preparation	First Edition / Revised	First / Second / Other Contributors	Marks

First Edition: First / Second Contributor: 5 Marks each, Third contributor onwards 2.5 M
Revised Edition, Firs/second   Contributor 3.0 Mark and Third contributor onwards 1.5 Marks each

4. Examination duties etc   [Maximum marks: 12.0]

Assessment year	Name of the activity	Course number/Title	Semester /Year	No.of papers evaluated	Marks

Invigilation duty: 1 mark/mid semester   2 marks /Semester final theory
Question paper setting [Final exam only]: 2 marks/Paper   Moderation: 1 mark/subject
Supervision: 2 marks /activity: Evaluation of papers: 1 mark/ 10 papers

5. External Examiner :UG / PG Paper Setting, Thesis Evaluation, Conducting
   Comprehensive or Thesis Viva Voce (Other Universities / ICAR)

[Maximum marks: 4.0]

Assessment year	Name of the Activity	Name of the University / ICAR Institutes	Year	University Permission (for Viva Voce)	Marks Obtained

2.5 Marks per Activity

B. Research   (Maximum Marks 50)

1 .   Maximum marks: 35
1.[i] . Projects / Experiments conducted as per approved Technical Programme
        (Year wise for the Assessment period)

Assessment year	Project Code	Project Title	Lead/ Associate	Season/ Year	Ongoing / Completed	Year of publication in Concluded experiment booklet	Marks

Lead Scientist: 5.0 Marks/ Each ; Associate Scientist 2.5 Mark/ Each

1[ii] Farm implementable Technologies developed with recommendations (excluding Varieties / Hybrids)

Assessment year.	Project Code	Technology	Lead / Associate	Season / Year	Documentary evidence	Marks

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

1[iii] Lab or Field Protocols developed and validated [Exhibit models /Diagnostic kits/ Soft ware and Expert system (excluding Varieties / Hybrids)

Assessment year	Project Code	Technology/ Protocol/Method	Lead / Associate	Season / Year	Documentary evidence	Marks

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

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

Assessment year	Activity	Lead/ Associate	Season / Year	Documentary evidence	Marks

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

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

Assessment year	Crop Varieties / Hybrids / Patents / developed / Notified / National or International accreditation obtained / Maintenance breeding of PRC & RC	Lead/ Associate	Season / Year	documentary evidence	Marks

Developed and notified and in seed chain: (First three Scientists):10 Marks/Each; Other Associate Scientists: 5.0/Marks each (marks to be claimed for varieties in seed chain only with documentary evidence)

2   Maximum marks: 7.5

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

Assessment year	Project code /Title	Funding agency	Lead/ Associate	Season/ Year	National / International	Documentary evidence	Marks

International: Principal Investigator.5.0 Marks / Each; Co-Principal Investigator 3.0 Marks / Each
National: Principal Investigator 3.0 Marks / Each; Co-Principal Investigator 2.0 Marks / Each

2[ii] Externally funded Projects assigned by University

Assessment year	Project code / Title	Funding agency	Lead/ Associate	Season/ Year	National / International	Documentary evidence	Marks

International: Principal Investigator 3.0 Marks / Each; Co-Principal Investigator 2.0 Marks / Each
National: Principal Investigator 1.5 Marks / Each; Co-Principal Investigator 1.0 Marks / Each

2. [iii] National or International accreditation/Recognition obtained

Assessment year	National or International accreditation obtained	Lead/ Associate	Season / year	Documentary evidence	Marks

International: First three Scientist: 5 Marks/Each; Other Associate Scientists: 2.5/Each
National: (First three Scientists):3 Marks/Each; Other Associate Scientists: 1.5/Each

3.   Maximum marks: 7.5

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

Assessment year	Maintenance of microbial cultures / Preservation or maintenance of insect cultures	Lead/ Associate	Season year	Documentary evidence	Marks

5 marks /culture/biopesticide (marks to be claimed for technology commercialized only with documentary evidence)

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

Assessment year	Nature of activity	Revenue generated [As per Cash receipt register entry]	Season / Year	Documentary evidence	Marks

1.0 Marks / Rs 30,000 generated (Marks to be claimed with direct receipts as documentary evidence)

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

Assessment year	Report prepared / compiled	Contribution	Documentary evidence	Marks

