ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
CAREER ADVANCEMENT SCHEME-2016

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)
Assistant Professor (Academic Level 10) to Assistant Professor-Senior Scale (Academic Level 11)/ Assistant Professor-Senior Scale (Academic Level 11) to Assistant Professor-Selection Grade (Academic Level 12)/Assistant Professor-Selection Grade (Academic Level 12) to Associate Professor (Academic Level 13A)/Associate Professor (Academic Level 13A) to Professor (Academic Level 14)
<u>**Minimum Academic Performance Requirements for Promotion through CAS**</u>
<u>From Assistant Professor (Academic Level 10) to Assistant Professor-Senior Scale</u>
<u>(Academic Level 11)</u>

<u>Eligibility:</u>
- He/ She must have completed 4/5/6 years service in respect of candidates with Ph.D./PG in Professional courses or M.Phil./M.Sc. respectively in the subject/specialization
- Attended (i) one Orientation course of 21 days duration on teaching methodology and
  (ii) Any one of the following: completed one 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 Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOCs course during the assessment period
- Must have published one research paper in the peer-reviewed (NAAS rated) journals during assessment period.

<u>CAS Promotion criteria:</u>
- He/she should get a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be.
- A minimum overall Percentage of 60 % marks in the performance based appraisal system (PBAS) is required for promotion along with other mandatary requirements
- The promotion is recommended by the screening-cum-evaluation committee

<u>From Assistant Professor-Senior Scale (Academic Level 11) to Assistant Professor-Selection Grade (Academic</u>
<u>Level 12)</u>

<u>Eligibility:</u>
- He/shemusthavecompletedfiveyearsofserviceinAcademicLevel11
- He/she should possess a Ph.D. Degree in the subject concerned/allied/relevant discipline
- Attended any two of the following in the last five years: Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology course/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 MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment
- Must have published three research papers in the peer-reviewed (NAAS rated) journals during assessment period.

<u>CAS Promotion criteria:</u>
- He/she should get a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period.
- A minimum overall Percentage of 65 % marks in the performance based appraisal system (PBAS) is required for promotion along with other mandatary requirements
- The promotion is recommended by the screening-cum-evaluation committee

<u>From Assistant Professor-Selection Grade (Academic Level 12) to Associate Professor</u>
<u>(Academic Level 13A)</u>

<u>Eligibility:</u>
- He/she must have completed three years of service in Academic Level12
- He/she should possess a Ph.D. Degree in the subject concerned/allied/relevant discipline
- Attended any one of the following in the last three years: Completed one course/programme from amongst the categories of Refresher Courses/Research Methodology Workshop/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 MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment.

- Must have published seven research papers in the peer-reviewed (NAAS rated) journals out of which three research papers should have been published during assessment period.
- The candidate should satisfy any <u>one</u> of the following criteria:
  a) Evidence of having guided at least two M. Sc./M. Tech./MBA or one Ph.D. student(s) during the assessment period
  b) Must have published at least three <u>additional</u> research papers in the peer-reviewed (NAAS rated) journals during the assessment period.
  c) Musthavesuccessfullycompletedanexternallyfundedprojectworth≥10lakhsduringtheassessmentperiod
  d) He/she should have a 'good' to 'outstanding' performance score during the assessment period

CAS Promotion criteria:
- He/she should get a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period.
- A minimum overall Percentage of 65 % marks in the performance based appraisal system (PBAS) and a minimum of 65 % marks i.e 13/20 should be scored separately in the personal interview are required for promotion along with other mandatary requirements along with a minimum overall percentage of 65 % along with other mandatory requirements.
- The promotion is recommended by the selection committee after interview.

From Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:
- He/she must have completed three years of service in Academic Level13 A
- He/she should possess a Ph.D. Degree in the subject concerned/allied/relevant discipline
- Must have published ten research papers in the peer-reviewed (NAAS rated) journals out of which three research papers should have been published during assessment period.
- The candidate should satisfy any <u>one</u> of the following criteria:
  a) Evidence of having guided at least one Ph.D. student during the assessment period
  b) Must have published at least three <u>additional</u> research papers in the peer-reviewed (NAAS rated) journals during the assessment period.
  c) Musthavesuccessfullycompletedanexternallyfundedprojectworth≥15lakhsduringtheassessmentperiod
  d) He/she should have a 'good' to 'outstanding' performance score during the assessment period

CAS Promotion criteria:
- He/she should get a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period.
- A minimum overall Percentage of 70 % marks in the performance based appraisal system (PBAS) and a minimum of 70 % marks i.e14/20 should be scored separately in the personal interview are required for promotion along with other mandatary requirements along with a minimum overall percentage of 70 % along with other mandatory requirements.
- The promotion is recommended by the selection committee after interview.

From Professor (Academic Level 14) to Senior Professor (Academic Level 15)

Eligibility:
- He/she must have completed ten years of service in Academic Level14
- Must have published ten research papers in the peer-reviewed (NAAS rated) journals during assessment period.
- The candidate should satisfy any <u>one</u> of the following criteria:
  a) Evidence of having guided at least two Ph.D. students during the assessment period
  b) Must have published at least three <u>additional</u> research papers in the peer-reviewed (NAAS rated) journals during the assessment period
  c) Must have successfully completed an externally funded project worth ≥ 20 lakhs during the assessment period
  d) He/she should have a 'good' to 'outstanding' performance score during the assessment period

CAS Promotion criteria:

- The promotion shall be based on overall performance in Teaching achievements, Research projects, varieties released, Seed production, Income generation, Extension Technologies developed, Administrative positions, Additional duties, External Research projects handled, Research Papers of NAAS more than 6.0, Awards and Recognitions, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years of experience. The selection shall be based on the interaction with a selection committee.
- A minimum Percentage of 70% marks in the performance based appraisal system (PBAS) and a minimum of 70 % marks i.e 14/20 should be scored separately in the personal interview are required for promotion along with a minimum overall percentage of 75 % along with other mandatory requirements.
- The promotion is recommended by the selection committee after interview.

Note : Mandatory requirement of training during the assessment period either offline or online will be considered for the notifications period of 01.01.2021 to 31.12.2022 as the opportunity for attending offline training became difficult and also the number of offline trainings conducted during the said period were very meager due to covid-19.

NOTE AS PER UGC REVISED PAY SCALES, 2016 GUIDELINES

For the purpose of assessing the grading of activity, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

REVISED UGC SCALES OF PAY, 2016 TO THE TEACHING, RESEACH, EXTENSION AND OTHER ACADEMIC STAFF IN ANGRAU

Existing pay	Revised pay
Assistant Professor (at Rs.6000 AGP in Pay BandRs.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 Pay Band Rs.15,600- 39,100)	Assistant Professor-Senior Scale (at Academic Level 11 with rationalized entry pay of Rs. 68,900-2,05,500)
Assistant Professor (at Rs. 8000 AGP in Pay Band Rs.15,600- 39,100)	Assistant Professor-Selection Grade (at Academic Level 12 with rationalized entry pay of Rs. 79,800-2,11,500)
Associate Professor (at Rs. 9000 AGP in Pay Band 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 Pay Band 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)	Senior Professor (at Academic Level 15 with rationalized entry pay of Rs. 1,82,200-2,24,100)

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

APPLICATION FOR UPGRADATION/PROMOTION UNDER
CAREER ADVANCEMENT SCHEME–2016
FOR TEACHERS AND OTHER ACADEMIC STAFF OF THE UNIVERSITY

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

SELF APPRAISAL REPORT OF THE PERSON UNDER

REVIEW
(TO BE FILLED IN BY THE CANDIDATE)

<u>PART–I</u>
GENERAL INFORMATION

1. Name   (in Block Letters)   :

2. Designation   :

3. Discipline / Department   :

4. Place of work   :

5. Date of Birth   :

6. Address for correspondence   :   Phone number

                                                                  e-mail

7. Academic qualifications   :

Degree / Diploma	Discipline	University/ Board	College / Place of study	Month / Year of passing	Marks/ OGAP obtained	Class obtained	Remarks
1	2	3	4	5	6	7	8
Ph. D							
M. Sc. / M. Tech. / MBA							
B. Sc. / B. Tech.							
Intermediate/ Polytechnic							
SSC							

                                                    Day   Month   Year

8. Date of obtaining Ph. D.   :

9. Date of joining duty in the University   :

10. Date of appointment / placement in the present post (Academic Level____) :

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 (Academic Level) 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	Remarks & Orders of competent authority
		From	To				
1	2	3	4	5	6	7	8

14. Particulars of leave availed which is counted

                                      From   To   Total Period

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

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

(b) Any other leave

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

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

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

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

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 furnished above by me is factual and correct to the best of my knowledge and belief and that if at any stage it is found to be false or suppression of the facts, I shall be liable for disciplinary action against me as deemed fit.

Signature of the Applicant

Certified that the information was verified with office records

Signature of the Head of the Office

CATEGORY I: TEACHING, RESEARCH, EXTENSION, ADMINISTRATION AND RELATED ACTIVITIES DURING THE ASSESSMENT PERIOD

(Necessary documentary evidences/certificates must be enclosed by the applicant for each and every aspect. In cases where documentary evidences/certificates are not available, the applicant's involvement should be duly certified by the immediate superior/competent authority)

A. Teaching and related activities

1.1 Achievements in Teaching

a) Courses offered (including student advisory class)

Year	Semester	Course Number	Credit Hours*	Number of batches	Full in charge / Associate	Marks obtained	Page Number

2 marks/hour for sole course in-charge and 1 mark/hour in case of >1 course in-charge
*Note: One Theory credit is equal to one hour and one Practical credit is equal to three hours
One student advisory class is equal to one hour

b) Distance Education Learning Programme (DELP)

Year	Title of the Course	Dates and Duration	Venue	Number and type of participants	Marks obtained	Page Number

5 marks/course

1.2 Preparation and imparting knowledge/instruction material as per curriculum/syllabus/course content

a) Preparation of the instructional material (Practical manual, RAWEP/AELP/PAMP/PSPP manual)

Year	Details of the instructional material	First time/revision	First/Second/other contributor	Marks obtained	Page Number

First time – 10 marks each for First/second contributor, 5 marks each for third contributor onwards
Revision – 4 marks each for First/second contributor, 2 marks each for third contributor onwards

b) Preparation of course material for ODLC programme/training manuals

Year	Details of the programme	First time/revision	Sole or first/ Associate editor	Marks obtained	Page Number

First time – 10 marks/national level and 5 marks/state level as sole or first, 5 marks/national level and 2 marks/state level as associate editor
Revision – 4 marks/national level and 2 marks/state level as sole or first, 2 marks/national level and 1 mark/state level as associate editor

1.3 Use of participatory and innovative teaching-learning methodologies

a) Development of teaching material (slides/charts/videos/power point presentation)

Year	Type of the teaching material	Details of the course	Purpose	First time/revision or Duration of video	Marks obtained	Page Number

First time – 10 marks for a course, Revision – 2 marks for a course; 5/10 marks for <10/$\geq$ 10 min video

1.4 Examination duties (invigilation, question paper setting, moderation of question papers, evaluation/ assessment of answer scripts/records of RAWEP/AELP /PAMP/PSPP etc.)

a) Invigilation duties

Year	Semester	Course Number	Date and time	Mid semester/ Final Theory	Marks obtained	Page Number

1 mark for mid semester; 2 marks for semester final theory

b) Question paper setting for final theory exams and common exams

Year	Semester	Course Number	Course Title	Details of examination	Marks obtained	Page Number

5 marks for each paper

c) Moderation of question papers

Year	Semester	Course Number	Course Title	Details of examination	Marks obtained	Page Number

2 marks for each subject

d) Evaluation/assessment of answer scripts/records of RAWEP/AELP/PAMP/PSPP etc.

Year	Semester	Course Number	Course Title	Number of answer scripts/records	Marks obtained	Page Number

1 mark/10 answer scripts or 5 records

e) Preparation/checking/verification of performance registers along with GPA reports at college level*

Year	Semester	PG/UG	Admitted batch (Year of admission)	Nature of the activity	Marks obtained	Page Number

10 marks/activity/year$

*Note: Information is to be furnished for GPA report preparation at college level after verification of relevant performance registers for each admitted batch i.e. all the students joined in a specified academic year$ (Not at individual course in-charge level)

B. Research and related activities

1.1. Principal investigator (PI), co-principal investigator(Co-PI) in research projects/experiments as per approved technical programme of work

Year	Project code	Title of the project	Season(s)	PI/Co-PI	Ongoing/ completed	Marks obtained	Page Number

10 marks for each experiment for PI, 5 marks for each experiment for Co-PI

1.2. Project Associate in research projects/experiments as per approved technical program of work

Year	Project code	Title of the project	Season(s)	Ongoing/ completed	Marks obtained	Page Number

2 marks for each experiment

1.3. Farm management as Farm superintendent/manager

Year	Farm superintendent/ manager	Period of service (in years and months)			Marks obtained	Page Number
		From (date)	To (date)	Total		

10 marks for ≥ 6 months, 5 marks for <6 months

1.4. Works related to germplasm collection, documentation and conservation, development, release and notification of varieties/hybrids, technologies/innovations/implements/machinery/home science technologies etc. developed, exhibit models/diagnostic kits/software developed

a) Germplasm collection, documentation and conversation

Year	Season	Crop	Number of germplasm*			Marks obtained	Page Number
			Collected	Documented	Conserved		

10 marks/20 germplasm lines
*Note: Furnish the details of only the fresh and additional germplasm collected and not about the maintenance of the already existing germplasm

b) Crop varieties developed, released, notified and entered into seed chain

Year	Crop	Details of the variety/hybrid	Contribution of the applicant as per the release proposals First/second/other	Marks obtained	Page Number

15 marks/variety or hybrid for first and second persons, 10 marks/variety or hybrid for other scientists in the release proposals

c) Technologies/innovations/implements/machinery/home science technologies etc. developed with recommendations

Year	Season	Details of the activity	Sole or major/ Associate contributor	Marks obtained	Page Number

10 marks for sole or major contributor; 5 marks for associate contributor

d) Exhibit models/diagnostic kits/software etc. developed

Year	Season	Details of the model/kit/software etc. developed	Sole or major/ Associate contributor	Marks obtained	Page Number

5 marks for sole or major contributor; 3 marks for associate contributor

1.5. Income generation through production, processing and distribution of seed, planting material, biofertilizer etc./sample analysis, evaluation etc.

