

PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY

CAREER ADVANCEMENT SCHEME – 2016

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

Assistant Professor to Assistant Professor Sr. Scale (Academic Level 10 to Academic Level 11) /
Assistant Professor Sr. Scale to Assistant Professor Sel. Grade (Academic 11 to Academic Level 12)

PART – I

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

GENERAL INFORMATION

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

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

8. Date of obtaining Ph. D Day Month Year

9. Date of joining duty in the University :

10. Date of appointment / placement in the present post :

11. Employment record in the University:

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

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

(b) Date of eligibility :

13. Period of deputation from the University :

(a) For service in other organizations

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

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

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

14. Particulars of leave availed which is counted

	From	To	Total Period
For grant of annual increment (Earned leave etc.) & HPL if any			
(a) Not counted for annual increment (EOL without pay & allowances) / Dies – non etc			
(b) Any other leave			

15. Whether eligible for relaxation of length of service due to study leave (Quoted 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 (ending 31st March)

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

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

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

Signature of the Applicant

Certified that the information was verified with office records

Signature of the Head of the Office

Verified and Approved

Chairman (IQAC)

PART - II

CAREER ADVANCEMENT SCHEME – 2016

APPLICATION FORM

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

A. Teaching, Research and Extension

I. Teaching

[i]. UG / PG / Diploma Courses Offered

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

Note: No marks will be given if the same course is dealt by the same teacher for more than 3 semesters)

[ii]. Guidance to PG students

(Thesis completed, submitted & approved only)

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

II. Research, Projects and Publications

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

Assessment year	Project code /Title	Funding agency	Lead/ Associate	Season / Year	National / International	Proof Pg. No.

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

[ii]. Externally funded projects assigned by University (Collaborative and network projects only) / Experiments conducted as per the approved technical programme

Assessment year	Project code / Title	Funding agency	Lead/ Associate	Season / Year	National / International	Proof Pg. No.

[iii]. Scientific Publications [NAAS Rating of Year of Publication will be considered]

[a]. Research publications as first author

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

[b]. Research Publications as Co-author

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

III. Extension / Outreach Programmes

[i] Technology Assessment and Refinement (OFT) as per approved Technical programme / FLD / Minikit /Extension Impact & evaluation study

Assessment year	OFT / FLD / Minikit	Name of the farmer	Village	Season / Year	Proof Pg.No.

[ii]. Training programmes organized

Assessment year	Title of training	Off / On campus	Venue	Duration	Year	Proof Pg. No

[iii]. Revenue generation with direct receipt to the University (Seed Production / Paid up trials / Consultancy / Sample Analysis/ Any other activity)

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

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

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

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

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

Vyavasaya Panchangam, Vyavaasayam, Preparation of Convocation Reports / Folders /Bulletins /Booklets /Leaflets, Popular articles, DVD, Success story, Production of Radio /TV programs / Video Footage /Clippings, Recording of Radio talk, T.V Phone in live programmes, Story board preparation for DVD/Short films, Jingles, You tube, Blog/Website, Books with ISBN Number, book chapter in edited book with ISBN Number / Abstracts / Conference papers.

B. Administration and Related Activities

1. Administrative Responsibilities / Support to Administration

[i]. Designated Heads of the departments / Head of the Research station / Programme Coordinators of KVKs / Coordinators of DAATTCs / Heads of the schemes / Adtl. Controller of Examinations / Principal / Vice-Principal of Polytechnics.

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

[ii]. Institutional development

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

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

2. Co-curricular activities & Significant Achievements

[a]. Co-curricular Activities

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

NSS / NCC / OIAM / PG (Academic i/c) / Farm i/c / Warden / OISA / Placement Officer / SC - ST Cell i/c / JRF / Women Protection Cell / Coordinator of Chenukaburulu Radio programme /

Village adoption / Conduct of SFT examinations at University level / Issue of GPA Reports / ODCs, Vehicle i/c / Building i/c / Technical Officer / Additional Warden / Additional academic in charge/ Assistant Placement Officer / Addl. Farm i/c, Publication committee, Confidential duties (Scrutiny of applications), Thesis evaluation, External Examiner for Viva-vocoy of PG/Ph.D. students, Chairman / Member in Editorial Board (Public organizations / Societies), Selection committees, Scientific societies.