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

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

Assessment year	Entry	Contribution	Year	Documentary evidence	Marks

0.5 Marks / Entry

C. Extension   (Maximum Marks 50)

1.   [Maximum marks: 35]

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

Assessment year	OFT	Name of the farmer	Village	Season/ Year	documentary evidence	Marks

2.0 Marks / OFT

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

Assessment year	FLD/MINIKIT	Name of the farmer	Village	Season/year	Documentary evidence	Marks

2.5Marks / FLD: 1 Mark /Minikit

1[iii]. Training programmes organized

Assessment year	Title of training	Off/On campus	Venue	Duration	Year	Marks

Duration 1-2 days   : * International : 1.5 M arks : National 1.0 M
Duration 3-20 days : International : 3.0 M arks   National 1.5 M
>20 days   [International: 5.0 M   National 2.5 M
Seasonal long training programme / Vocational Training program [5 Marks /Programme]
Programmes sponsored by International funding agency[FAO/World bank etc]

1[v]. Diagnostic visit / Field visits

Assessment year	Date of visit	Crop /Season	Village	Problem diagnosed	Suggestions given	Marks

0.5M /Visit

1[vi]. Publication and Knowledge material .

Assessment year	Name of Knowledge material / publication	Yearly / Half yearly / Quarterly / Monthly	Title of content	Publisher / Producer	Publication No/Volume No	Year	Marks

Vyavasaya Panchangam (10 M/Issue]; Vyavaasayam[2M/publication] ;Research Journal [2.5M/issue];News Letters (1M/issue) ;University Level Publications of Annual Reports / Extension / Research highlights[2.5]; Preparation of Convocation Reports / Foundation Reports / Memorial Lectures [1M];Technical / diagnostic bulletins [2M];Reports submitted to Central / State Governments [2M]; Information Centre Development [5M] /Partial replacement of Theme[2.5M/theme]; University Wall Calendar Preparation [2M];University Greetings / monthly Planner / Invitation Cards [0.5M];Translation Works [1M/10pages]; Pamphlet / Folder / Bulletins / Booklet [0.5m]; Leaflet[0.25m]; FAQ book [5M]/ 1 mark per 50 phone calls

1[vii].e-resource development

Assessment year	Name of the programme /Exhibition	Topic / Theme	Date of broadcast / Telecast / Organized	Agency / Channel / Venue	Year	Marks

DVD [5M] ; Success story [1.5M]; Production of Radio /TV programs / Video Footage / Clippings [0.5 M]; Radio talk[1M];T.V programmes (Annadata / Grama Jyothi etc)/Phone in live programmes (TV) [1.5M]: Story board preparation for DVD / Short films[1 M] / Jingles [0.5 M] /You tube [0.5M] /Blog/Website [2M]

1[viii] RAWEP / NSS programme

Assessment year	Activity	Crop / Topic	Venue / Village	No.of participants	Semester / Year	Marks

RAWEP / NSS programme [5M/Batch]

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

Assessment year	Report prepared / compiled	Contribution	Documentary evidence	Marks

2.5 Mark / Each report

2 [i] Farmers outreach programmes   Maximum : 10 Marks]

Assessment year	Title of Programme	Venue	Duration	Year	No. of Participants	Marks

Organizing Exhibition/Field days / Kisan melas /FFS / Farmers - Scientists Interaction meeting / Campaign /Technology week/ Awareness programmes / Rythu Sadassu / Skill Training/ Exposure visit with Farmers
1.0 M/Programme

2[ii]. Innovative extension methods

Assessment year	Innovative method	Crop /Topic	Details	Year	Marks

       2.5mark /Activity

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

Assessment year	FO/Club	Details	Date and Year	Source of funds	Marks

       1mark /F.O/Club

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

Assessment year	ITK identified	Crop	Mandal/ District	Year	Marks

       1mark / ITK

3 .[i]　Externally funded Projects / Consultancy projects / Technical Advisory Services completed / ongoing [Competitive mode]

[Maximum marks: 5]

Assessment year	Project code / Title	Funding agency	Lead/ Associate	Season/ Year	National /International	Documentary evidence	Marks