Year	Season	Details of the activity	Amount generated (as per cash receipt)	Role of the applicant	Marks obtained	Page Number

1 mark for Rs. 20,000/-

C. Extension and related activities

1.1. Technology assessment and refinement, Demonstrations and Extension Research Studies

a) OFTs/Minikits conducted as per the approved technical programme of work

Year	Season	Details of OFTs/minikits	Place	Number of locations	Marks obtained	Page Number

5 marks/OFT conducted in ≥5 locations, 3 marks for < 5 locations; 2 marks for 1 minikit culture conducted in 5 locations

b) Frontline demonstrations/CFLDs/Result demonstrations conducted

Year	Season	Details of FLD/CFLD/RDs	Place	Number of locations	Marks obtained	Page Number

5 marks/one FLD/CFLDs/RD conducted in > 10 locations, 3 marks for < 10 locations

c) Extension research studies conducted

Year	Season	Details of Research study	Place	Number of samples	Project leader/ Associate	Marks obtained	Page Number

5 marks/each study with a sample of ≥30 for Project leader, 2 marks for associate

d) Technology spread

Year	Season	Details of Technology	Area of coverage	Marks obtained	Page Number

2 marks for each technology spread in ≥100 ha

1.2. Innovative extension methodologies

a) Developing innovative conceptual models, methods, approaches and methodology aiding technology assessment, refinement, ICTs and intensive trainings leading to reach the unreached

Year	Details of models/methods/ approaches/ICTs etc. developed	Purpose/impact	Leader/ Associate	Marks obtained	Page Number

10 marks/activity to the leader, 5 marks/activity to the associate approved by University

b) Innovative extension technologies/methodologies developed, participatory technology development, concept, data base management/expert system developed/app development/decision support system models/e-learning lessons/models developed and any other relevant output

Year	Details of activity	Purpose/impact	Leader/Associate	Marks obtained	Page Number

10 marks/activity to the leader; 5 marks/activity to the associate approved by University

c) Formation of Farmers Producer Organizations (FPOs)/commodity interest groups/farmer interest groups/associations/farmers clubs and organizing Farmers Field School (FFS)

Year	Details of activity	Purpose/impact	Marks obtained	Page Number

5 marks for FPO; 2 marks for other groups/FFS

d) Convergence and linkages established

Year	Details of convergence/linkages established	Impact	Marks obtained	Page Number

1 mark/activity

e) Identification/documentation of Indigenous Technical Knowledge (ITK)/Gross Root Innovation (GRI)

Year	Details of ITK/GRI identified	Crop	Place	Impact	Marks obtained	Page Number

2 marks/activity

1.3. Capacity building

a) Training programs/courses conducted to the farmers/farm women/rural youth/extension functionaries

Year	Details of Training program/ course	Duration of the program/ course (Days/weeks)			Manager or Coordinator or Director/Associate or Coordinator or Co-director	Marks obtained	Page Number
		From (date)	To (date)	Total period			

Training Manager or Program Coordinator or Director – 10 marks/$\geq$ 2 weeks program at National/State/Zonal level;
5 marks/< 2 weeks program at National/State/Zonal level and 2 marks/program at local level;
Training Associate or Associate Coordinator or Co-director – 5 marks/$\geq$ 2 weeks program at National/State/Zonal level; 2 marks/< 2 weeks program at National/State/Zonal level and 1 mark/program at local level

b) Sensitizaiton workshops, zonal workshops, annual review meetings and/or interface meetings related to farmers

Year	Details of workshops / meetings	Duration of the workshops / meetings		Marks obtained	Page Number
		From	To		

2 marks/activity

c) Season long/vocational training programmes

Year	Details of Training program	Duration of the program			Programme Leader / Associate	Marks obtained	Page Number
		From (date)	To (date)	Total period			

2/5 marks to the Programme leader, 1/2 marks for associate for 3-5 days/> 5 days duration, respectively

1.4. Organization of significant events

a) Organizing National/Regional/State/District/local Kisanmela/Agriculture Fair/Technology Week and Exhibition

Year	Details of activity	Period (Duration and dates)	Major organizer/Associate	Marks obtained	Page Number

National/Regional/State level – 5 marks for major organizer and 3 marks for associate;
District and local level – 3 marks for major organizer and 2 marks for associate

b) Organizing field days/farmer-scientist interaction meeting/exposure visit/study tour of farmers/campaign/rythu sadassu/awareness programme

Year	Details of the programme	Duration			Marks obtained	Page Number
		From (date)	To (date)	Total period		

1 mark for one day, 2 marks for 3-5 days, 5 marks for > 5 days duration

c) Method demonstrations/Group discussions

Year	Nature and title of the activity	Place	Date	Purpose	Marks obtained	Page Number

1 mark/activity

d) Diagnostic surveys/Joint field visits

Year	Nature of the survey/visit	Crop & season	Place	Date	Purpose	Marks obtained	Page Number

1 mark/survey or visit

e) Consultancy for farmers and entrepreneurs

Year	Details of the consultancy	Period	Purpose	Marks obtained	Page Number

1 mark/activity

f) Public Relations Officer

Year	Place of work	Coverage group	Period	Marks obtained	Page Number

5 marks/year

1.5. Information Communication Technologies

a) Radio programmes/TV programs/Phone-in-live radio/TV

Year	Nature and title of the programme	Agency/ channel	Date of recording/broadcasting/ telecast	Marks obtained	Page Number

   2 marks/program

b) Attending farmers' calls

Year	Period	Number of farmers' calls attended	Marks obtained	Page Number

   1 mark/30 calls attended

c) Development of VCDs/DVDS pertaining to crop/technology/knowledge dissemination to farmers

Year	Title of the programme	Duration	Marks obtained	Page Number

   5 marks/<10 min video, 10 marks/>10 min video

D. Administration and related activities

1.1. Administration and technical assistance

a) Administrative service

Year	Designation & Place of work	Period of service			Marks obtained	Page Number
		From	To	Total period		

5 marks/year for Head of the Department/Research Station/Scheme/ KVK/ DAATTC Co-ordinator/DDO/Vice Principal of Polytechnic

10 marks/year for University Head of the Department/Principal Scientists (Crops/Discipline)

15 marks/year for Associate Director of Research/Associate Dean/Special Officer

25 marks/year for Deans/Directors/COE and other University Officers

   b) Technical assistance to the Vice-Chancellor/University Officers/ADR/Associate Dean/Special Officer etc.

Year	Designation & Place of work	Period of technical assistance			Marks obtained	Page Number
		From	To	Total period		

   10 marks/year

1.2. Monitoring /administrative duties for plan/non-plan schemes and other funded government /non- government schemes/colleges/DAATTCs/KVK etc.

a) Monitoring of activities (teaching/research/extension) of stations/centres/colleges etc.

Year	Details of the activity	Name of the station/ college/centre to which the activity is related	Marks obtained	Page Number

   5 marks/station/centre/college

b) Scrutiny and preparation of variety release proposals and notifications

Year	Crop	Variety	Details of release/ notification proposals prepared	Marks obtained	Page Number

5 marks/activity

c) Compilation and monitoring of seed indents, targets and allotment of breeder seed and foundation seed

Year	Class of seed	Details of the activity	Marks obtained	Page Number

5 marks/activity

d) Preparation of annual rate contract for supply of laboratory chemicals, glass ware, consumables etc.

Year	Details of the activity	Marks obtained	Page Number

2 marks/activity

e) Scrutiny of applications (CAS/Direct recruitments/awards/admission of students into PG/UG/ Polytechnic)

Year	Details of the activity	Marks obtained	Page Number

5 marks/activity

f) Duplication of semester final theory question papers and disbursement to colleges, preparation of transcript of marks, certificates for DELP etc. at University level

Year	Semester	Ph D/PG/UG/ Polytechnic/DELP	I/II/III/IV year/ details of DELP batch	Nature of the activity	Marks obtained	Page Number

5 marks/activity/year

g) Coding and decoding of answer scripts and preparation of college wise award lists at University level

Year	Semester	PG/UG	I/II/III/IV year	Name of the college	Marks obtained	Page Number

2 marks/activity/year

h) Additional examination duties assigned by the University/ADR/AD at campuses other than their regular place of work

Year	Semester	UG/Polytechnic/common entrance tests etc.	Date	Time	Place	Nature of the activity	Marks obtained	Page Number

5 marks/schedule

i) Involvement in counseling for admissions in the University, convocation etc.

Year	Counseling for admission to Ph D/PG/UG/ Polytechnic/details of University convocation (number, venue, date etc.)	Date of counseling/ convocation	Nature of duty	Marks obtained	Page Number

5 marks/activity/year at University level, 2 marks/activity/year at college level

j) Involvement in organizing meetings such as DLCC/pre-ZREAC/ZREAC/SLTP/Annual Action Plan/ College level Technical Programs/REAC/SLCC/other review meetings etc.

Year	Name of the event	Date(s) & duration	Venue	Major/Associate contributor	Marks obtained	Page Number

5 marks/program/meeting/event for major contributor, 3 marks/activity for associate contributor

k) Participation in DLCC/SAC meetings of DAATTCs/KVKs

Year	Details of the meeting	Date	Venue	Marks obtained	Page Number

1 mark/meeting

1.3. Preparation/compilation of reports, budget proposals, agenda and proceedings of meetings etc.

a) Preparation/compilation of Annual Reports/QRT Report/Research/Extension Highlights

Year	Details of the preparation/compilation	Sole or major/ Associate contributor	U/Z or C/S or D level	Marks obtained	Page Number

Marks/activity/year for sole or major contributor – 20 at University(U), 10 at Zonal (Z) or College (C), 5 at Station (S) or Scheme (S) or Department (D) level; Marks/activity/year for associate contributor – 10 at University(U), 5 at Zonal (Z) or College (C), 2 at Station (S) or Scheme (S) or Department (D) level, respectively

b) Preparation and compilation of monthly/bi-monthly reports, budget estimates, budget split-up, monitoring reports, preparation of agenda and proceedings for meetings of Board of Management/ academic council/faculty board/University Officers, preparation of academic calendar, schedule of examinations, etc.

Year	Details of the activity	Nature of duty	Marks obtained	Page Number

10 marks/activity/year

c) Preparation and compilation of academic reports/accreditation report/uploading of data/information in websites etc.

Year	Details of the activity	Nature of duty	C or S/D or Sc level	Marks obtained	Page Number

10 marks/activity/year at College (C) or Station (S) level, 2 marks/activity/year at Department (D) or Scheme (Sc) level

1.4. University level compilations, proposals, Detailed Project Reports (DPR) etc.

a) University level compilations for submissions to external agencies

Year	Details of the compilations	Name of the external agency	Nature of duty	Marks obtained	Page Number

5 marks/compilation

b) University level proposals for new projects/schemes for external funding

Year	Details of the project/scheme	Details of the funding agency	Amount (Rupees in crores)	Marks obtained	Page Number

10 marks/5-10 crore rupees proposal, 15 marks/>10 crore rupees proposal

c) Preparing Detailed Project Reports for external funding /financial layout for the establishment of New Colleges/Research Stations/Polytechnics/KVKs/DAATTCs etc.

