

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) Sensitization 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)								

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 infrastructure/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 Vyavasyapanchangam								
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
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14)/Professor (Academic Level 14) to Senior Professor (Academic Level 15)

S. No.	Category	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
I.	MINIMUM REQUIREMENTS TO BE MET BY THE APPLICANT DURING THE ASSESSMENT PERIOD					
	a) Category I (Mean) (Max. Marks 100)	60 marks	60 marks	60 marks	60 marks	60 marks
	b) Category II (Max. Marks 100) Minimum (Total) number of research papers to be published	One	Three	Three (Seven)	Three (Ten)	Ten
	c) Total (a+b) (Max. Marks 200)	120 marks	120 marks	130 marks	140 marks	140 marks
	d) Overall mean per cent of marks[@] (Marks obtained in S.No. I(c)/200)	60%	60%	65%	70%	70%
II.	Assessment System	Screening-cum-evaluation committee	Screening-cum-evaluation committee	Selection committee with interview	Selection committee with interview	Interaction with Expert committee ^s
III.	Weightage ratio (API Score:CR:Interview)	85:15:0	85:15:0	70:10:20	70:10:20	Favourable review from three eminent subject-experts based on the academic achievements
IV.	Conversion from scores to weightage	[(S.No.I(d) × 85] + CR		[(S.No.I(d) × 70] + CR + Interview		
V.	Final cut-off for selection	60% of S.No. IV	60% of S.No. IV	65% of S.No. IV	70% of S.No. IV	

[@] < 60% – Not satisfactory

[@] 60 to 70% – Satisfactory

[@] >70% to 80 % – Good

[@] >80% – Out standing