International Principal Investigator 5.0 Marks / Each; Co-Principal Investigator : 3.0 Marks / Each
National Principal Investigator 3.0 Marks / Each; Co-Principal Investigator 2.0 Marks / Each

[ii] Externally funded Projects assigned by University

Assessment year	Project Code / title	Funding agency	Lead/ Associate	Season/ Year	National / International	Documentary evidence	Marks

International -- Principal Investigator 3.0 Marks / Each; Co-Principal Investigator 2.0 Marks / Each
National Principal Investigator 1.5 Marks / Each; Co-Principal Investigator 1.0 Marks / Each

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

Assessment year	Nature of activity	Revenue generated [As per Cash receipt register entry]	Season / Year	Documentary evidence	Marks

    0.5 Marks / Rs 20,000 generated

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

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

Assessment Year	Name of the Report	Year	Marks

    Univ. HQ   5.0 marks / report ;

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

Assessment Year	Name of the Activity	Year	Marks

    1.0 mark / monthly activity

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

Assessment year	Name of the Activity	Year	Marks

    1 Mark / Activity

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

Assessment year	Name of the Activity	Year	Marks

    1 Mark / Programme

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

Assessment year	Name of the Activity	Year	Marks

1 Mark / activity

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

Assessment year	Name of the Activity	Year	Marks

01 Mark/activity

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

Assessment year	Name of the Activity	Place	Year	Marks

0.5 Marks /Activity

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

Assessment year	Name of the Activity	Year	Marks

0.5 Mark / Activity

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

Assessment year	Name of the Activity	Year	Marks

0.5 Mark / report

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

Assessment year	Name of the Activity	Year	Marks

0.5 Mark/activity

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

Assessment year	Name of the Activity	Year	Marks

    0.5 Mark/activity

12. Involvement in Admission process, Convocation preparations etc.

Assessment year	Name of the Activity	Year	Marks

    Convocation : 2 marks/ activity   Admission process: 5marks /activity

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

Assessment year	Name of the Activity	Year	Marks

    2.5 Marks/ programme

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

Assessment year	Name of the Activity	Year	Marks

    International - 2.5 Marks/each, National-1.5 marks/each

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

Assessment year	Name of the committee	Authority	Year	Marks

    1.5 Mark/ activity

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

Assessment year	Name of the Activity	Year	Marks

    2.5 Marks / Assignment

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

Assessment year	Name of the Activity	Year	Marks

    2.5 Marks/activity

18. Administrative experience

Assessment year	Designation	Nature of activity	Year	Marks

Marks per month:
Heads of DAATTC/KVK/ Polytechnic/HOD/ [0.5M]
University Head of Department /Station heads/Scheme heads /DDO< 20 Employees [0.5M] : > 20 [1M]:
ADR/ADs [1.5M]: Director [Polytechnics/I.P/P&M cell/COE] --[2.0M]
University Officers [2.5M]

CATEGORY I(2): LIBRARY SCIENCE

(Maximum Marks 50)

1. **Library Services**

Assessment year	Services	Documentary Evidence	Marks Obtained

Services rendered in different section of the Library like Acquisition, Periodicals,
 Technical, Circulation, Documentation, Maintenance, Computer, Reference, Institutional
 Repositories, Digital Library etc., (2.5 Marks /Service)

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

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

2.5 Marks per/Credit hour for full incharge and 1.2 Marks for credit hour for Associate
Note: One Theory credit is equal to one hour and one Practical credit is equal to two hours.

3. **Innovative Library Activities:**

Assessment year	Activity	Documentary Evidence	Marks Obtained

[Conducting Library Usage survey, conducting Book Exhibition, Creation of databases OPAC, Preparation of recent addition (Monthly), Compilation of Current Contents of Periodicals, Preparation of Library Bulletin, Compilation of Theses Abstracts, Technical Information Services] 1 Mark/ Activity

4. Library I.T service

Assessment year	Services	Documentary Evidence	Marks Obtained

[OPAC (Online Public Access Catalogue), Uploading of Documents in the Krishikosh, Uploading of Data in the Agricat, Overall maintenance of Computer Services – Digital ibrary, e-Resources Centre etc.] 1 Mark /Service