Year	Details of the activity	Details of the funding agency	Major/associate contributor	Marks obtained	Page Number

10 marks for major contributor, 5 marks for associate contributors

1.5. Member in committees, assembly/parliament questions handled and related activities

a) Member in National/State level administrative/Research committees such as Task Force/Expert/ Steering Committees etc. formulated by University/Government/ Research organizations, Member of Board of Management

Year	Details of the committee	National/state level	Purpose/ Nature of duty	Marks obtained	Page Number

10 marks/national level committee, 5 marks/state level committee

b) Assembly/parliament questions handled and related activities

Year	Details of the activity	Date	Purpose/Nature of duty	Marks obtained	Page Number

5 marks/activity/year

E. **Significant contributions for the Agricultural Education/Research/Extension, Academic Achievements, Administrative positions and Administrative reforms during the assessment period (Not more than 5 pages). This is only for the applicants of Academic Level 14 to 15 not applicable to others (10 marks/ assessment period).**

CATEGORY II: CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES, RESEARCH AND ACADEMIC CONTRIBUTIONS

(Necessary documentary evidences/certificates must be enclosed by the applicant for each and every aspect. In cases where documentary evidences/certificates are not available, the applicant's involvement should be duly certified by the immediate superior/competent authority)

2.1. Co-curricular activities

a) Additional duties

Year	Place of work	Details of the Adtl. duty	Period of work			Role of the applicant	Marks obtained	Page Number
			From	To	Total			

10 marks/year for NSS officer, NCC officer, OSA, OIAM(UG/PG), Warden, SC-ST cell, T&P, Placement cell in-charge, Transport officer, Physical Director i/c Library i/c etc. Chairperson/major contributor for Village adoption
5 marks/year for Additional warden etc. member for Village adoption

b) Student study tours

Year	Semester	Name of the college	Details of batch of students	Details of the tour (South India, North India etc.)	Marks obtained	Page Number

10 marks/year/tour

c) Involvement in activities related to RAWEP/Internship, PAMP/PSPP/ELP etc.

Year	Semester	Details of Activity	Place of operation	Role of the applicant	Marks obtained	Page Number

10 marks/year for Associate Dean Representative for RAWEP/Internship, RAWEP in-charge at research station/DAATTC, PAMP/PSPP in-charge, ELP group chairperson etc.
5 marks/year for member in PAMP or PSPP or ELP

d) Involvement in updating subject content/course improvement/designing of new curricula and courses

Year	Details of the Subject/course	Details of improvement made	Marks obtained	Page Number

2 marks/course

e) Involvement in various activities as committee members, maintenance/verification of stocks etc.

Year	Details of the Activity*	Role of the applicant	Period			Marks obtained	Page Number
			From	To	Total		

5 marks/activity for sole or major contributor/chair person/co-ordinator, 3 marks/activity for committee member

*Note: In-charge for stocks/purchase committee/stock verification/auction committee/monitoring of works including construction committee/maintenance of records/enquiry committee/antiragging committee or squad/student-teacher council committee/DAIP committee/editorial committee/IQAC/women protection cell/disaster management committee/national level monitoring teams/ organizing committee for college day/sports and cultural meet/contingency plan/action plan/seminars/conferences/symposia/ workshop/annual group meetings/memorial lectures/Foundation day programmes/brain storming sessions etc., member of academic council, faculty board, REAC etc.

f) Participation in Rythu Chaitanya Yatra (RCY)/Rythusadassu/Rythu Polallo Sastravetthalu (RPS) etc., T&V meetings etc.

Year	Details of the activity /meeting	Date & Duration	Venue/place	Marks obtained	Page Number

2 marks/activity for RCY/Rythusadassu/RPS etc.; 1 mark/meeting for T&V meetings etc.

g) Release of official press note

Year	Date of release	Details of Topic	Published in	Marks obtained	Page Number

1 mark/5 press notes

2.2. Institution building

a) Recognized participation in creation of a totally new infra-structure/laboratory/farm or field facility etc./purchase of equipment for establishment of new laboratory

Year	Place of work	Details of the newly created/established facility	Period of work			Contribution of the applicant	Impact	Marks obtained	Page Number
			From	To	Total				

10 marks/activity/year *Note: Assessment is valid only for one year for an activity, except in some cases

b) Structural changes/rennovations, protection of University property/resources

Year	Place of work	Details of the activity	Period of work			Contribution of the applicant	Impact	Marks obtained	Page Number
			From	To	Total				

5 marks/activity/year *Note: Only clearly defined contributions shall be considered

c) Administrative reforms

Year	Place of work	Details of the activity	Impact*	Marks obtained	Page Number

2 marks/activity *Note: In view of transparency, integrity and social justice

d) Service in remote area

Year	Designation	Place of work	Category	Period (in months and years)			Marks obtained	Page Number
				From	To	Total		

1 mark/year or >6 months

2.3. External examiners and evaluation/selection committee members

a) External examiner, evaluation/selection committee member/expert etc.

Year	Details of Activity	Name of the University/ Institute/Board etc.	Number of students/ Title of the thesis	Marks obtained	Page Number

External examiner – 1 mark for 2 students for oral comprehensive, 2 marks for Ph D thesis viva, 5 marks for external paper setting
Thesis evaluation other than ANGRAU – 2 marks for Ph D, 1 mark for M Sc/M Tech/MBA
Evaluation/selection committee member/expert – 5 marks

b) Preparation of question bank for University/national level examinations

Year	Name of Exam	Title of the course/subject	Organizing University/ Institute/Board	Marks obtained	Page Number

2 marks/course or subject

c) Conducting of University/state/national level common entrance examinations

Year	Name of Exam	Organizing University/ Institute/Board	Date	Place	Role of the applicant (C/M/LS/I)	Marks obtained	Page Number

5 marks for convener(C), 3 marks for member(M)/local supervisor(LS), 2 marks for invigilator(I)

d) Member in performance evaluation committee/interview board at University level

Year	Details of the Activity	Date	Place	Chairperson/ member	Marks obtained	Page Number

5 marks for chairperson, 2 marks for member

e) Selection committee member for RA/SRF/TA etc.

Year	Name of the scheme or project	RA/SRF/TA	Date	Place	Chairperson/ member	Marks obtained	Page Number

2 marks for chairperson, 1 mark for member

2.4. Professional development activities

a) Participation in seminars/conferences/symposia/workshop/annual group meetings etc.

Year	Name of the programme	Period	Organized by & Venue	International/national /local	Marks obtained	Page Number

3 marks/international, 2 marks/national, 1 mark/local events

b) Membership in scientific societies or associations

Year	Name of the Society/association	Type of Membership*	Marks obtained	Page Number

1 mark/society or association/year   *Note: Life membership or Annual membership

c) Editor/editorial committee member/referee for journals

Year	Name of the Journal	Editor/editorial committee member/referee	Number of articles refereed	Marks obtained	Page Number

10 marks/editor; 5 marks/editorial committee member; 1 mark/journal referee/article

2.5. Orientation courses/Refresher courses/Research methodology/Training/Teaching-Learning- Evaluation Technology/Soft skills programs/Faculty development programmes etc.

a) Attended

Year	Name of the programme	Period	Venue	Organizing Institution	Marks obtained	Page Number

1 mark for 1-3 days, 2 marks for 3-5 days, 3 marks for 5-14 days, 5 marks for $\geq$14 days

b) New training courses designed, content development and organized

Year	Name of the programme	Duration & Period	Venue & Sponsored by	Sole or major/ Associate contributor	Marks obtained	Page Number

Long term course ($\geq$7 days) – 10 marks/course for sole or major contributor, 5 marks/course for associate contributor
Short term course (<7 days) – 5 marks/course for sole or major contributor, 2 marks/course for associate contributor

c) Resource person/guest lectures in training programmes, summer/winter school etc.

Year	Date	Details of the programme*	Title of the topic	International/national/ regional/state/other	Marks obtained	Page Number

3 marks/international, 2 marks/national/regional/state level, 1 mark for other programmes
*Note: Name, date, venue, organizing institution etc.

2.6. Publications
a) Papers published in referred NAAS rated Journals

S. No.	Year	Authors as per the citation	Title of the Publication	Name of Journal	Volume and Page No.	Position of authorship	NAAS rating*	Marks obtained	Page Number

15 marks for first author, 10 marks for second author, 5 marks for third author onwards
*Note: NAAS rating during the year of publication

b) Papers published in non-referred but recognized and reputed journals, periodicals having ISBN/ISSN number

S. No.	Year	Authors as per the citation	Title of the Publication	Name of Journal	Volume and Page No.	Position of authorship	ISBN/ ISSN number	Marks obtained	Page Number

10 marks for first author, 5 marks for second author, 3 marks for third author onwards

c) Conference proceedings as full papers and abstracts

Year	Authors as per the citation	Title of the paper/abstract	Details of the conference*	Full paper/ Abstract	Page number	Position of authorship	Marks obtained	Page Number

Full paper – 10 marks for first author, 5 marks for second author, 3 marks for third author onwards
Abstract – 5 marks for first author, 3 marks for second author, 1 mark for third author onwards
*Note: Name, date, venue etc.

d) Text/reference books published by International publishers with an established peer review

Year	Title of the book	Name of the Publisher	Sole or first/ associate author	Marks obtained	Page Number

12 marks as sole or first author, 6 marks as associate author

e) Subject books by National level publishers/State and Central Government publications/University/ Institute publications including research work based technical bulletins

Year	Title of the book/bulletin	Name of the Publisher	Sole or first/ associate author	Marks obtained	Page Number

10 marks as sole or first author, 5 marks as associate author

f) Subject books by other local publishers

Year	Title of the book	Name of the Publisher	Sole or first / associate author	Marks obtained	Page Number

5 marks as sole or first author, 2 marks as associate author

g) Editor of book or contribution of a chapter in an edited book

Year	Title of the book	Name of the Publisher	International/ national	Single or first/ associate editor/contribution of a chapter*	Marks obtained	Page Number

International publisher – 10 marks as single or first editor, 5 marks as associate editor
National Publisher – 8 marks as single or first editor, 4 marks as associate editor
Contribution of a chapter in an edited book – 2 marks/chapter (*Note: Mention the title of the chapter)

h) Publication of information material

Year	Title of the material	Type of the material (L/F/BL/B)	Authors	Purpose	Marks obtained	Page Number

1 mark/leaflet(L) or folder(F), 3 marks/booklet(BL), 5 marks/book(B)

i) Contribution to Vyavasayapanchangam

Year	Title of the chapter	Contribution	New preparation/ revision	Marks obtained	Page Number

2 marks for new preparation, 0.5 mark for revision

j) Popular articles

Year	Title of the article	Publication details*	Volume and page no.	First author/ others	Marks obtained	Page Number

1 mark for First author, 0.5 marks for others
*Note: Name of the leading daily/magazine or Institutional/government departmental periodical in which the article is published

2.7. Sponsored Research Projects – carried out/ongoing

a) Major projects handled – amount mobilized with grants

Year	Details of the Project	Funding agency	Amount (Rs. In Lakhs)	PI/Co-PI	Marks obtained	Page Number

Principal Investigator(PI) – 10 marks for ≥ 30 Lakhs, 5 marks for 5 to 30 Lakhs, 2 marks for 1 to 5 Lakhs
Co-PI – 5 marks for ≥ 30 Lakhs, 2 marks for 5 to 30 Lakhs, 1 mark for 1 to 5 Lakhs
*Note: Title of the project, duration, ongoing or completed, if completed date of completion etc.

b) Consultancy Projects – carried out/ongoing

Year	Details of the Project	Consultancy provided to	Amount (Rs. in lakhs)	Completed/ ongoing	Marks obtained	Page Number

1 mark for one lakh rupees

c) Projects' outcome/output

Year	Title of the Project	Funding Agency	Research out put*	PI/Co-PI	Marks obtained	Page Number

10 marks for Principal Investigator(PI), 5 marks for Co-PI
*Note: Patent /Technology Transfer/Product/crop variety/process out of completed externally funded projects only

d) Externally funded projects assigned by University

Year	Title of the Project	Funding Agency	PI/Co-PI	Completed/ ongoing	Marks obtained	Page Number

10 marks/project for Principal Investigator (PI), 5 marks/project for Co-PI

2.8. Research guidance

a) UG Projects (B. Tech etc.)

Year	Details of the student	Degree awarded	Title of the Project	Marks obtained	Page Number

2 marks/project as chairperson for degree awarded only

b) M.Sc./M. Tech./MBA

Year	Name & I. D. No. of the student	Degree	Title of the Thesis	Chairperson/ member	Degree awarded/ thesis submitted	Marks obtained	Page Number

Degree awarded – 5 marks for chairperson, 2 marks for member
Thesis submitted to external examiner – 2 marks for chairperson, 1 mark for member

c) Ph. D.

Year	Name & I. D. No. of the student	Title of the Thesis	Chairperson/ member	Degree awarded/ thesis submitted	Marks obtained	Page Number

Degree awarded – 10 marks for chairperson, 4 marks for member
Thesis submitted to external examiner – 5 marks for chairperson, 2 mark for member

2.9. Peer Recognition

a) Awards

Year	Name of the Award*	Details of the Award	Level (I/N/S or U/O)	Marks obtained	Page Number

5 marks for International(I), 4 marks for National(N), 3 marks for State(S) or University(U) level, 1 mark for others(O)
*Best teacher/scientist/paper/poster, medals etc.

b) Honours/chairperson for technical sessions/lead speaker/invited speaker/key note address etc.

