## PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY

**CAREER ADVANCEMENT SCHEME – 2006 / 2016**

**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

|  |
| --- |
| **Assistant Professor to Assistant Professor Sr. Scale (Academic Level 10 to Academic Level 11) / Assistant Professor Sr. Scale to Assistant Professor Sel. Grade (Academic 11 to Academic Level 12) as per PJTAU Teachers (CAS) Regulations – 2021 or Sage 1 - 2 / Stage 2 – 3 as per PJTAU Teachers (CAS) Regulations - 2011 )** |

**Indicate whether Assessment to be made under PJTAU Teachers (CAS) Regulations – 2011 or PJTAU Teachers (CAS) Regulations – 2021: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 / Department** | **College/ University** | **Month/ Year of passing** | **Class obtained** | **Fellowships/ Awards** |
| 1 | 2 | 3 | 4 | 5 | 6 |
| P.G. |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |
| P.D.F.\* |  |  |  |  |  |

 \* If anybody obtained PDF from any recognized institution / organization / advanced University

 shall attach certificate from the concerned institution.

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

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

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

(b) Date of eligibility :

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organization International/ National/ State | Govt. or Not | Post held/ Designation | Period | Nature of duties | Remarks & Orders of competent authority |
| From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

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

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

1. Particulars of leave availed which is counted

From To Total Period

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

* 1. Not counted for annual increment

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

* 1. Any other leave
1. 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 |
|  |  |  |  |  |

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

### Signature of the Applicant

Certified that the information was verified with office records

### Signature of the Head of the Office

Verified and Approved

**Chairman (IQAC)**

**PART-II**

**CAREER ADVANCEMENTSCHEME– 2006 / 2016**

**APPLICATION FORM**

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

1. **Teaching, Research and Extension**
2. **Teaching**

[i]. UG/PG /Diploma Courses Offered (List only courses offered as a Full Course In-charge

 during Assessment Period)

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

Note: Offering the same course for more than 3 academic years continuously is not desirable

 for assessment.

[ii]. Guidance to PG students

(Thesis completed, submitted & approved only)

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

**II. Research Projects**

[i].Externally funded projects (Peer reviewed on Competitive mode only)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code/Title** | **Funding agency** | **Lead/ Associate** | **Year of Sanction** | **National / International** | **Proof** **Pg. No.** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: If the same project is continued for more than one year, it will be considered

 as one project till it is completed

 [ii]. Externally funded projects assigned by University (Collaborative and network projects only) /

 Experiments conducted as per the approved technical programme of the University)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Project code/Title** | **Funding agency** | **Lead/ Associate** | **Year of Sanction** | **National / International** | **Proof****Pg. No.** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**III. Research / Scientific Publications** [NAAS Rating of year of publication will be considered]

[a].Research / Scientific publications as first author with 6.0 and above NAAS Rating

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

[b].Research / Scientific Publications as Co-author with 5.0 and above NAAS Rating

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

 Note: No article shall be repeated in both

**IV. Extension / Outreach Programmes**

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

 Minikits / Extension Impact & evaluation study/ Field Diagnostic Visits of KVKs / DAATTCs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment year** | **Activity** | **Name of the farmer** | **Village** | **Season/ Year** | **Proof****Pg. No.** |
|  |  |  |  |  |  |

[ii]. Training programmes / Capacity building programmes (Offline / Online) / Webinars /

 Seminars / Symposia / Conferences / Workshops) organized

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

 [iii]. Revenue generation with direct receipt to the University (Seed Production/ Paid up trials

 / Consultancy / Sample Analysis/ Any other activity)

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

[iv]. Radio / TV programmes (Permitted by concerned authority)

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

[v]. Publication and Knowledge material / e-Resources

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

Vyavasaya Panchangam, Vyavaasayam, Preparation of Convocation Reports / PJTAU News letter/

Folders /Bulletins/Booklets /Leaflets, Popular articles, DVD, Success story, Production of Radio /TV

programs / Video Footage /Clippings, Recording of Radio talk, T.V Phone in live programmes, Story

board preparation for DVD/Short films, Jingles, You tube, Blog / Website, Books with ISBN Number, book chapter in edited book with ISBN Number / Abstracts / Conference papers.

1. **Administration and Related Activities**

**1. Administrative Responsibilities / Support to Administration**

[i]. Designated Heads of the departments / Head of the Research station / Programme Coordinators

 of KVKs / Coordinators of DAATTCs / Heads of the schemes / Addl. Controller of

 Examinations / Principal / Vice-Principal of Polytechnics / DDOs

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Year** | **Name of the Post Held** | **Duration** | **Proof Pg.No.** |
| **From** | **To** |
|  |  |  |  |  |

 [ii]. Institutional development

 (Strengthening of infrastructure; creation of new facilities, farm development etc.,)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Year** | **Activity** | **Net Income generated / Expenditure met (Rs.)** | **Source of funding** | **Proof** **Pg.No.** |
|  |  |  |  |  |

[iii]. Confidential duties (Scrutiny of applications) / Publication committee

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Year** | **Name of the Activity** | **University Approval / HOD Approval** | **Proof****Pg. No.** |
|  |  |  |  |