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

[b]. Significant Achievements

1. Awards / honours / recognitions

(Only public sector awards / honours / recognitions are considered)

[i]. International

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

[ii]. National

(From GOI, ICAR, DBT, DST, Fellowship & Awards of Registered Professional Scientific Academies & Societies viz., NAAS, NAS, ISA, SCS, ISOR, SEE, ISAE, FAI and CSIR)

[iii]. State / District level

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

Assessment Year	Name of the Award	Nature of Award (International / National / State / District)	Year	Organization	Proof Pg. No.

2. Development and release of new varieties / patents / GI etc., (Only released and notified varieties and granted patents only will be considered)

S.No.	Variety Released / Patent granted / GI	Year	Proof Pg.No.

3. h-index

Assessment Year	h-index	Proof Pg. No.

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

Assessment year	Name of Station	Designation	Category	Year	Proof Pg.No

LIBRARY SCIENCE

I. Library Services

1. Library related activities

Assessment year	Services	Proof Pg. No.

Services rendered in different section of the Library like Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Institutional Repositories, Digital Library

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

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

Note: No marks will be given if the same course is dealt by the same teacher for more than 3 semesters)

3. Innovative Library Activities:

Assessment year	Activity	Proof Pg. No.

Conducting Library Usages survey, conducting Book Exhibition, Creation of databases OPAC, Preparation Of recent addition (Monthly), Compilation of Current Contents of Periodicals, Preparation of Library Bulletin, Compilation of Theses Abstracts, Technical Information Services

4. Library I.T service

Assessment year	Services	Documentary Evidence Pg. No.

OPAC (Online Public Access Catalogue), Uploading of Documents in the Krishikosh, Uploading of Data in the Agricat, Overall maintenance of Computer Services–Digital library, e-Resources Centre etc.

II. Research, Projects and Publications

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

Assessment year	Project code/Title	Funding agency	Lead/ Associate	Season/ Year	National / International	Documentary evidence Pg. No.

If the same project is continued for more than one year, it will be considered as one project till it is completed

[ii].Externally funded projects assigned by University (Collaborative and network projects only) / Experiments conducted as per the approved technical programme

Assessment year	Project code/Title	Funding agency	Lead/ Associate	Season/ Year	National / International	Proof Pg. No.

[iii]. **Scientific Publications** [NAAS Rating of year of publication is considered]

[a]. Research publications as first author

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

[b]. Research Publications as Co-author

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

[c]. Books / book chapters with ISBN number

S. No	Name of the author	Title of the Book / Book chapter	Year	Name of the Publisher	ISBN Number	Proof Pg. No

III. Administration and Related Activities

[ii].Externally funded projects assigned by University (Collaborative and network projects only) / Experiments conducted as per the approved technical programme

Assessment year	Project code/Title	Funding agency	Lead/ Associate	Season/ Year	National / International	Proof Pg. No.

IV. Co-curricular activities & Significant Achievements

[a]. Co-curricular activities

[i]. Training programmes organized

Assessment year	Title of training	Off/On campus	Venue	Duration	Year	Proof Pg.No

[b]. Significant Achievements

1. Awards / honours / recognitions

(Only awards presented by Public organizations / institutions are considered)

[i]. International

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

[ii]. National

(From GOI, ICAR, DBT, DST, Fellowship & Awards of Registered Professional Scientific Academies & Societies viz., NAAS, NAS, ISA, SCS, ISOR, SEE, ISAE, FAI and CSIR)

[iii]. State / District level

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

Assessment Year	Name of the Award	Nature of Award (International / National / State / District)	Year	Organization	Proof Pg. No.