Year	Date	Name of the programme	Details of activity	International or national/ state/local	Marks obtained	Page Number

3 marks for international or national, 2 marks for state, 1 mark for local event

EXPLANATORY NOTES FOR MARKS ALLOCATION

CATEGORY I: TEACHING, RESEARCH, EXTENSION, ADMINISTRATION AND RELATED ACTIVITIES (MAXIMUM MARKS: 100)

A. TEACHING AND RELATED ACTIVITIES:

1.1. Achievements in Teaching

a) Courses offered including student advisory class [One Theory credit is equal to one hour and one Practical credit is equal to three hours – For example, 2T+1P is equal to 5 hours] (One student advisory class is equal to one hour) (2 marks/hour for sole course in-charge; 1 mark/hour in case of >1 course in-charge)

b) Distance Education Learning Programme (DELP) (5 marks/course)

1.2. Preparation and imparting knowledge/instruction material as per curriculum/syllabus/course content

a) Preparation of the instructional material (Practical manual, RAWEP/AELP/PAMP/PSPP manual) (First time – 10 marks each for First/second contributor, 5 marks each for third contributor onwards) (Revision – 4 marks each for First/second contributor, 2 marks each for third contributor onwards)

b) Preparation of course material for ODLC programme/training manuals (First time – 10 marks/national level and 5 marks/state level as sole or first editor, 5 marks/ national level and 2 marks/state level as associate editor) (Revision – 4 marks/national level and 2 marks/state level as sole or first editor, 2 marks/national level and 1 mark/state level as associate editor)

1.3. Use of participatory and innovative teaching-learning methodologies

a) Development of teaching material (slides/charts/videos/power point presentation) (First time – 10 marks for a course, Revision – 2 marks for a course; 5/10 marks for <10/$\geq$ 10 min video)

1.4. Examination duties (invigilation, question paper setting, moderation of question papers, evaluation / assessment of answer scripts/records of RAWEP/AELP/PAMP/ PSPP etc.)

a) Invigilation duties (1 mark for mid semester; 2 marks for semester final theory)

b) Question paper setting for final theory exams and common exams (5 marks for each paper)

c) Moderation of question papers (2 marks for each subject)

d) Evaluation /assessment of answer scripts/records of RAWEP/AELP/PAMP/PSPP etc. (1 mark/10 answer scripts or 5 records)

e) Preparation/checking/verification of performance registers along with GPA reports at college level (10 marks/ activity/year)

B. RESEARCH AND RELATED ACTIVITIES:

1.1. Principal investigator(PI), co-principal investigator(Co-PI) in research projects/ experiments as per approved technical programme of work (10/5 marks for each experiment for PI/Co-PI)

1.2. Project Associate in research projects/experiments as per the approved technical program of work (2 marks for each experiment)

1.3. Farm management as Farm superintendent/manager (10 marks for $\geq$ 6 months; 5 marks for <6 months)

1.4. Works related to germplasm collection, documentation and conservation, development, release and notification of varieties/hybrids, technologies/innovations/implements/ machinery/home science technologies etc. developed, exhibit models/diagnostic kits/ software developed

a) Germplasm collection, documentation and conservation (10 marks/20 lines)

b) Crop varieties developed, released, notified and entered into seed chain (15 marks/variety or hybrid for first and second persons, 10 marks/variety or hybrid for other scientists in the release proposals)

c) Technologies/innovations/implements /machinery/home science technologies etc. developed with recommendations (10 marks for sole or major contributor; 5 marks for associate contributor)

d) Exhibit models/diagnostic kits/software etc. developed (5 marks for sole or major contributor; 3 marks for associate contributor)

1.5. Income generation through production, processing and distribution of seed, planting materials biofertilizer etc./sample analysis, evaluation etc.

a) Income generation (1 mark for Rs. 20,000/-)

C. EXTENSION AND RELATED ACTIVITIES:

1.1. Technology assessment and refinement, demonstrations and extension research studies

a) Technology assessment and refinement – Number of OFTs/Minikits conducted as per the approved technical programme of work (5 marks/OFT conducted in ≥ 5 locations, 3 marks for < 5 locations; 2 marks for 1 minikit culture conducted in 5 locations)

b) Frontline demonstrations/CFLDs/Result demonstrations conducted (5 marks/one FLD/CFLDs/RD in $\geq$ 10 locations, 3 marks for < 10 locations)

c) Extension research studies conducted (5 marks/each study with a sample of $\geq$30 for Project leader, 2 marks for associate)

d) Technology spread (2 marks for each technology spread in $\geq$100 ha)

1.2. Innovative extension methodologies

a) Developing innovative conceptual models, methods, approaches and methodology aiding technology assessment, refinement, ICTs and intensive trainings leading to reach the unreached (10 marks/activity to the leader, 5 marks/activity to the associate approved by University)

b) Innovative extension technologies/methodologies developed, participatory technology development, concept, data base management/expert system developed/app development/decision support system models/e-learning lessons/models developed and any other relevant output (10 marks/activity to the leader; 5 marks for associate approved by University)

c) Formation of Farmers Producer Organizations (FPOs)/commodity interest groups/farmer interest groups/ associations/farmers clubs and organizing Farmers Field School (FFS) (5 marks for FPO; 2 marks for other groups/FFS)

d) Convergence and linkages established (1 mark/activity)

e) Identification/documentation of Indigenous Technical Knowledge (ITK)/Gross Root Innovation (GRI) (2 marks/activity)

1.3. Capacity building

a) Training programs/courses conducted to the farmers/farm women/rural youth/extension functionaries (Training manager or Program coordinator or Director – 10 marks/$\geq$ 2 weeks program; 5 marks/< 2 weeks program at National/State/Zonal level and 2 marks/program at local level) (Training associate or Associate coordinator or Co-director – 5 marks/$\geq$ 2 weeks program at National/State/Zonal level; 2 marks/< 2 weeks program at National/State/Zonal level and 1 mark/program at local level)

b) Sensitizaiton workshops, zonal workshops, annual review meetings and/or interface meetings related to farmers (2 marks/activity)

c) Season long/vocational training programmes (2/5 marks for Programme leader, 1/2 marks for associate for 3-5 days/> 5 days duration)

1.4. Organization of significant events

a) Organizing National/Regional/State/District/local Kisanmela/Agriculture Fair/Technology Week and Exhibition (National/Regional/State level – 5 marks for major organizer and 3 marks for associate; District/local level - 3 marks for major organizer and 2 marks for associate)

b) Organizing field days/farmer-scientist interaction meeting/exposure visit/study tour of farmers/campaign/rythu sadassu/awareness programme (1 mark for one day, 2 marks for 3-5 days, 5 marks for > 5 days duration)

c) Method demonstrations/Group discussions (1 mark/activity)

d) Diagnostic surveys/joint field visits (1 mark/survey or visit)

e) Consultancy for farmers and entrepreneurs (1 mark/activity)

f) Public relations officer (5 marks/year)

1.5. Information Communication Technologies

a) Radio programmes/TV programs/Phone-in-live radio/TV (2 marks/program)

b) Attending farmers' calls (1 mark/30 calls attended)

c) Development of VCDs/DVDS pertaining to crop/technology/knowledge dissemination to farmers (5 marks/<10 min video, 10 marks/$\geq$10 min video)

D. ADMINISTRATION AND RELATED ACTIVITIES:

1.1. Administration and technical assistance

a) Administrative service (5 marks/year for Head of the Department/Research Station/Scheme/ KVK/ DAATTC Co-ordinator/DDO/Vice Principal of Polytechnic; 10 marks/year for University Head of the Department/Principal Scientists (Crops/Discipline); 15 marks/year for Associate Director of Research/Associate Dean/Special Officer; 25 marks/year for Deans/Directors/COE and other University Officers)

b) Technical assistance to the Vice-Chancellor/University Officers/ADR/Associate Dean/Special Officer etc. (10 marks/year)

1.2. Monitoring/administrative duties for plan/non-plan schemes and other funded government/ non-government schemes/colleges/DAATTCs/KVK etc.

a) Monitoring of activities (teaching/research/extension) of stations/centres/colleges etc. (5 marks/station/centre/college)

b) Scrutiny and preparation of variety release proposals and notifications (5 marks/activity)

c) Compilation and monitoring of seed indents, targets and allotment of breeder seed and foundation seed (5 marks/activity)

d) Preparation of annual rate contract for supply of laboratory chemicals, glass ware, consumables etc. (2 marks/activity)

e) Scrutiny of applications (CAS/Direct recruitments/awards/admission of students into PG/UG/Polytechnic) (5 marks/activity)

f) Duplication of semester final theory question papers and disbursement to colleges, preparation of transcript of marks, certificates for DELP etc. at University level (5 marks/activity/year)

g) Coding and decoding of answer scripts and preparation of college wise award lists at University level (2 marks /activity/year)

h) Additional examination duties assigned by the University/ADR/AD at campuses other than their regular place of work (5 marks/schedule)

i) Involvement in counseling for admissions in the University, convocation etc. (5 marks/activity/year at University level, 2 marks/activity/year at college level)

j) Involvement in organizing meetings such as DLCC/pre-ZREAC/ZREAC/SLTP/Annual Action Plan/College level Technical Programs /REAC/SLCC/other review meetings etc. (5 marks/program /meeting/event for major contributor, 3 marks/activity for associate contributor)

k) Participation in DLCC/SAC meetings of DAATTCs/KVKs (1 mark/meeting)

1.3. Preparation/compilation of reports, budget proposals, agenda and proceedings of meetings etc.

a) Preparation/compilation of Annual Reports/QRT Report/Research/Extension Highlights at University/Zonal or College/Station or Scheme or Department level (20/10/5 marks/activity/year to sole or major contributor, 10/5/2 marks/activity/year to associate contributor, respectively)

b) Preparation and compilation of monthly/bi-monthly reports, budget estimates, budget split-up, monitoring reports, preparation of agenda and proceedings for meetings of Board of Management/academic council/faculty board/University Officers, preparation of academic calendar, schedule of examinations, etc. (10 marks/activity/year)

c) Preparation and compilation of academic reports/accreditation report/uploading of data/information in websites etc. (10 marks/activity/year at College or Station level, 2 marks/activity/year at Department or scheme level)

1.4. University level compilations, proposals, Detailed Project Reports (DPR) etc.

a) University level compilations for submissions to external agencies (5 marks/compilation)

b) University level proposals for new projects/schemes for external funding (10 marks/5-10 crore rupees proposal, 15 marks/>10 crore rupees proposal)

c) Preparing Detailed Project Reports for external funding /financial layout for the establishment of New Colleges/Research Stations/Polytechnics/ KVKs/DAATTCs etc. (10 marks for major contributor, 5 marks for associate contributors)

1.5. Member in committees, assembly/parliament questions handled and related activities

a) Member in National/State level administrative/Research committees such as Task Force/Expert/ Steering Committees etc. formulated by University/Government/ Research organizations, Member of Board of Management (10 marks/national level committee, 5 marks/state level committee)

b) Assembly/parliament questions handled and related activities (5 marks/activity/year)

E Significant contributions for the Agricultural Education/Research/Extension, Academic Achievements, Administrative positions and Administrative reforms during the assessment period (Not more than 5 pages). This is only for the applicants of Academic Level 14 to 15 not applicable to others (10 marks/ assessment period.)

Note:

A) *Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents duly certified by the concerned authority separately*

B) *Furnish the details only for the assessment period*

C) *Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences/certificates etc.*

D) *Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the category*

E) *Any other information beyond the above proforma may be given as special attachment with necessary details*

The applicant can furnish the information under category I in all the appropriate heads under A, B, C and D, respectively since the mandatory work of teachers and related academic staff includes teaching, research, extension and administration

CATEGORY II: CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES, RESEARCH AND ACADEMIC CONTRIBUTIONS
(MAXIMUM MARKS: 100)

2.1. Co-curricular activities

a) Additional duties – NSS officer, NCC officer, OSA, OIAM(UG/PG), Warden, SC-ST cell, T&P, Placement cell in-charge, Transport officer, Physical Director i/c Library i/c etc. (10 marks/year), Additional warden etc. (5 marks/year), Village adoption (10 marks for chairperson/ major contributor; 5 marks/member/year)

b) Student study tours (South India, North India etc.) (10 marks/year/tour)

c) Involvement in activities related to RAWEP/Internship, PAMP/PSPP/ELP etc. – Associate Dean Representative for RAWEP/Internship, RAWEP in-charge at research station/DAATTC, PAMP/PSPP in-charge, ELP group chairperson etc. (10 marks/year), member in PAMP or PSPP or ELP (5 marks/year)

d) Involvement in updating subject content/course improvement/designing of new curricula and courses (2 marks/course)

e) Involvement in various activities as committee members, maintenance/verification of stocks etc. – In-charge for stocks/purchase committee/stock verification/auction committee/monitoring of works including construction committee/maintenance of records/enquiry committee/antiragging committee or squad/student-teacher council committee/DAIP committee/editorial committee/ IQAC/women protection cell/disaster management committee/national level monitoring teams/organizing committee for college day/sports and cultural meet/contingency plan/action plan/ seminars/ conferences/symposia/workshop/annual group meetings/memorial lectures/Foundation day programmes/brain storming sessions etc., member of academic council, faculty board, REAC etc. (5 marks/activity for sole or major contributor/chair person/co-ordinator, 3 marks/activity for committee member)

f) Participation in Rythu Chaitanya Yatra (RCY)/Rythusadassu/Rythu Polallo Sastravetthalu (RPS) etc. (2 marks/activity), T&V meetings etc. (1 mark/meeting)

g) Release of official press note (1 mark/5 press notes)