5. Externally funded Projects peer reviewed on Competitive mode

Assessment year	Project code /Title	Funding agency	Lead/ Associate	Year	National / International	Documentary evidence	Marks

International : Principal Investigator 5.0 Marks / Each; Co-Principal Investigator 3.0 Marks / Each
National : Principal Investigator 3.0 Marks / Each; Co-Principal Investigator 2.0 Marks / Each

6. Guidance to PG students as Chairman / Member of the Advisory Committee
(Thesis submitted & approved only)

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

M.Sc 1.5 Mark / student for Chairman and 0.5 mark / student for Member
Ph.D 2.5 marks/ student for Chairman and 1.0 marks/ student for Member

7. Compilation of Annual reports

Assessment Year	Name of the Report	Year	Marks

Univ. HQ   5.0 marks / report ;   Station Level 2.5 marks /report

CATEGORY II

CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES & SCIENTIFIC PUBLICATIONS

1. Co-curricular Activities   Maximum Marks 25.0

Assessment year	Designation of post	Period	Activities taken up	University approval / HOD approval	Marks

NSS / NCC / UG / PG (Academic i/c) / Farm i/c / Warden / OISA / Addll. Warden / Vehicle i/c / Placement Officer / SC - ST Cell i/c / JRF / Women Protection Cell / Coordinator of Chenukaburulu Radio programme / Civil service coaching / Village adoption / Conveners of entrance examination /Physical director i/c [5 Marks / year/ activity]
Additional Warden / Additional academic in charge/Member / Co Convener // Assistant Placement Officer 2.5 Marks / year

In-charge of Stocks / Purchase Committee / Auction Committee / Stock Verification / Enquiry Committee / Involvement in Accreditation Activity / Organizing Committee for Convocation / College Day /Sports and cultural meet / Disaster Management /Anti ragging duty [Chairman 2.5 Mark: Member 1.5 mark /Activity/Year]

Coordinator for National level Agri Unifest / Educational Tour / Inter University Literary / Sports / Cultural Events 3 Marks / year

2 . Establishing New Facilities/ Strengthening

Assessment year	Name of new college / Research station /Polytechnic /KVK / Hostel / Facilities improved	Year	Funding agency	Certified by Head of office or competent authority	Marks

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

3.Member in Expert Committees

Assessment Year	Activity [Chairman / Member]	Post for which committee constituted	Department/ Organization	Year	Place	University approval	Marks

Member in performance evaluation committee / Interview board [2.5M/Activity]
Member in selection committee (SRF / RA / TA etc) [1.0 M/Activity]

4.Professional development activities /Membership

Assessment year	Activity	Department / Organization	Date / Year	Place	Official order	Marks

Professional development activity: 5 marks /activity
Membership in international bodies /societies   [3 M/Year]
Membership in scientific societies or outside institutions [1 M/Year]
Editor / Editorial committee member / Referee for journals :Editor : Yearly [2.5 M] ; Half yearly [1.25M]; Quarterly [0.75M]; Monthly [0.5M]; Member[0.25M];Referee[0.25 M/article]

5. Orientation Course / Refresher Courses/Winter/Summer school etc

Assessment year	Course/ Programme	Department/ Organization	Date / Year	Place	Official order	Marks

Orientation course / Refresher courses / attended : Short term (< 5 days)—[0.5M/programme] ;
 Long term (> 5 days)—[1.25M/Course] : Winter/Summer school [2.5 M]
 Resource persons for training programmes: International [4 M] : National [2 M]

6.Awards

Assessment year	Name of the award	Department / Organization	International / National/ State / District	Year	Marks

Awards : International : 10 marks : ICAR / National - 5.0 M ; State 3.0 M ; SAU :2.5M
Note : International bodies like FAO/ICRISAT/CGIAR/World bank etc :   Instituted by Govt/ICAR/SAUs

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

Assessment year	Name of the Conference	Date	International / National / State	Title of the Topic	Marks

International [2.5 M ; National [1.5 M] / lecture, Oral International [1 M] National [0.5 M]
 Best Paper /Best Oral presentation [2 M] :Best Poster [1 m]

8.Outstation Experience (Assessment period)