**2. Co-curricular activities & Significant Achievements**

**[a]. Co-curricular Activities**

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

NSS / NCC / OIAM / PG (Academic i/c ) / Farm i/c / Warden / OISA / Placement Officer / SC - ST Cell i/c / JRF Cell / Women Protection Cell / Coordinator of Chenukaburulu Radio programme /Village adoption programme / Zonal Seed I/c, Conduct of SFT examinations at University level/Issue of GPA Reports / ODCs, Vehicle i/c / Building i/c / Technical Officer / Additional Warden /Additional academic in-charge / Assistant Placement Officer / Addl. Farm i/c, Thesis evaluation, External Examiner for Viva-voce of PG/Ph.D. students, Chairman / Member in Editorial Board (Public organizations / Societies), Selection committees, Scientific societies, Kisan Melas / Exhibitions organized by KVKs / DAATTCs, Mega Kisan Melas (ATIC), AELP / RAWEP In-Charges, Team Leaders for Educational Tours

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Year** | **Name of the Activity** | **University Approval / HOD Approval** | **Proof****Pg. No.** |
|  |  |  |  |

**[b]. Significant Achievements**

**1. Awards / honours / recognitions**

[i]. International

 (From CGIAR, FAO, UN and Fellowship of ASA, CSSA, SSSA, ASABE, ISHS, Phytopathology)

 [ii]. National

(From GOI, ICAR, DBT, DST, Fellowship & Awards of Registered Professional Scientific

 Academies & Societies *viz.,* NAAS, NAS, ISA, SCSI, ISOR, SEE, ISAE, FAI and CSIR)

 [iii]. State / District level

 (From SAUs, State Government Best Teacher Award, Fellowship & award of TAS**)**

 **(Only awards presented by Govt. organizations / Institutions are considered)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessment Year** | **Name of the Award** | **International / National / State / District** | **Year** | **Organization** | **Proof Pg. No.** |
|  |  |  |  |  |  |

2. Development and release of new varieties / patents / GI etc., (Only released and notified varieties

 and granted patents will be considered) / Technologies developed

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Variety Released / Granted patents / GI / Technology Developed** | **Year** | **Proof Pg. No.** |
|  |  |  |  |

**3. h-index** (As on date of submission of application)

|  |  |  |
| --- | --- | --- |
| **Assessment Year** | **h-index** | **Proof Pg. No.** |
|  |  |  |

4. Assessment Grading by Reporting Officer and confirmed by Reviewing Officer

|  |  |  |
| --- | --- | --- |
| **Assessment year** | **Overall Grading** | **Proof** **Pg. No** |
|  |  |  |

 Note: The grading awarded by Reporting Officer with proper justification shall be reviewed by

 reviewing authority, the decision of reviewing authority is final)

**\*\*\***

**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/-)** |
|  1. | Over All Score: (Teaching, Research, Extension, Administration & Related Activities) | 100 | 100 |
|  2.  | Minimum percentage required as per UGC CAS Regulations 2010 / PJTAU (CAS) – 2011 Regulations | 50% | 50% |
|  3. | Minimum percentage required as per UGC CAS Regulations 2018 / PJTAU (CAS) – 2021 Regulations | 60% | 65% |

### Assessment Criteria and Methodology

1. The performance of the candidate should be consistently satisfactory as obtained in the annual appraisal (confidential) reports.
2. The process of promotions should involve inviting the biodata with duly filled comprehensive application based template and reprints of requisite number of publications of candidate wherever necessary. All supporting documents shall be verified and certified by the Head / Reporting Officer.
3. CAS promotions from a lower stage to higher stage of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” based on the comprehensive evaluation of individual achievements / competency levels during the assessment period.
4. The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professor from Academic Level 10 to 11 of Rs.**68,900-2,05,500** and from Academic level 11 to 12 of Rs.**79,800-2,11,500** shall consist of
	1. The Vice-Chancellor as the Chairman
	2. One of the Directors/Deans-Member
	3. The concerned University Head of the Department\*– Member
	4. One expert in the concerned subject nominated by the Vice-Chancellor

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

Chairperson.

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

1. CAS promotion being a personal promotion to the incumbent teachers holding a substantive sanctioned post he/she has to take the work load of the post. On superannuation of the individuals incumbent, the said post shall revert back to its original cadre.
2. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
3. The overall promotion procedure shall based on transparent, objective and credible methodology of analysis of the merit and credentials of the applicants keeping performance indicators as specified in the CAS guidelines as key approach for the assessment and his / her achievements / individual competency levels during the assessment period.
4. A teacher shall have earned annual increments regularly during the assessment period for CAS promotion.
5. The candidates who do not succeed in the first assessment, he/she shall have to be reassessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection
6. Candidates who become eligible first time but do not apply in the event of overseas leave / deputation in foreign organizations / medical leave and any other such circumstances, when he / she applied in subsequent CAS for promotion, their date of eligibility shall be from the actual date of eligibility.
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 present their justification based on their work carried out during the assessment period for consideration to the next promotion level along with supporting documents to the selection committee***
8. The composition of the Selection Committee for promotion from Academic Level 12 to 13A of Rs.1,31,400 - Rs. 2, 17,100 and from Academic Level of 13A to 14 of Rs. 1,44,200- Rs. 2,18,200, Academic level 14 to 15 Rs. 1,82,200-Rs. 2,24,100 shall be similar to that for direct recruitments
9. The Screening cum Evaluation Committee on verification / evaluation of performance indicators secured by the candidates through comprehensive assessment 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.
10. Previous regular service if any before entering the University will be considered if he / she served in academic / research institutions of public sector and drawn UGC pay scales, such services will be considered only if he / she applied through proper channel for the said post.