2.2. Institution building

a) Recognized participation in creation of a totally new infra-structure/laboratory/farm or field facility etc./purchase of equipment for establishment of new laboratory to improve the standards of education, research and extension (10 marks/activity/year) (Assessment is valid only for one year for an activity, except in some cases)

b) Structural changes/rennovations, protection of University property/resources resulting in better production or utilization of resources (5 marks/activity/year) (Only clearly defined contributions shall be considered)

c) Any administrative reforms that brought in more transparency, integrity and social justice (2 marks/activity)

d) Service in remote area (1 mark/year or >6 months)

2.3. External examiners and evaluation/selection committee members

a) External examiner for oral comprehensive (1 mark for 2 students) and Ph D thesis viva (2 marks), external paper setting (5 marks), thesis evaluation other than ANGRAU (2 marks for Ph D; 1 mark for M Sc/M Tech/MBA) and evaluation/selection committee member/expert (5 marks)

b) Preparation of question bank for University/national level examinations (2 marks/course or subject)

c) Conducting of University/state/national level common entrance examinations (5 marks for convener, 3 marks for member/local supervisor, 2 marks for invigilator)

d) Member in performance evaluation committee/interview board at University level (5 marks for chairperson; 2 marks for member)

e) Selection committee member for RA/SRF/TA etc. (2 marks for chairperson, 1 mark for member)

2.4. Professional development activities

a) Participation in seminars/conferences/symposia/workshop/annual group meetings etc. (3 marks/international, 2 marks/national, 1 mark/local event)

b) Membership in scientific societies or associations (1 mark/society or association/year)

c) Editor/editorial committee member/referee for journals (10 marks/editor; 5 marks/editorial committee member; 1 mark/journal referee/article)

2.5. Orientation courses/Refresher courses/Research methodology/Training/Teaching-Learning- Evaluation Technology/Soft skills programs/Faculty development programmes etc.

a) Attended (1 mark for 1-3 days, 2 marks for 3-5 days, 3 marks for 5-14 days, 5 marks for ≥14 days)

b) New training courses designed, content development and organized (For long/short term courses – 10/5 marks/course for sole or major contributor, 5/2 marks/course for associate, respectively) (short term <7 days, long term ≥7 days)

Resource person/guest lectures in training programmes, summer/winter school etc. (3 marks for international, 2 marks for national/regional/state level, 1 mark for other programmes)

2.6. Publications

a) Papers published in referred NAAS rated Journals (15 marks for first author, 10 marks for second author, 5 marks for third author onwards)

b) Papers published in non-referred but recognized and reputed journals, periodicals having ISBN/ISSN number (10 marks for first author, 5 marks for second author, 3 marks for third author onwards)

c) Conference proceedings as full papers (10 marks for first author, 5 marks for second author, 3 marks for third author onwards) and abstracts (5 marks for first author, 3 marks for second author, 1 mark for third author onwards)

d) Text/reference books published by International publishers with an established peer review (12 marks as sole or first author, 6 marks as associate author)

e) Subject books by National level publishers/State and Central government publications/University / Institute publications including research work based technical bulletins (10 marks as sole or first author, 5 marks as associate author)

f) Subject books by other local publishers (5 marks as sole or first author, 2 marks as associate author)

g) Editor of book by International (10 marks as single or first editor, 5 marks as associate editor)/National Publisher (8 marks as single or first editor, 4 marks as associate editor) or contribution of a chapter in an edited book (2 marks/chapter)

h) Publication of information material (1 mark/leaflet or folder, 3 marks/booklet, 5 marks/book)

i) Contribution to Vyavasayapanchangam (2 marks for new preparation, 0.5 mark for revision)

j) Popular articles published in leading dailies/magazines or Institutional/government departmental periodicals (1 mark for first author, 0.5 marks for others)

2.7. Sponsored Research Projects – carried out/ongoing

a) Major projects handled – amount mobilized with grants (Principal Investigator(PI) – 10 marks/project for ≥ 30 Lakhs, 5 marks/project for 5 to 30 Lakhs, 2 marks/project for 1 to 5 Lakhs; Co-PI – 5 marks/project for ≥ 30 Lakhs, 2 marks/project for 5 to 30 Lakhs, 1 mark/project for 1 to 5 Lakhs)

b) Consultancy Projects – carried out/ongoing (1 mark for one lakh rupees)

c) Projects' outcome/output (Patent/Technology Transfer/Product/crop variety/process out of completed externally funded projects only (10 marks for Principal Investigator, 5 marks for Co-PI)

d) Externally funded projects assigned by University (10 marks/project for Principal Investigator, 5 marks/project for Co-PI)

2.8. Research guidance

a) UG Projects (B. Tech etc.) (2 marks/project as chairperson for degree awarded only)

b) M.Sc./M. Tech./MBA (5/2 marks for chairperson, 2/1 marks for member for degree awarded/thesis submitted to external examiner, respectively)

c) Ph.D. (10/5 marks for chairperson, 4/2 marks for member for degree awarded/thesis submitted to external examiner)

2.9. Peer Recognition

a) Awards (Best teacher/scientist/paper/poster, medals etc.,) (5 marks for International, 4 marks for National, 3 marks for State/University level, 1 marks for others)

b) Honours/chairperson for technical sessions/lead speaker/invited speaker/key note address etc. (3 marks for international or national, 2 marks for state, 1 mark for local event)

CONFIDENTIAL
(TO BE FILLED IN BY THE REPORTING OFFICER)
THE CANDIDATE SHOULD NOT FILL UP THESE COLUMNS
(THE REPORTING OFFICER SHOULD FURNISH THE INFORMATION BASED ON AVAILABLE
RECORDS IN THAT INSTITUTE)

Assessment Period:

Name:

Designation:

Place of work:

from Academic level _____ to Academic level _____

i	Teaching (Any Specific remark)	**O**	**V**	**G**	**S**	**B**

Ii	Research (Any Specific remark)	**O**	**V**	**G**	**S**	**B**

Iii	Extension (Any Specific remark)	**O**	**V**	**G**	**S**	**B**

iv	Other duties Assigned Specify the duty assigned	**O**	**V**	**G**	**S**	**B**

v	Consultancies/Paid Up Trials (Any Specific remark)	**O**	**V**	**G**	**S**	**B**

vi	Publications / Books / Research Papers / Popular Articles etc. (Any Specific remark)	**O**	**V**	**G**	**S**	**B**

c. Specific Attributes

i	Communication Skills (Any Specific remark)	**O**	**V**	**G**	**S**	**B**

ii	Interpersonal Relations and team work (Any Specific remark)	**O**	**V**	**G**	**S**	**B**

iii	Managerial / leadership qualities (Any Specific remark)	O	V	G	S	B

iv	Willingness to take responsibilities (Any Specific remark)	O	V	G	S	B

v	Proficiency and Accuracy in work (Any Specific remark)	O	V	G	S	B

vi	Initiative and Zeal (Any Specific remark)	O	V	G	S	B

vii	Sense of responsibility and devotion to duty (Any Specific remark)	O	V	G	S	B

viii	Ability to plan, initiate and conduct teaching / research / extension and other official programmes (Any Specific remark)	O	V	G	S	B

ix	Attitude towards collegues in the faculty and administration (Any Specific remark)	O	V	G	S	B

x	Punctuality and regularity in attendance (Any Specific remark)	O	V	G	S	B

xi	Amicability to discipline (Any Specific remark)	O	V	G	S	B

xii	Timeliness in attending the work (Any Specific remark)	O	V	G	S	B

xiii	Achieving the targets in time	O	V	G	S	B

D. General Attributes:

i. State of Health

ii. Industriousness, care and thoroughness

iii. Integrity

iv Keenness to learn

E. Any other information which needs to be furnished:

F. Overall Assessment:

Specify your overall assessment keeping in view his / her strengths / short comings, intellectual capacity, integrity, managerial capabilities, leadership qualities and willingness to assume responsibilities.

G.   Overall Grading

O	V	G	S	B

(O = Outstanding, V = Very Good, G = Good, S= Satisfactory B = Below expectation)

Marks Allotted for ACR with overall Assessment   :   _____
(Specify the overall grading in words :_____)

Academic Confidential Report (ACR) Marks should be allotted to the applicant by the Reporting Officer and also submitted to the University along with application.

S.No	Academic Level	O	V	G	S	B
1	All Academic Levels (10-11 & 11-12)	5	4	3	2	1
2	All Academic Levels (12-13A & 13A-14)	4	3	2	1	0.5

Note:
  ➢ **For allocation of ACR marks, Reporting officer should take into consideration of all aspects indicated in the Part III (ACR Proforma), keep the ACR in the sealed cover and submit to the Reviewing Officer and then the ACR will be submitted by the applicant along with application.**
  ➢ **Reporting officer is the Head of the Institute, where the applicant is <u>presently working</u> and he/she has to give the ACR marks based on the available records.**
  ➢ <u>**If no marks were allotted in Part III (ACR Proforma) by the Reporting Officer or if ACR is not enclosed with application, the applicant will lose marks for the same**</u>

Place: Signature of the Reporting Officer
Date: Name
                                         Designation

ASSIGNING MARKS FOR CONDUCT REPORT (CR)

The confidential report of the University comprises work done by the Applicant, notable achievements, any warning or disciplinary cases against the applicant. Based on the existing confidential report, the following criteria has been decided for awarding marks to conduct:

I. Assistant Professor (Academic Level 10 to Academic Level 11), Assistant Professor (Academic Level 11 to Academic Level 12) and Professor (Academic Level 14) to Senior Professor (Academic Level 15): The weightage for assessment based on API Score is for 85 and conduct is for 15 marks.

   a) By the Committee

   Assigning of marks based on API Score as detailed below:

   - If assessment marks are 70, then 5 may be allotted to conduct
   - If assessment marks are 60, then 4 may be allotted to conduct
   - If assessment marks are 50, then 3 may be allotted to conduct
   - If assessment marks are 40, then 1 may be allotted to conduct

   b) By the Reporting Officer (Head of the Station/College/KVK/DAATTC)

   - Assigning of 5 marks will be by the immediate superior based on his/her sincerity, integrity, punctuality, hard work, commitment and readiness to obey superior's order in participating additional works.

   c) By the Employer (Registrar)

   - Assigning of 0 to 5 marks (In case of any disciplinary action or found guilty the marks for CR will be zero)

II. Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A) / Associate Professor (Academic Level 13A) to Professor (Academic Level 14): The weightage for assessment based on API Score is for 70, conduct is for 10 marks and interview is for 20 marks

   a) By the Committee

   Assigning of marks based on API Score as detailed below:

   - If assessment marks are 60, then 4 may be allotted to conduct
   - If assessment marks are 50, then 3 may be allotted to conduct
   - If assessment marks are 40, then 2 may be allotted to conduct
   - If assessment marks are 30, then 1 may be allotted to conduct

   b) By the Reporting Officer (Head of the Station/College/KVK/DAATTC)

   - Assigning of 3 marks will be by the immediate superior based on his/her sincerity, integrity, punctuality, hard work, commitment and readiness to obey superior's order in participating additional works.

   c) By the Employer (Registrar)

   - Assigning of 0 to 3 marks (In case of any disciplinary action or found guilty the marks for CR will be zero)

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
Administrative Office, Lam, Guntur
<u>**CERTIFICATE OF VERIFICATION BY THE EMPLOYER**</u>

1. The entries made in the application of Dr./Sh./Smt./Km. ……………………………… ………………………………………………………………………………………………… for the post of ……………………………………………………….have been duly verified from the records and are found correct.

2. There is no vigilance/disciplinary/criminal case pending against him/her.

3. Whether any Minor/Major penalties under conduct rules, 1958 have been imposed during the last ten years on him / her   - Yes / No.

   If No give full marks (5 or 3) depending on the stage for every year separately.

   If Yes give details………………………………………………………………………

   and give scores between 4 and 0 or 2 and 0 depending on the stage for every year separately.

Certified that the work and conduct of Dr./Sh./Smt./Km. ……………………………................. during the assessment period is given below.

The gist of AAR/ACR marks as per grading for the assessment period is as follows

Authority	Marks assigned during the assessment period					Total	Mean
	I	II	III	VI	V		
IQAC Committee *							
Reporting Officer **							
Employer/ Registrar***							
Total							

Note : *IQAC Committee marks shall also be indicated in the respective space provided in the
        Certificate of verification by the Employer/Registrar.
  ** Reporting officer is the Head of the Institute. Marks shall be indicated in the respective
    space provided in the Part III (Confidential Report) and submit in a closed cover to University.
  *** Marks will be allotted at University level.
  If no marks were allotted by Reporting Officer in the Part III or IQAC at AD/ADR level, marks will
  not be allotted at University level for the Reporting Officer/AD/ADR level and the applicant will lose .
  the marks respectively.