Assessment year	Name of Station	Designation	Category	Year	Marks

Distance from head quarters : Head quarters : 0 marks   : up to 150 Km : 1mark :   151-200 km : 2 marks
 more than 200 km : 3 marks

2. Scientific & Other Publications

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

1.Peer reviewed Journals

S.No	Title of the Research Article	Year	Name of the Journal	Volume, Page No.	NAAS rating	Marks

Publication involving foreign authors
First & Second Author : 5.0 Marks/each , Third Author & above : 3.0 Marks /each
First & Second Author : NAAS >5.0 : 4 Marks/each ,   NAAS < 5.0 : 2.0 Marks/each
Third Author & Above : NAAS >5.0 : 3 Marks/each ,   NAAS < 5.0 : 1.5 Marks/each
NAAS rating (w.e.f.: 01. 01.2018)

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

S.No	Title of the Research Article	Year	Name of the Journal/ Conference/Seminar/ Workshop	Volume, Page No.	ISBN, ISSN number	Marks

Full Paper
First & Second Author: 2 Mark/ Each, Third Author & Above: 1 Marks/ Each
Abstract 0.5 Marks/ Each

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

S. No	Title of the book	Year	Name of the Publisher	Author / Editor	Details	Marks

Sole Author: 4.0 Marks / Each; Associate Authors: 2 Marks/ Each;
Chapter in edited book: 2 Marks/ Each
Compilations, proceeding   of Workshop / Seminar / Symposium: 2.5 Marks/ Each

4. Popular Articles / Chapters in other Publications:

S. No.	Title of the Article / Chapter	Year	Details of the Publication	Contribution	Marks

Vyavasaya Panchagam: 1.5 Marks / chapter; Vyavaasayam: 1.0 Mark / article for first author and   Other
magazines: 0.5Mark for first and. TV/Radio Scripts for AIR: 0.5Mark / script

MARKS ALLOCATION

Teaching / Research / Extension / Administration		Max marks	I Yr	II Yr	III Yr	IV Yr	V Yr	Total
Category – I (1)								
A	**Teaching**	**50.0**						
1[i]	UG / PG / Diploma Course Offered	25.0						
1[ii]	CEO or Director of AELP / PR for RAWEP or ABEP or Industrial Attachment / PAMP							
	RAWEP / AELP Records Evaluation/Hands on Training /Project Work							
1[iii]	Preparation and compilation of Monthly/Annual Research Report / Accreditation report							
2	Guidance to PG students as Chairman / Member of the Advisory Committee (Thesis submitted & approved only	4.0						
3	Preparation of Instruction Material (Practical Manuals, RAWEP Manual, AELP Manual, Industrial Attachment Manual etc)	5.0						
4.	Examination duties etc	12.0						
5	External Examiner :UG / PG Paper Setting, Thesis Evaluation, Conducting Comprehensive or Thesis Viva Voce (Other Universities / ICAR)	4.0						
B	**Research**	**50.0**						
1[i]	Projects / Experiments conducted as per approved Technical Programme	35.0						
1[ii]	Farm implementable Technologies developed with recommendations							
31[iii]	Lab or Field Protocols developed and validated [Exhibit models /Diagnostic kits/ Soft ware and Expert system							
1[iv]	Tools /Machinery developed /Food technologies developed/Prototype manufacturing / Net work projects/Home science technologies .							
1[v]	Crop Varieties / Hybrids /Patents developed / Notified.							

2[i]	Externally funded Projects peer reviewed on Competitive mode / Consultancy projects /Funded Technical advisory service	7.5						
2[ii]	Externally funded Projects assigned by University							
2[iii]	National or International accreditation/Recognition obtained							
3[i]	Development of Microbial and insect cultures (commercialized)	7.5						
3[ii]	Revenue generation (Paid up trials /Seed Production / Consultancy / Sample Analysis/ Any other activity)							
3[iii]	Preparation and compilation of Annual Research Report / QRT report / RKVY report etc.							
3[iv]	Germplasm accessions catalogued/registered/Donors identified							
C	**Extension**	**50.0**						
1[i]	Technology Assessment and Refinement (OFT) as per approved Technical progrmme	35						
1[ii]	FLD /Minikit							
1[iii] 1[iv] 1[v]	Training programmes organized /Attended as Resource person Diagnostic visit / Field visit with Line departments Knowledge material [Publication / Content development/Information centre development].							
1[vi]	e-resource development							
1[vii]	RAWEP / NSS programme							
2[i]	Farmers outreach programmes	10						
2[ii]	Innovative extension methods							
2[iii]	Formation / Promotion of farmers organization / Farmer clubs							
2[iv]	Identification /Documentation of Indigenous Technical Knowledge /Grass root innovations [GRI]							
3[i]	Externally funded Projects / Consultancy projects / Technical Advisory Services completed / ongoing [Competitive mode]	5						