2. h-index

Assessment Year	h-index	Proof Pg.No.

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

Assessment year	Name of Station	Designation	Category	Year	Proof Pg. No

4. Institutional development (Strengthening of infrastructure; creation of new facilities)

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

MINIMUM API SCORE FOR PROMOTION TO DIFFERENT ACADEMIC LEVELS

Sl. No.	Minimum API Marks / Score	From Academic Level 10- 11 with rationalized entry pay of Rs. 68,900/-)	From Academic Level 11- 12 with rationalized entry pay of Rs. 79,800/-)
1.	Over All Score : (Teaching, Research, Extension, Administration & Related Activities)		
2.	Interview (Max.)	-	-
3.	Minimum Percentage	60 %	65 %

Assessment Criteria and Methodology

1. The performance of the candidate should be consistently satisfactory as obtained in the annual appraisal (confidential) reports.
2. The process of promotions should involve inviting the biodata with duly filled score card based template and reprints of requisite number of publications of candidate wherever necessary. All supporting documents shall be verified and certified by the Head.
3. Evaluation of research publication shall be as per prescribed score card. Popular articles if any, published by the candidates shall be considered only in the concerned discipline / assigned work. Appropriate weightage for such publication shall be given as per score card.
4. CAS promotions from a lower stage to higher stage of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the Score Card system
5. Applications for CAS Promotions shall be invited every year in the month of February/ March for the candidates who become eligible upto 31st December of preceding year.
6. The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professor from Academic Level 10 to 11 of Rs.68,900-2,05,500 and from Academic level 11 to 12 of Rs.79,800-2,11,500 shall consist of
 - a) The Vice Chancellor as the Chairman
 - b) One of the Directors / Deans- Member
 - c) The concerned University Head of the Department *– Member
 - d) One expert in the concerned subject nominated by the Vice ChancellorThe quorum for the committee meeting shall be three including the subject expert and the Chairperson.

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

7. CAS promotion being a personal promotion to the incumbent teachers holding a substantive sanctioned post he/she has to take the work load of the post. On superannuation of the individuals incumbent, the said post shall revert back to its original cadre
8. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
9. The overall promotion procedure shall incorporate transparent, objective and credible methodology of analysis of the merit and credentials of the applicants based on weightage given to the performance of the candidate in different relevant dimensions and his / her performance a scoring system proforma, in prescribed score card.
10. A teacher shall have earned annual increments regularly during the assessment period for CAS promotion.
11. The candidates who do not succeed in the first assessment, he/she shall have to be reassessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection
12. Candidates who become eligible but do not apply when the applications for CAS Promotion are invited, their date of eligibility shall be from the date of issue of order and not from the actual date of eligibility.
13. Teachers who desired to be considered for respective grade promotion shall submit to the Registrar the filled in application form prescribed for the purpose. ***The teacher shall make a power point presentation of their work (assessment period only) to the selection committee during the interview process.***
14. The composition of the Selection Committee for promotion from Academic Level 12 to 13A of Rs.1,31,400 - Rs. 2, 17,100 and from Academic Level of 13A to 14 of Rs. 1,44,200- Rs. 2,18,200, Academic level 14 to 15 Rs. 1,82,200-Rs. 2,24,100 shall be similar to that for direct recruitments
15. The Screening cum Evaluation Committee on verification / evaluation of score secured by the candidates through score card system (Academic Level 11 and Academic Level 12) and the recommendations of the selection committee (Academic Level 13A, 14 and 15) shall recommend to the Board of Management about the suitability for the promotion of the candidate (s) under CAS for consideration and approval.
16. All the procedures outlined above, shall be completed on the day of the selection committee meeting, where in the minutes are recorded along with scores obtained and recommendations made on the basis of merit and duly signed by all members of the committee in the minutes.
17. Previous regular service if any before entering the University (national or international) will not be considered during promotion under CAS.