Office File/ Ref. No……………………………………………………
Date:

                                  Signature of the Employer/Registrar

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
CAREER ADVANCEMENT SCHEME-2016

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

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

CHECK LIST FOR VERIFICATION BY THE SERVICES SECTION

Application for promotion from Academic level_____ to Academic level_____

Name   (inBlockLetters)　　　　　　　:
Designation　　　　　　　　　　　　:
Discipline/Department　　　　　　　:
Placeofwork　　　　　　　　　　　　:

S. No.	Eligibility Particulars*	YES	NO	NA
1.	Whether completed Ph.D. (If yes mention the date of obtaining the degree) (Applicants having PhD degree at the time of joining into the ANGRAU at Academic level 10 will only be considered for promotion to Academic level 11 after the completion of 4 years of service, not for the applicants completed Ph D after joining into the ANGRAU at Academic level 10)			
2.	Whether completed mandatory trainings of one/two courses/programmes among the required categories during the assessment period (If yes mention the dates and duration)			
3.	Whether have one (AL 11) / three (AL 12/13 A/14) / ten (AL 15) research publications in the peer-reviewed (NAAS rated) journals during the assessment period			
4.	Whether guided two M. Sc./M. Tech./MBA(AL 13 A) / one (AL 13 A/14) / two Ph.D. student(s) (AL 15) during the assessment period			
5.	Whether published <u>three</u> additional research papers (AL 14/15) in the peer-reviewed (NAAS rated) journals during the assessment period			
6.	Whether successfully completed externally funded project of ≥ 10 (AL 13 A)/≥ 15 (AL 14)/20 lakh rupees (AL 15) (If yes mention the details of funding agency, amount and duration of project etc.)			
7.	Whether had a 'good' to 'outstanding' performance score during the assessment period (AL 14/15)			

Date of joining in the present Academic Level___　　　　　　　　　　　　　　　　　　:
Date of eligibility to Academic Level _____ for which this application is being submitted　:
(After deducting EOLs/any other leave not counted for annual increment)
Number of years of service completed in Academic level ___ as on _____ (date)　　　:
　　　Whether the applicant fulfilled the eligibility criteria for assessment　　　　　　: YES/NO
　* Refer guidelines of eligibility for promotion to different categories

　　Signature of the　　　　　　　Signature of the　　　　　　　Signature of the
　　Senior Assistant　　　　　　　Superintendent　　　　　　　　AR(TE)

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

CAREER ADVANCEMENT SCHEME-2016

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

Application for promotion from Academic level _____ to Academic level _____

Name of the Applicant   :

CONTENTS

S.No	Activity	Page Numbers	
		From	**To**
Part I	**General Information**		
Part II	**Application (Category I & II) and Self Assessed Score Card**		
Part III	**Confidential Report proforma**		
	Certificate of verification by the Employer/Registrar		
	Checklist for verification by the Services section		
	Checklist for verification of application by the IQAC Committee		
	Enclosers as per application form Category I & II		
Part I	**Certificates related to General Information**		
Part II	**CATEGORY I : TEACHING, RESEARCH, EXTENSION, ADMINISTRATION AND RELATED ACTIVITIES**		
A	**Teaching and related activities**		
1.1	Achievements in Teaching		
1.2	Preparation and imparting knowledge/instruction material as per curriculum/syllabus/course content		
1.3	Use of participatory and innovative teaching-learning methodologies		
1.4	Examination duties		
B	**Research and related activities**		
1.1	PI/Co-PI in research projects/experiments		
1.2	Project Associate in research projects/experiments		
1.3	Farm management as Farm superintendent/ manager		
1.4	Works related to germplasm, release of varieties/ hybrids, technologies developed		
1.5	Income generation through production, processing and distribution of seed, planting materials biofertilizer etc./sample analysis, evaluation etc.		
C	**Extension and related activities**		
1.1	Technology assessment and refinement, Demonstrations and Extension Research Studies		
1.2	Innovative Extension Methodologies		
1.3	Capacity building to farmers		
1.4	Organization of significant events		
1.5	Information Communication Technologies		
D	**Administration and related activities**		

1.1	Administration service		
1.2	Monitoring/administrative duties for plan/non-plan schemes and other funded government/non-government schemes/colleges/DAATTCs/KVK etc.		
1.3	Preparation/compilation of reports, budget proposals, agenda and proceedings of meetings etc.		
1.4	University level compilations, proposals, detailed project proposals etc.		
1.5	Member in committees, assembly/parliament questions handled and related activities		
E	**Significant contributions, Academic Achievements, Administrative positions and Administrative reforms during the assessment period (Academic Level 14 to 15 only)**		
Part II	**CATEGORY II : CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES, RESEARCH AND ACADEMIC CONTRIBUTIONS**		
2.1	Co-curricular activities		
2.2	Institution building		
2.3	External examiners and evaluation/selection committee members		
2.4	Professional development activities		
2.5	Orientation courses/Refresher courses/Research methodology/Training/Teaching-Learning-Evaluation Technology/Soft skills programs/Faculty development programmes etc.		
2.6	Publications		
2.7	Sponsored Research Projects – carried out/ongoing		
2.8	Research guidance		
2.9	Peer Recognition		

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

CAREER ADVANCEMENT SCHEME-2016

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

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

SCORE CARD FOR PROMOTION FROM
ACADEMIC LEVEL ___ TO ACADEMIC LEVEL ____

CATEGORY I: TEACHING, RESEARCH, EXTENSION, ADMINISTRATION AND RELATED ACTIVITIES

	Marks obtained during the assessment period (year wise)						Total	Mean
	I	II	III	VI	V	VI		
A. Teaching and related activities								
1.1 Achievements in Teaching								
a) Courses offered including student advisory class								
b) Distance Education Learning Programme (DELP)								
1.2 Preparation and imparting knowledge/instruction material as per curriculum/syllabus/course content								
a) Preparation of the instructional material								
b) Preparation of course material for ODLC programme/training manuals								
1.3 Use of participatory and innovative teaching-learning methodologies								
a) Development of teaching material								
1.4 Examination duties								
a) Invigilation duties								
b) Question paper setting for final theory exams and common exams								
c) Moderation of question papers								
d) Evaluation/assessment of answer scripts/records								
e) Preparation/checking/verification of performance registers along with GPA reports at college level								
B. Research and related activities								
1.1 PI/Co-PI in research projects/experiments								
1.2 Project Associate in research projects/experiments								
1.3 Farm management as Farm superintendent/ manager								
1.4 Works related to germplasm, release of varieties/ hybrids, technologies developed								
a) Collection, documentation and conservation of germplasm								
b) Crop varieties developed, released, notified and entered into seed chain								
c) Technologies/innovations/implements/machinery/ home science technologies etc. developed with recommendations								
d) Exhibit models/diagnostic kits/software developed etc.								

1.5 Income generation through production, processing and distribution of seed, planting material, biofertilizer etc./sample analysis, evaluation etc.								
C. Extension and related activities								
1.1 Technology assessment and refinement, Demonstrations and Extension Research Studies								
a) Technology assessment and refinement								
b) Frontline demonstrations/CFLDs/Result Demonstrations conducted								
c) Extension Research Studies conducted								
d) Technology spread								
1.2 Innovative Extension Methodologies								
a) Developing innovative conceptual models, methods, approaches and methodology aiding technology assessment, refinement, ICTs and intensive trainings								
b) Innovative extension technologies/methodologies developed, participatory technology development, concept, data base management/expert system developed/app development/decision support system models/e-learning lessons/models developed and any other relevant output								
c) Formation of Farmers Producer Organizations (FPOs)/commodity interest groups/farmer interest groups/ associations/farmers clubs and organizing Farmers Field School (FFS)								
d) Convergence and linkages established								
e) Identification/documentation of Indigenous Technical Knowledge (ITK)/Gross Root Innovation (GRI)								
1.3 Capacity building								
a) Training programs/courses conducted to the farmers/farm women/rural youth/extension functionaries								
b) Sensitizaiton workshops, zonal workshops, annual review meetings and/or interface meetings related to farmers								
c) Season long/vocational training programmes								
1.4 Organization of significant events								
a) Organizing National/Regional/State/District/local Kisanmela/Agriculture Fair/Technology Week and Exhibition								
b) Organizing field days/farmer-scientist interaction meeting/ exposure visit/study tour of farmers/campaign/rythu sadassu/ awareness programme								
c) Method demonstrations/Group discussions								
d) Diagnostic surveys/joint field visits								
e) Consultancy for farmers and entrepreneurs								
f) Public relations officer								
1.5 Information Communication Technologies								
a) Radio programmes/TV programs/Phone-in-live radio/TV								
b) Attending farmers' calls								
c) Development of VCDs/DVDS pertaining to crop/technology/knowledge dissemination to farmers								
D. Administration and related activities								
1.1 Administration and technical assistance								
a) Administrative service								
b) Technical assistance								

1.2 Monitoring/administrative duties for plan/non-plan schemes and other funded government/non-government schemes/colleges/DAATTCs/KVK etc.								
a) Monitoring of activities of stations/centres/colleges etc.								
b) Scrutiny and preparation of variety release proposals and notifications								
c) Compilation and monitoring of seed indents, targets and allotment of breeder seed and foundation seed								
d) Preparation of annual rate contract								
e) Scrutiny of applications								
f) Final theory question papers duties, preparation of transcript of marks, certificates for DELP etc. at University level								
g) Coding and decoding of answer scripts and preparation of college wise award lists at University level								
h) Additional examination duties assigned by the University/ ADR/AD at campuses other than their regular place of work								
i) Involvement in counseling for admissions, convocation etc.								
j) Involvement in organizing meetings								
k) Participation in DLCC/SAC meetings of DAATTCs/KVKs								
1.3 Preparation/compilation of reports, budget proposals, agenda and proceedings of meetings etc.								
a) Preparation/compilation of Annual Reports/Research/Extension Highlights at University/Zonal or College/Station or Scheme or Department level								
b) Preparation and compilation of monthly/bi-monthly reports, budget estimates, budget split-up, monitoring reports, preparation of agenda and proceedings for meetings of Board of Management/academic council/faculty board/University Officers, preparation of academic calendar, schedule of examinations, etc.								
c) Preparation and compilation of academic reports/accreditation report/uploading of data/information in websites etc.								
1.4 University level compilations, proposals, detailed project proposals etc.								
a) University level compilations for submissions to external agencies								
b) University level proposals for new projects /schemes for external funding								
c) Preparing Detailed Project Reports for external funding /financial layout for the establishment of New Colleges/ Research Stations/Polytechnics/ KVKs/DAATTCs etc.								
1.5 Member in committees, assembly/parliament questions handled and related activities								
a) Member in National/State level administrative/Research committees such as Task Force/Expert /Steering Committees etc. formulated by University/Government /Research organizations								
b) Assembly/parliament questions handled and related activities								
Total (A+B+C+D) **(Max. marks: 100/year)**								
E. Significant contributions, Academic Achievements, Administrative positions and Administrative reforms during the assessment period (Academic Level 14 to 15 only)								

Total marks actually obtained by the applicant in Category I in each year, even if exceeds 100, should be limited to 100 only

CATEGORY II: CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES, RESEARCH AND ACADEMIC CONTRIBUTIONS

	Marks obtained during the assessment period (year wise)						Total	Mean
	I	II	III	VI	V	VI		
2.1 Co-curricular activities								
a) Additional duties								
b) Student study tours								
c) Involvement in activities related to RAWEP/Internship, PAMP /PSPP/ELP etc.								
d) Involvement in updating subject content/course improvement/ designing of new curricula and courses								
e) Involvement in various activities as committee members, maintenance/verification of stocks etc.								
f) Participation in RCY/Rythusadassu/RPS etc., T&V meetings etc.								
g) Release of official press notes								
2.2 Institution building								
a) Recognized participation in creation of a totally new infra-structure/laboratory/farm or field facility etc./purchase of equipment for establishment of new laboratory								
b) Structural changes/rennovations, protection of University property/resources								
c) Administrative reforms								
d) Service in remote area								
2.3 External examiners and evaluation/selection committee members								
a) External examiner, evaluation/selection committee member/expert etc.								
b) Preparation of question bank for University/national level examinations								
c) Conducting of University/state/national level common entrance examinations								
d) Member in performance evaluation committee/interview board at University level								
e) Selection committee member for RA/SRF/TA etc.								
2.4 Professional development activities								
a) Participation in seminars/conferences/symposia/workshop /annual group meetings etc.								
b) Membership in scientific societies or associations								
c) Editor/editorial committee member/referee for journals								
2.5 Orientation courses/Refresher courses/Research methodology/Training/Teaching-Learning-Evaluation Technology/Soft skills programs/Faculty development programmes etc.								
a) Attended								
b) New training courses designed, content development and organized								
c) Resource person/guest lectures in training programmes, summer/winter school etc.								