3[ii]	Externally funded Projects assigned by University								
3[iii]	Revenue /Revolving fund generation (Third party evaluation / Seed multiplication/ Consultancy / Plant material productions/ Any other activity):								
D	**Administration**	50.0							
1	Compilation of Annual reports / Research/Extension Highlights / Convocation report								
2	Preparation and compilation of monthly reports / bimonthly / action taken reports, monitoring report, academic council meeting agenda , faculty board agenda, Board of Management agenda, question paper duties, examination calendar, academic calendar etc., (Univ. HQ)								
3	Assisting in budget preparation of colleges/ research stations/ KVKs/ DAATTCs								
4	Conduct of memorial lectures / foundation day programmes / brain storming sessions etc,								
5	Preparation of annual rate contract for supply of laboratory chemicals, glassware, consumables etc.								
6	Monitoring, Maintenance, Sanctions of Revolving Fund at Research Stations / Schemes/ Colleges / KVKs / DAATTCs								
7	Monitoring and administration [ICAR schemes , Non plan schemes and other externally funded projects of research stations, colleges, DAATTCs ,KVK/ Examinations at University level]								
8	Processing of adjunt faculty / guest faculty/ New project/ scheme proposals for externally funding]								
9	Detailed Project Reports for establishment of New Colleges / Research Stations / KVK/ DAATTCs, etc,								
10	Monitoring of breeder seed, Foundation seed, seed indents, targets and allotments								

No.	Item	Marks						
11	Monitoring of paid up trials, seed hubs, mega seed project, RKVY, Tribal sub plan – maintenance of budget, sanction, reports and other correspondence							
12	Involvement in Admission process, Convocation preparations etc.							
13	Organizing meetings such as Pre ZREAC /ZREAC/ SLTP/ Technical Programmes / REAC / SLCC / Kisan Mela etc							
14	Conferences / Seminars / Symposia / Workshops / Training Programmes organized							
15	Member in National / State Level Administrative / Research Committees such as task force/ expert/ steering committees etc., formulated by University /Government / Research organizations (details of the committee to be furnished)							
16	Scrutinization of Application (PG./U/G /Polytechnic/CAS/New recruitment/Award etc.,)							
17	Scrutiny and preparation of variety release proposals and notifications / Semester final exam papers / PG synopsis/Annual rate contract for supply of laboratory chemicals, glassware etc.							
18	Administrative experience							
	Total marks for category I (Core Area)	**50**						
	CATEGORY I (2) LIBRARY SCIENCE	**50**						
1	Library Services							
2	Courses offered to PG Students (Non credit course)							
3	Innovative Library Activities							
4	Library I.T service							
5	Externally funded Projects peer reviewed on Competitive mode							
6	Guidance to PG students as Chairman / Member of the Advisory Committee							
7	Compilation of Annual reports							

Category II	Max marks	I Yr	II Yr	III Yr	IV Yr	V Yr	Total
CO- CURRICULAR , PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES AND SCIENTFIC & OTHER PUBLICATIONS etc.	50						
1 Co-curricular Activities	25 marks						
2 Establishing New Facilities/ Strengthening							
3 Member in Expert Committees Member in performance evaluation committee / Interview board Member in selection committee (SRF / RA / TA etc)							
4 Professional development activities /Membership							
5 Orientation course / Refresher courses / attended							
6 Awards							
7 Honours /Recognition/Lead Speaker/Invited speaker/ Key note address/Oral presentation in Conferences / Seminars							
8 Outstation Experience							
SCIENTIFIC & OTHER PUBLICATIONS	25 marks						
1 Peer reviewed Journals							
2 Conference/Seminar/Workshop proceedings as full papers and abstracts							
3 Text / Reference Books / Book Chapters / Compilations, proceeding of Workshop / Seminar / Symposium published							
4 Popular Articles / Chapters in other Publications:							
Total marks for category II	50						

