PROFESSORJAYASHANKARTELANGANASTATE AGRICULTURALUNIVERSITY

CAREERADVANCEMENTSCHEME - 2016

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

Professor AL 14 to Professor AL 15 (Academic Level 14 – Academic Level 15)

PART–I

SELFAPPRAISAL 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. Placeofwork   :

5. DateofBirth   :

6. Addressforcorrespondence   :

7. Academicqualifications   :

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 obtainingPh. 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) Anyotherleave

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

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

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

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

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

VerifiedandApproved

Chairman (IQAC)

CAREER ADVANCEMENT SCHEME– 2016

APPLICATION

(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	Nameofthe Student	I. D. No	Ph.D/ M.Sc	Year of Thesis approval	Chairman/ Member	Proof Pg.No.

II. Research, Projects and Publications

1) Projects

Externally funded research projects and projects (PI & Co-PI) Peer reviewed and competitive basis projects approved on individual capacity (Excluding AICRP / University nominated projects / any other projects assigned by University) & collaborative projects / Experiments conducted as per approved technical programme

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

2) Ten best papers in NAAS rated journals other than PG / Ph.D. student research (Out of which 5 must be with first author) during the assessment period

S.No.	Authors, Year & Title	Journal name, Volume & Page no.	1st Author (Yes/No)	NAAS Rating	Proof Pg.No.

(NAAS Rating of year of publication shall be taken in to consideration)

3) Papers from PG / Ph.D. student research work

S.No.	Authors, Year & Title	Journal name, Volume & Page no.	Author	NAAS Rating	Proof Pg.No.

4) Other Publications

(Categories –Books, Book Chapters in edited books with ISBN Number, Bulletins, Pamphlets, Leaflets & Popular articles, science blogs, Conference papers / Abstracts)

Publication category	Authors & Year	Title & No. of pages	Author	Publisher	ISBN or University No.	Proof Pg. No.

III. Extension / Outreach Programmes

1). Capacity building programmes – Winter & Summer schools organized and any other capacity building programme with external funding submitted by individual to the different agencies

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

2). 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.

3). Radio / TV programmes (Permitted by concerned authority)

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

4). Publication and Knowledge material / e-Resources

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

Vyavasaya Panchangam, Vyavaasayam, Preparation of Convocation Report, Folder/ 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

B. Administration and Related Activities
1. Administrative Responsibilities / Support to Administration

[i]. Designated Head of the department / AD / ADR / Director of WTC / SRTC / EEI / PAIO / EW / Project Coordinator KVK/Coordinator DAATTC/Head of the station or equivalent position in SAUs / ICAR and the Deemed Universities Service] / University Officer / Principal / Vice Principal Polytechnics / I/c for University Health Centre, University Computer Centre / Officer In-Charge SC-ST Cell / TO to University Officers - EOL shall not be counted, Warden / OIAM / OISA / NSS PO, Confidential duty (Scrutiny of applications), Report compilation, Publication committee

Assessment year	Name of the Post Held / Nature of duty	Duration		Proof Pg.No.
		From	To	

2. Significant Achievements
a) Development of improved variety & hybrid (Released and notified); grant of patents / GI etc.,

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

b) Development of technologies

S.No.	Technology developed	Year	Proof Pg.No.

c) Products – Software Package, Mobile Apps, DSS, New farm machinery, designs, Sensors, Algorithm, Statistical Methodology, Analytical model and other IT tool developed in-house as evident from use

S.No.	Product developed	Year	Proof Pg.No.

2. Awards / Recognitions / Special Assignments
a) Awards

S.No.	Assessment Year	Name of the Award	Year	Organization	Proof Pg. No.

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

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

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

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

b) Recognition & Special Attainments

1) Chairman, Member Secretary & Member of International & National Scientific Committees, Task Force, Policy making bodies formed by GOI, ICAR, any public sector International & National Scientific Professional Bodies, Member of Selection Committee, External examiner for PG / Ph.D. Viva-vocy, Thesis evaluation

2) Chairman, Member Secretary and Member of State Level Committees formed by State Governments; Member of RAC, BOM & Academic Council of other SAUs & ICAR institutes; Chief Editor / Editor Member of Editorial Board of NAAS Rated Journals; Visiting Scientist & Adjunct Faculty (more than 6 months)

Assessment Year	Name of the Post held / Activity	Period		Proof Pg. No.
		From	**To**	

3) h index

Assessment Year	h-index	Proof Pg.No.

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

Assessment year	Overall Grading	Proof Pg.No

5). Institutional development
   (Strengthening of infrastructure; Revenue generation; Farm development etc.,)

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

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LIBRARYSCIENCE

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 etc.

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.

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 Usage survey, conductingBook 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	Proof Pg. No.

OPAC (Online Public Access Catalogue), Uploading of Documents in the Krishikosh, Uploading of Data in the Agricat, Over all 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	Proof Pg.No.

8

Principal Investigator and Co-Principal Investigator, rupees (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

[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

[NAAS Rating of Year of Publication will be considered]

[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). 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

Administrative responsibilities: (University Librarian / UCC In-Charge, Chairman / Member in Editorial Boards of NAAS Rated journals / Scientific societies etc.)

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

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, SCSI, ISOR, SEE, ISAE, FAI and CSIR)

[iii]. State / District level

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

S.No.	Assessment Year	Name of the Award	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 etc.,)

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

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MINIMUM API SCORE FOR PROMOTION TO DIFFERENT ACADEMIC LEVELS

Sl. No.	Minimum API Marks/ Score	From Academic Level 14-15 with rationalized entry pay of Rs.1,82,200/-)
1	Over All Score: (Teaching, Research, Extension, Administration & Related Activities)	
2	Interview (Max.)	30
3	Minimum Percentage (1+2)	70%

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 / assignedwork.Appropriate weightage for such publication shall be given as per score card.

4. CAS promotions from alowerstageto higher stageof 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 ViceChancelloras the Chairman
   b) Oneofthe Directors/Deans-Member
   c) TheconcernedUniversityHeadofthe Department*– Member
   d) Oneexpertin theconcerned subjectnominatedbythe ViceChancellor
   Thequorumforthecommitteemeetingshallbethreeincludingthesubjectexpertandthe 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 ofthe individuals incumbent, the said post shall revert back to its original cadre

8. ForthepromotionundertheCAS, theapplicantteachermustbeontherole andinactiveservice of the University/College on the date of consideration by the Selection Committee.

9. The overall promotion procedure shall incorporate transparent, objective and credible methodologyof 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 regularlyduring 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 applywhen 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 recommendtothe BoardofManagementaboutthesuitabilityforthepromotionof thecandidate (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