2.6 Publications									
a) Papers published in referred NAAS rated Journals									
b) Papers published in non-referred but recognized and reputed journals, periodicals having ISBN/ISSN number									
c) Conference proceedings as full papers and abstracts									
d) Text/reference books published by International publishers with an established peer review									
e) Subject books by National level publishers/State and Central Government publications/University/Institute publications including research work based technical bulletins									
f) Subject books by other local publishers									
g) Editor of book or contribution of chapter in an edited book									
h) Publication of information material									
i) Contribution to Vyavasayapanchangam									
j) Popular articles									
2.7 Sponsored Research Projects – carried out/ongoing									
a) Major projects handled									
b) Consultancy Projects – carried out/ongoing									
c) Projects' outcome/output									
d) Externally funded projects assigned by University									
2.8 Research guidance									
a) UG Projects									
b) M.Sc./M. Tech./MBA									
c) Ph.D.									
2.9 Peer Recognition									
a) Awards									
b) Honours/chairperson for technical sessions/lead speaker/invited speaker/key note address etc.									
Total (Max. marks: 100/year)									

Total marks actually obtained by the applicant in Category II in each year, even if exceeds 100, should be limited to 100 only

OVERALL PERFORMANCE DURING THE ASSESSMENT PERIOD

	Marks obtained during the assessment period (year wise)						Total	Mean
	I	II	III	VI	V	VI		
Category I: Teaching, Research, Extension, Administration and Related Activities (Max. marks: 100/year)								
Category II: Co-Curricular and Professional Development Related Activities, Research and Academic Contributions (Max. marks: 100/year)								
Total (Max. marks: 200/year)								
Percentage (%)								
***Annual Performance**								

*Annual Performance:

* < 60% – Not satisfactory (NS)   *60 to 70% – Satisfactory (S)

* >70% to 80 % – Good (G)   *>80% – Outstanding (OS)

SELECTION CRITERIA FOR CAREER ADVANCEMENT SCHEME–2016

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

S. No.	Particulars of Marks	From AL 10 to AL 11	From AL 11 to AL 12	From AL 12 to AL 13A	From AL 13A to AL 14	From AL 14 to AL 15
1	Category I (Max. Marks 100)					
2	Category II (Max. Marks 100)					
3	Total (Category: I+ Category: II) (Max. Marks 200)					
4	Weightage percentage of marks achieved as per Weightage ratio from total marks (S.No.3)i.e reduced to Maximum	85	85	70	70	60
5	Minimum percentage of PBAS (API Score) marks required for eligible to Interview	--	--	45.5/70 (65%)	49/70 (70%)	42/60 (70%)
6	Weightage of marks achieved as per AAR/ACR (Reporting Officer + IQAC Committee + Employer/ Registrar)	15 (5+5+5)	15 (5+5+5)	10 (4+3+3)	10 (4+3+3)	--
7	Significant contributions, Academic achievements, Administrative positions and Administrative Reforms	--	--	--	--	10
8	Power Point Presentation on significant contributions	--	--	--	--	10
9	Interview Marks (Minimum percentage of marks required separately for the pass)	--	--	13/20 (65%)	14/20 (70%)	14/20 (70%)
10	Overall Total Marks	(4+6)	(4+6)	(4+6+9)	(4+6+9)	(4+7+8+9)
11	Minimum overall Percentage of marks required for promotion along with mandatary requirements	60%	65%	65%	70%	75%
12	Assessment System	Screening-cum-evaluation committee	Screening-cum-evaluation committee	Selection committee with interview	Selection committee with interview	Interaction with Expert committee[$]

Guidelines to be followed for the promotion of
Professor (Academic Level 14) to Senior Professor (Academic Level 15)

- All the teachers/scientists/officers in the cadre of professor (either directly recruited or promoted as professor under CAS) with a minimum of 10 years of experience as professor on the cut-off date as notified are made eligible to apply for the position as Senior Professor.
- The assessment process shall be through an expert committee to be constituted by the University
- The assessment will be purely based on the academic achievements of the applicant supported by documents and favorable review from three eminent subject experts, who are not of the rank lower than the rank of Senior Professor or Professor having at least ten years of experience.
- All the experts of the Committee (minimum three members/quorum) shall explicitly/independently mention their recommendations whether the candidate is eligible or not for promoting as Senior Professor.

CHECK LIST FOR VERIFICATION OF APPLICATION BY IQAC COMMITTEE

Application for promotion from Academic level 10 to Academic level 11

Name   (in Block Letters)   :

Designation   :

Discipline/Department   :

Place of work   :

S. No.	Eligibility Particulars*	YES	NO	NA
1.	Whether completed programmes among the required categories during the assessment period (*either offline or online*) (**If yes mention the dates and duration**) (i) one Orientation course of 21 days duration on teaching methodology and (ii) Any one of the following: completed one 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 Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOCs course during the assessment period If the applicant did not fulfill the mandatory requirement of trainings within the assessment period and fulfills after the assessment period (**mention the programme, dates and duration**), the next day to date on which, the applicant completes the training requirements will become the date of eligibility for placing in the next Stage/Academic Level			
2.	Whether published one research paper in the peer-reviewed (NAAS rated) journals during assessment period. If the applicant did not publish within the assessment period and fulfills after the assessment period (**mention the date of publication**), the next day to date on which, the applicant publishes the will become the date of eligibility for placing in the next Stage/Academic Level			
3.	Whether the applicant had 'satisfactory' or 'good' performance score during the assessment period			

	(He/she should get a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be.)			
4.	Date of joining in the present Academic Level 10			
5	Whether completed Ph.D. (if yes give the date of completion of Ph D)			
6	Number of years of service completed in the present stage as on date of application (Applicants having PhD degree at the time of joining into the ANGRAU at Academic level 10 will only be considered for promotion to Academic level 11 after the completion of 4 years of service, not for the applicants completed Ph D after joining into the ANGRAU at Academic level 10)			
7.	Date of eligibility to Academic Level 11for which this application is being submitted (After deducting EOLs/any other leave not counted for annual increment/considering the date of fulfillment of mandatory requirements of training/Research paper publication is beyond the assessment period, if any) **Refer the eligibility requirements for placing in the Academic Level 11**			

OVERALL PERFORMANCE DURING THE ASSESSMENT PERIOD

Authority	Marks obtained during the assessment period (year wise)					Total	Mean
	I	II	III	IV	V		
Category I: Teaching, Research, Extension, Administration and Related Activities (Max. marks: 100/year)							
Category II: Co-Curricular and Professional Development Related Activities, Research and Academic Contributions (Max. marks: 100/year)							
Total (Max. marks: 200/year)							
Percentage (%)							
Annual performance							

@ < 60% –Not satisfactory   @60 to 70% –Satisfactory

@ >70% to 80 %– Good   @>80% – Outstanding

Weightage of marks achieved as per Weightage ratio for API Score   :

	From AL 10 to AL 11
Weightage ratio (API Score: CR: Interview)	**85:15:0**

The gist of AAR/ACR marks as per grading for the assessment period

Authority	Marks assigned during the assessment period Mean					Total	Mean
	I	II	III	VI	V		
IQAC Committee *							
Reporting Officer **							
Employer/ Registrar***							
Total							

Note : *IQAC Committee marks shall also be indicated in the respective space provided in the
Certificate of verification by the Employer/Registrar.
  ** Reporting officer is the Head of the Institute. Marks shall be indicated in the respective
     space provided in the Part III (Confidential Report) and submit in a closed cover to University.
  *** Marks will be allotted at University level.
  If no marks were allotted by Reporting Officer in the Part III or IQAC at AD/ADR level, marks will
  not be allotted at University level for the Reporting Officer/AD/ADR level and the applicant will lose .
  the marks respectively.

Abstract of marks obtained by the applicant:

S.No	Category	Weightage of marks	Marks obtained
1.	Weightage of marks achieved as per API Score	85	
2.	Weightage of marks achieved as per AAR/ACR - IQAC Committee	5	
3.	Weightage of marks achieved as per AAR/ACR - Reporting Officer	5	
4.	Weightage of marks achieved as per AAR/ACR - Employer/ Registrar	5	
	Total	**100**	

Whether the applicant fulfilled the eligibility criteria for placing in
Academic level 11   : YES/NO
(If the applicant does not encloses the proper evidences or not written the page numbers at the space
provided in the category wise marks scoring tables, such applications may be rejected at AD/ADR level
and should not be sent to the University and make a note of the reason here under and keep a record of
it and send a compliance report to the University. The same may be intimated to the applicant also in
case of rejection of application).
Reason for Rejection:

Signature (s) of the application verified IQAC members

S.No	Name	Designation	Signature
1.			
2.			
3.			
4.			

Signature of the IQAC Chairman (AD/ADR)

CHECK LIST FOR VERIFICATION OF APPLICATION BY IQAC COMMITTEE

Application for promotion from Academic level 11 to Academic level 12

Name   (in Block Letters)   :

Designation   :

Discipline/Department   :

Place of work   :

S. No.	Eligibility Particulars*	YES	NO	NA
1.	Whether the applicant was promoted to present Stage 2/ Academic level 11 with conditions as per Proc No.10743/Ser.II/A2/2020, dated.06.08.2020 . If yes, whether the applicant fulfilled the mandatory requirements of trainings (*either offline or online*) as per CAS 2006 regulations i.e (i) One orientation course (ii) One refresher/Research methodology course of 2/3 weeks duration If yes mention the dates and duration of training underwent after the date of eligibility as per Proc No.10743/Ser.II/A2/2020, dated.06.08.2020.			
2.	Whether completed programmes among the required categories during the assessment period (*either offline or online*) (**If yes mention the dates and duration**) • Attended any two of the following in the last five years: Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology course/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 MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment. If the applicant did not fulfill the mandatory requirement of trainings within the assessment period and fulfills after the assessment period (**mention the programme, dates and duration)**, the next day to date on which, the applicant completes the training requirements will become the date of			

	eligibility for placing in the next Stage/Academic Level.			
3.	Whether published **three research papers** in the peer-reviewed (NAAS rated) journals during assessment period. If the applicant did not publish within the assessment period and fulfills after the assessment period (**mention the date of publication)**, the next day to date on which, the applicant publishes the will become the date of eligibility for placing in the next Stage/Academic Level			
4.	Whether the applicant had **'satisfactory'** or **'good'** performance score during the assessment period (He/she should get a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period.)			
5	Date of joining in the present Academic Level 11			
6	Whether completed Ph.D. (if yes give the date of completion of Ph D)			
7.	Number of years of service completed in the present Academic Level as on date of application			
8.	Date of eligibility to Academic Level 12for which this application is being submitted (After deducting EOLs/any other leave not counted for annual increment/considering the date of fulfillment of mandatory requirements of training/Research paper publication is beyond the assessment period, if any) **Refer the eligibility requirements for placing in the Academic Level 12**			

OVERALL PERFORMANCE DURING THE ASSESSMENT PERIOD

Authority	Marks obtained during the assessment period (year wise)					Total	Mean
	I	II	III	IV	V		
Category I: Teaching, Research, Extension, Administration and Related Activities (Max. marks: 100/year)							
Category II: Co-Curricular and Professional Development Related Activities, Research and Academic Contributions (Max. marks: 100/year)							
Total (Max. marks: 200/year)							
Percentage (%)							
Annual performance							

@ < 60% –Not satisfactory   @60 to 70% –Satisfactory
@ >70% to 80 %– Good   @>80% – Outstanding

Weightage of marks achieved as per Weightage ratio for API Score   :

	From Stage AL 11 to AL 12
Weightage ratio (API Score: CR: Interview)	85:15:0

The gist of AAR/ACR marks as per grading for the assessment period

Authority	Marks assigned during the assessment period Mean					Total	Mean
	I	II	III	VI	V		
IQAC Committee *							
Reporting Officer **							
Employer/ Registrar***							
Total							

Note : *IQAC Committee marks shall also be indicated in the respective space provided in the
Certificate of verification by the Employer/Registrar.
** Reporting officer is the Head of the Institute. Marks shall be indicated in the respective
space provided in the Part III (Confidential Report) and submit in a closed cover to University.
*** Marks will be allotted at University level.
If no marks were allotted by Reporting Officer in the Part III or IQAC at AD/ADR level, marks will
not be allotted at University level for the Reporting Officer/AD/ADR level and the applicant will lose .
the marks respectively.

Abstract of marks obtained by the applicant:

S.No	Category	Weightage of marks	Marks obtained
1.	Weightage of marks achieved as per API Score	85	
2.	Weightage of marks achieved as per AAR/ACR - IQAC Committee	5	
3.	Weightage of marks achieved as per AAR/ACR - Reporting Officer	5	
4.	Weightage of marks achieved as per AAR/ACR - Employer/ Registrar	5	
	Total	100	

Whether the applicant fulfilled the eligibility criteria for placing in
Academic level 12   : YES/NO
(If the applicant does not encloses the proper evidences or not written the page numbers at the space
provided in the category wise marks scoring tables, such applications may be rejected at AD/ADR level
and should not be sent to the University and make a note of the reason here under and keep a record of
it and send a compliance report to the University. The same may be intimated to the applicant also in
case of rejection of application).

Reason for Rejection:

Signature (s) of the application verified IQAC members

S.No	Name	Designation	Signature
1.			
2.			
3.			
4.			