MINIMUM API SCORE FOR PROMOTION TO DIFFERENT ACADEMIC LEVELS

Sl. No.	Minimum API Marks / Score	From Academic Level 10- 11 with rationalized entry pay of Rs. 68,900/-)	From Academic Level 11- 12 with rationalized entry pay of Rs. 79,800/-)	From Academic Level 12 -13A with rationalized entry pay of Rs. 1,31,400/-)	From Academic Level 13A- 14 with rationalized entry pay of Rs. 1,44,200/-)	From Academic Level 14- 15 with rationalized entry pay of Rs. 1,82,200/-)
1	Over All Score : (Category: I+ Category: II)	60 / 100 per Assessment period	65 / 100 per Assessment period	65 / 100 per Assessment period	70 / 100 per Assessment period	70 / 100 per Assessment period
2	Interview (Min)	-	-	13 / 20 (65 %)	14 / 20 (70 %)	14 / 20 (70 %)
3	Minimum Percentage	60 %	65 %	65 %	70 %	75%

Category I : Core Area (A+B+C+D Max marks 50) ; Category: II Non Core area Max marks 50)

Guidelines for promotion under Career Advancement Scheme for Teachers and equivalent Cadre in PJTSAU 2016

Revised pay for Teachers in Universities and Colleges

Existing pay	Revised pay
Assistant Professor (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs. 57,700- 1,82,400)
Assistant Professor (at Rs. 7000 AGP in PB Rs.15,600- 39,100)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs. 68,900-2,05,500)
Assistant Professor (at Rs. 8000 AGP in PB Rs.15,600- 39,100)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs. 79,800-2,11,500)
Associate Professor (at Rs. 9000 AGP in PB Rs.37,400- 67,000)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400-2,17,100)
Professor (at Rs. 10000 AGP in PB Rs.37,400-67,000)	Professor (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200-2,18,200)
Professor (HAG Scale/ PB of Rs. 67,000-79,000)	Professor (at Academic Level 15 with rationalized entry pay of Rs. 1,82,200-2,24,100)

Revised pay for Librarians in Universities and Colleges

Existing pay	Revised pay
Assistant Librarian / College Librarian (at Rs.6000 AGP in PB Rs.15,600-39,100)	Assistant Librarian / College Librarian (at Academic Level 10 with rationalized entry pay of Rs. 57,700/-)
Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Rs. 7000 AGP in PB Rs.15,600-39,100)	Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) (at Academic Level 11 with rationalized entry pay of Rs. 68,900/-)
Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Rs. 8000 AGP in PB Rs.15,600-39,100)	Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 12 with rationalized entry pay of Rs. 79,800/-)
Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Rs. 9000 AGP in PB Rs.37,400-67,000)	Deputy Librarian / Assistant Librarian (Selection Grade)/ College Librarian (Selection Grade) (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
University Librarian (at Rs. 10000 AGP in PB Rs.37,400-67,000)	University Librarian (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)

Guidelines for promotion under Career Advancement Scheme for Teachers and equivalent Cadre in PJTSAU -2016

S. No	Particulars	For promotions to				
		Assistant Professor (Pay band of Rs. 15600-39100 and AGP of Rs. 7000) **(at Academic Level 11 with rationalized entry pay of Rs. 68,900-2,05,500)**	Assistant Professor (Pay band of Rs. 15600-39100 and AGP of Rs. 8000) **(at Academic Level 12 with rationalized entry pay of Rs. 79,800-2,11,500)**	Associate Professor (Pay band of Rs. 374000-67000 and AGP of Rs. 9000) **(at Academic Level 13A with rationalized entry pay of Rs. 1,31,400-2,17,100)**	Professor (Pay band of Rs. 37400-67000 and AGP of Rs. 10000) **(at Academic Level 14 with rationalized entry pay of Rs. 1,44,200-2,18,200)**	Senior Professor (Pay band of Rs. 67000-79000 with no grade pay) **(at Academic Level 15 with rationalized entry pay of Rs. 1,82,200-2,24,100)**
1.	Service requirements **(Eligibility)**	completed **four years with Ph.D** or **five years with M.Phil / PG Degree in Professional course** such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a	completed **five years** of service in Academic Level 11/Senior Scale. **A Ph.D. Degree in the subject relevant/allied/relevant discipline**	completed **three years** of service in Academic Level 12/ Selection grade. **A Ph.D Degree in the subject concerned/allied/relevant discipline.**	completed **three years** of service in Academic Level 13 A. **A Ph.D degree in the subject concerned/allied/relevant discipline.**	completing **10 years** service