Signature of the IQAC Chairman (AD/ADR)

CHECK LIST FOR VERIFICATION OF APPLICATION BY IQAC COMMITTEE

Application for promotion from Academic level 12 to Academic level 13A

Name   (in Block Letters)   :

Designation   :

Discipline/Department   :

Place of work   :

S. No.	Eligibility Particulars*	YES	NO	NA
1.	Whether the applicant was promoted to present Stage 3/AL 12) with conditions as per Proc No.10743/Ser.II/A2/2020, dated.06.08.2020 . If yes, whether the applicant fulfilled the mandatory requirements of trainings (*__either offline or online__*) as per CAS 2006 regulations i.e One course/programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development programmes and Faculty Development Programme of at least 2/3 weeks duration. If yes mention the dates and duration of training underwent after the date of eligibility as per Proc No.10743/Ser.II/A2/2020, dated.06.08.2020.			
2.	Whether completed programmes among the required categories during the assessment period (*__either offline or online__*) (**If yes mention the dates and duration**) • Attended any one of the following in the last three years: Completed one course/programme from amongst the categories of Refresher Courses/Research Methodology Workshop/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 MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment If the applicant did not fulfill the mandatory requirement of trainings within the assessment period and fulfills after the assessment period (**mention the programme, dates and duration)**, the next day to date on which, the applicant completes the training requirements will become the date of eligibility for placing in the next Stage/Academic Level			
3.	**Whether published seven research papers in the peer-reviewed (NAAS rated) journals outofwhichthreeresearch papers should have been published during assessmentperiod.**			

	a) Total number of research publications b) Number of research publications during the assessment period If the applicant did not publish within the assessment period and fulfills after the assessment period (**mention the date of publication)**, the next day to date on which, the applicant publishes that will become the date of eligibility for placing in the next Stage/Academic Level			
4	The candidate should satisfy any <u>one</u> of the following criteria:			
	a) Evidence of having guided at least two M. Sc./M. Tech./MBA or one Ph.D. student(s) during the assessment period Number of students guided during the assessment period M. Sc./M. Tech./MBA: Ph. D.:			
	b) **Whether published three additional research papers in the peer-reviewed (NAAS rated) journals during assessment period.** If the applicant does not published within the assessment period and fulfills after the assessment period (**mention the date of publication)**, the next day to date on which, the applicant publishes the will become the date of eligibility for placing in the next Stage/Academic Level, if becomes necessary.			
	c) Whether successfullycompletedanexternallyfundedprojectworth≥10lakhsduringtheassessmentperiod. Details of completed externally funded project Amount (Rupees in Lakhs): Date of completion: Funding agency:			
	d) Whether the applicant had 'good' to 'outstanding' performance score during the assessment period			
5	Date of joining in the present Academic Level 12			
6	Whether completed Ph.D. (if yes give the date of completion of Ph D)			
7	Number of years of service completed in the present stage as on date of application			
8	Whether the applicant had 'satisfactory' or 'good' performance score during the assessment period (Whether he/she should get a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period).			
9	Date of eligibility to Academic Level 13A for which this application is being submitted (After deducting EOLs/any other leave not counted for annual increment/considering the date of fulfillment of mandatory requirements of training/Research paper publication is beyond the assessment period/satisfying one of the criteria of S.No.4, if any) **<u>Refer the eligibility requirements for placing in the Academic Level 13A</u>**			

<p align="center">**OVERALL PERFORMANCE DURING THE ASSESSMENT PERIOD**</p>

Authority	Marks obtained during the assessment period (year wise)					Total	Mean
	I	**II**	**III**	**IV**	**V**		
Category I: Teaching, Research, Extension, Administration and Related Activities (Max. marks: 100/year)							
Category II: Co-Curricular and Professional Development Related Activities, Research and Academic Contributions (Max. marks: 100/year)							
Total (Max. marks: 200/year)							
Percentage (%)							
Annual performance							

$^@$ < 60% –Not satisfactory $^@$60 to 70% –Satisfactory

$^@$ >70% to 80 %– Good $^@$>80% – Outstanding

Weightage of marks achieved as per Weightage ratio for API Score   :

	From AL 12 to AL 13A
Weightage ratio (API Score: CR: Interview)	**70:10:20**

Note : Minimum percentage of PBAS (API Score) marks required for calling to Interview is 45.5/70 i.e 65 % and also for forwarding the application to University.

The gist of AAR/ACR marks as per grading for the assessment period

Authority	Marks assigned during the assessment period Mean					Total	Mean
	I	**II**	**III**	**VI**	**V**		
IQAC Committee *							
Reporting Officer **							
Employer/ Registrar***							
Total							

Note : *IQAC Committee marks shall also be indicated in the respective space provided in the
     Certificate of verification by the Employer/Registrar.
     ** Reporting officer is the Head of the Institute. Marks shall be indicated in the respective
        space provided in the Part III (Confidential Report) and submit in a closed cover to University.
     *** Marks will be allotted at University level.
     If no marks were allotted by Reporting Officer in the Part III or IQAC at AD/ADR level, marks will
     not be allotted at University level for the Reporting Officer/AD/ADR level and the applicant will lose .
     the marks respectively.

Abstract of marks obtained by the applicant:

S.No	Category	Weightage of marks	Marks obtained
1.	Weightage of marks achieved as per API Score	70	
2.	Weightage of marks achieved as per AAR/ACR - IQAC Committee	4	
3.	Weightage of marks achieved as per AAR/ACR - Reporting Officer	3	
4.	Weightage of marks achieved as per AAR/ACR - Employer/ Registrar	3	
	Total	**80**	

Whether the applicant fulfilled the eligibility criteria for Interview to Academic level 13A : **YES/NO**

(If the applicant does not having the minimum percentage of PBAS (API Score) marks or not encloses the proper evidences or not written the page numbers at the space provided in the category wise marks scoring tables, such applications may be rejected at AD/ADR level and should not be sent to the University and make a note of the reason here under and keep a record of it and send a compliance report to the University. The same may be intimated to the applicant also in case of rejection of application).

Reason for Rejection:

Signature (s) of the application verified IQAC members

S.No	Name	Designation	Signature
1.			
2.			
3.			
4.			

Signature of the IQAC Chairman (AD/ADR)

CHECK LIST FOR VERIFICATION OF APPLICATION BY IQAC COMMITTEE

Application for promotion from Academic level 13A to Academic level 14

Name (in Block Letters) :
   Designation :

   Discipline/Department :

   Place of work :

S. No.	Eligibility Particulars*	YES	NO	NA

1.	**Whether published ten research papers in the peer-reviewed (NAAS rated) journals out of which three research papers should have been published during assessment period.**
	   a) Total number of research publications
	   b) Number of research publications during the assessment period
	
	If the applicant did not publish within the assessment period and fulfills after the assessment period (**mention the date of publication**), the next day to date on which, the applicant publishes the will become the date of eligibility for placing in the next Stage/Academic Level			

2.	The candidate should satisfy any <u>one</u> of the following criteria:			

	a) Evidence of having guided at least one Ph.D. student during the assessment period
	  Number of students guided during the assessment period
	  M. Sc./M. Tech./MBA: Ph. D.:			

	b) Whether published three additional research papers in the peer-reviewed (NAAS rated) journals during assessment period. If the applicant did not publish within the assessment period and fulfills after the assessment period (**mention the date of publication**), the next day to date on which, the applicant publishes the will become the date of eligibility for placing in the next Stage/Academic Level, if becomes necessary.			
	c) Whether successfully completed an externally funded project worth≥15lakhsduringtheassessmentperiod. Details of completed externally funded project Amount (Rupees in Lakhs): Date of completion: Funding agency:			
	d) Whether the applicant had 'good' to 'outstanding' performance score during the assessment period			
3	Date of joining in the present Academic Level 13A			
4	Whether completed Ph.D. (if yes give the date of completion of Ph D)			
5	Number of years of service completed in the present stage as on date of application			
6	Whether the applicant had 'satisfactory' or 'good' performance score during the assessment period (Whether he/she should get a 'satisfactory' or 'good' grade in the			

	annual performance assessment reports of at least two out of the last three years of the assessment period).			
7	Date of eligibility to Academic Level 14for which this application is being submitted (After deducting EOLs/any other leave not counted for annual increment/considering the date of fulfillment of mandatory requirements of training/Research paper publication is beyond the assessment period/satisfying one of the criteria of S.No.4, if any) **Refer the eligibility requirements for placing in the Academic Level 14**			

OVERALL PERFORMANCE DURING THE ASSESSMENT PERIOD

Authority	Marks obtained during the assessment period (year wise)					Total	Mean
	I	II	III	IV	V		
Category I: Teaching, Research, Extension, Administration and Related Activities (Max. marks: 100/year)							
Category II: Co-Curricular and Professional Development Related Activities, Research and Academic Contributions (Max. marks: 100/year)							
Total (Max. marks: 200/year)							
Percentage (%)							
Annual performance							

$^@$ < 60% –Not satisfactory $^@$60 to 70% –Satisfactory

$^@$ >70% to 80 %– Good $^@$>80% – Outstanding

Weightage of marks achieved as per Weightage ratio for API Score   :

	From AL 13A to AL 14
Weightage ratio (API Score: CR: Interview)	**70:10:20**

Note : Minimum percentage of PBAS (API Score) marks required for calling to Interview is 49/70 i.e 70 % and also for forwarding the application to University.

The gist of AAR/ACR marks as per grading for the assessment period

Authority	Marks assigned during the assessment period Mean					Total	Mean
	I	II	III	VI	V		
IQAC Committee *							
Reporting Officer **							
Employer/ Registrar***							
Total							

Note : *IQAC Committee marks shall also be indicated in the respective space provided in the
Certificate of verification by the Employer/Registrar.
** Reporting officer is the Head of the Institute. Marks shall be indicated in the respective
space provided in the Part III (Confidential Report) and submit in a closed cover to University.
*** Marks will be allotted at University level.
If no marks were allotted by Reporting Officer in the Part III or IQAC at AD/ADR level, marks will
not be allotted at University level for the Reporting Officer/AD/ADR level and the applicant will lose .
the marks respectively.

Abstract of marks obtained by the applicant:

S.No	Category	Weightage of marks	Marks obtained
1.	Weightage of marks achieved as per API Score	70	
2.	Weightage of marks achieved as per AAR/ACR - IQAC Committee	4	
3.	Weightage of marks achieved as per AAR/ACR - Reporting Officer	3	
4.	Weightage of marks achieved as per AAR/ACR - Employer/ Registrar	3	
	Total	**80**	

**Whether the applicant fulfilled the eligibility criteria for Interview to
Academic level 14   : YES/NO**

(If the applicant does not having the minimum percentage of PBAS (API Score) marks or not encloses the proper evidences or not written the page numbers at the space provided in the category wise marks scoring tables, such applications may be rejected at AD/ADR level and should not be sent to the University and make a note of the reason here under and keep a record of it and send a compliance report to the University. The same may be intimated to the applicant also in case of rejection of application).

Reason for Rejection:

Signature (s) of the application verified IQAC members

S.No	Name	Designation	Signature
1.			
2.			
3.			
4.			

Signature of the IQAC Chairman (AD/ADR)

Mandatory Eligibility Requirements

S. No.	Particulars	From AL 10 to AL 11	From AL 11 to AL 12	From AL 12 to AL 13A	From AL 13A to AL 14	From AL 14 to AL 15
1	Service requirements	Service requirements (Eligibility) completed four years with Ph.D or five years with M.Phil / PG Degree in Professional course such as M.ScLLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course (Applicants having PhD degree at the time of joining into the ANGRAU at Stage 1 or Academic level 10 will only be considered for promotion to the Stage 2 or Academic level 11 after the completion of 4 years of service, not for the applicants completed Ph D after joining into the ANGRAU at Stage 1 or Academic level 10)	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/relev ant discipline.	Completed three years of service in Academic Level 13 A. A Ph.D degree in the subject concerned/allie d/relevant discipline.	Completed ten years of service in Academic Level 14.
2	Ph D	--	--	Required	Required	Required
3	Trainings	(i) one Orientation course of 21 days duration on teaching methodology and (ii) Any one of the following: completed one 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 Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/MOOCs course during the assessment period.	Attended any two of the following in the last five years: Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology course/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 MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment.	Attended any one of the following in the last three years: Completed one course/programme from amongst the categories of Refresher Courses/Research Methodology Workshop/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 MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment.		
4	Publication of research papers in the peer-reviewed (NAAS rated) journals during assessmentperiod.	One	Three	Seven (Threeresearch papers should have been published during assessmentperiod)	Ten (Threeresearch papers should have been published during assessmentperiod)	Ten during assessmentper iod
5	The candidate should satisfy any <u>one</u> of the following criteria:					
	a. Evidenceofhavingguide datleast two M. Sc./M. Tech./MBAor onePh.D.student(s) duringtheassessmentperi od	--	--	Two M. Sc./ M. Tech./ MBA Or onePh.D	OnePh.D	TwoPh.D
	b. Publication of additional Research Papers	--	--	Three	Three	Three
	c. successfulcompletion ofanexternallyfundedpr oject/sduringtheassess mentperiod	--	--	worth≥10lakhs	worth≥15lakhs	worth≥20 lakhs
	d. Performance score during the assessment period			'good' to 'outstanding'	'good' to 'outstanding'	'good' to 'outstanding'