		Ph.D./M.Phil./ PG Degree in a Professional course				
2.	Summer / Winter / Refresher Courses during the assessment period	i) Attended one **Orientation course of 21 days'** duration on teaching methodology; ii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period;	Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.	completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of MOOCs course during the period of assessment.		

3.	Publications in NAAS rated / referred journals	Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period. (NAAS rating w.e.f. 01.01.2018)	Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period. (NAAS rating w.e.f. 01.01.2018)	A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. (NAAS rating w.e.f. 01.01.2018)	A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.(NAAS rating w.e.f. 01.01.2018)	A minimum of ten publications in the peer-reviewed or UGC-listed journals. (NAAS rating w.e.f. 01.01.2018)
	Ph. D guidance			Evidence of having guided at least one Ph.D. candidate	Evidence of having successfully guided doctoral candidate	Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.
	Research Score			A minimum of 70 Research Score as per Appendix II, Table 2.	A minimum of 110 Research Score as per Appendix II, Table 2.	
	Committee for evaluation (Subject to the API based PBAS requirements)	Screening - cum - Evaluation Committee	Screening - cum - Evaluation Committee	Selection Committee (with interview)	Selection Committee (with interview)	Interaction with Selection Committee (with interview)
4.	**CAS Promotion Criteria**	He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II,Table 1)	He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II,Table 1)	He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.	He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.	

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

1. Essential requirement

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

2 The performance of the candidate should be consistently satisfactory as obtained in the annual appraisal (confidential) reports.

3 Evaluation of research publication shall be as per prescribed score card. Popular articles if any, published by the candidates shall be considered only in the concerned discipline / assigned work. Appropriate weightage for such publication shall be given as per score card.

4 The process of promotions should involve inviting the biodata with duly filled score card based template and reprints of requisite number of publications of candidate wherever necessary. All supporting documents shall be verified and certified by the Head.

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

6 Candidates who do not fulfill the minimum score requirements under the score card based system will have to assesse only after a minimum period of one year. The date of promotion shall be the date on which he / she has successfully got re-assessed.

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

8 CAS promotions from a lower stage to higher stage of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the Score Card system

9 The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professor from AGP of Rs. 57,700 to Rs.68,900 and from Rs. 68,900 to79, 800 shall consist of

   (a) The Vice Chancellor as the Chairman

   (b) One of the Directors / Deans- Member

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

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

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

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

10 The composition of the Selection Committee for promotion from AGP of Rs. 79,800 to Rs. 1,31,400 and from Rs. 1.31400to Rs. 1,44,200 shall be similar to that for direct recruitments, provided that no teacher other that those with Ph. D shall be promoted or appointed as Professor.

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

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

13 CAS promotion being a personal promotion to the incumbent teachers holding a substantive sanctioned post he/she has to take the work load of the post. On superannuation of the individuals incumbent, the said post shall revert back to its original cadre

14 The incumbent teacher must be on roll and active service of the University on the date of consideration by the committee for CAS promotion. However, if the assessment of the teacher / scientist is delayed he / she may be considered for promotion even after retirement.

15 (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidates find that he / she fulfils the eligibility conditions at a later date and applies on that date and is successful, his / her promotion will be effected from that date of application fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his / her promotion will be deemed to be from the later date of successful assessment.

16. In the final assessment, if the candidates do not fulfill the minimum API scores in the criteria as per PBAS proforma such candidates will be reassessed only after a minimum period of one year.

17. Retired teachers in the Assistant Professor / Associate Professor / Professor Cadre are not eligible to extend the CAS benefits as per UGC Pay Scales of 2016.

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