

CCS HARYANA AGRICULTURAL UNIVERSITY HISAR

NOTIFICATION

Amendment No. 01/2026

No. Admn. F.2/2026/ 6496

Dated: 21-04-2026

In pursuance of the decision taken by the Personnel Committee/Board of Management vide item No. B-9/A-7 of its 97th/280th meeting held on 10.04.2026, the Board of Management has approved the addition of the Chapter VII-B "Career Advancement for Teachers under UGC Guidelines 2018 w.e.f. 11.11.2022" in the University Statutes. A copy of the new Chapter VII-B of the Statutes, as approved by the Board is enclosed.

2. The Board of Management has further authorized the Vice-Chancellor-cum-Chairman, BOM to take decision according to ICAR/UGC/State Govt./Statutory Provisions etc.

3. The Board of Management has further approved to adopt the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) including services/technical administration as core activity for the promotion of teachers under Career Advancement Scheme and to adopt proformas annexure B-1 to B-5 and C-1 to C-5 as well as recommendation proformas of the assessment committee (copies enclosed).

4. The Board of Management has further approved that the teachers whose eligibility for promotion under Career Advancement Scheme falls after 10.04.2026 (date of BOM decision), will submit their application form for promotion as per Chapter VII B of the Statutes of the University.

Sd/-
Registrar

Endst. No. Admn.F.2/2026/ 6497-616

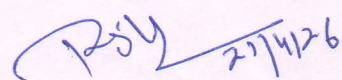
Dated: 21-04-2026

A copy of the above is forwarded alongwith enclosures to the following for information and necessary action: -

1. The Additional Chief Secretary to Govt. of Haryana, Agriculture & Farmers' Welfare Department, Chandigarh
2. The Additional Chief Secretary to Govt. of Haryana, Higher Education Department, Chandigarh
3. Secretary to Vice-Chancellor
4. All Deans/Directors/Officers of the University/HODs (including outstations)
5. Incharge, Computer Section, COBS&H
6. Comptroller
7. Joint Director (Audit)
8. All Dy. Registrars/Dy.CAUs/Asstt. Registrars/A&AOs/Supdts.
9. All Assistants & S-1 (Internal)

CCSHAU, Hisar.

Encl: As above


Asstt. Registrar (F)
for Registrar

CHAPTER VII-B

Career Advancement for Teachers under UGC Guidelines 2018 w.e.f. 11.11.2022

<p>Clause 1. These statutes shall apply for advancement of careers of:</p> <ul style="list-style-type: none">(i) Asstt. Professors (Academic Level 10)/equivalents as Asstt. Professors (Senior Scale/Academic Level 11)/equivalents.(ii) Asstt. Professors (Senior Scale/Academic Level 11)/equivalents as Asstt. Professors (Selection Grade/Academic Level -12) /equivalents.(iii) Asstt. Professors (Selection Grade/Academic Level-12) /equivalents as Associate Professors (Academic Level 13A) /equivalents.(iv) Assoc. Professors/equivalents (directly recruited as well as promoted) (Academic Level 13 A) as Professor (Academic Level 14)/equivalent.(v) Professor/equivalents (directly recruited as well as promoted) (Academic Level 14) as Senior Professor (Academic Level 15)/equivalent.
<p>Clause 2. In these Statutes, unless the context otherwise requires:-</p> <ul style="list-style-type: none">(a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as amended from time to time.(b) Word 'Teacher' wherever occurring in these Statutes will have the same meaning as in the Statutes regarding the classification, the manner of appointments, powers and duties of the teachers of the University.(c) Words and expressions not defined in these Statutes and used in the Act shall have the meaning as assigned to them in the Act.
<p>Clause 3. Career Advancement</p> <ul style="list-style-type: none">(i) The promotion of a teacher to the next higher position will be made on the basis of assessment/screening of his performance through the prescribed procedure and the post of Assoc. Prof./ equivalent, Prof./equiv. and Senior Professor/equivalent to which the personal promotion is made shall be temporary addition to the cadre of Associate Prof. or Prof. as the case may be(ii) A teacher will be allowed career advancement only if he/she is found suitable by the assessment/screening committee.(iii) A teacher who has not been found suitable for career advancement after assessment/ screening, shall be entitled to offer himself/ herself for re-assessment after a lapse of 1 (one) year from the date of eligibility of last assessment/screening. The promotion/ placement in the next higher grade in such cases will be effective from the date he/she is found fit by the Selection Committee. There will be no higher or lower limit on the number of percentage of teachers allowed career advancement.
<p>Clause 4.</p> <p>The career advancement of Asstt. Professors/equivalents (Academic Level 10) as Asstt. Professors (Senior Scale/Academic Level 11)/equivalents, Asstt. Professors (Senior Scale/Academic Level 11)/equivalents as Asstt. Professors (Selection Grade/Academic Level -12) /equivalents, Asstt. Professors (Selection Grade/Academic Level-12) /equivalents as Associate Professors (Academic Level 13A) /equivalents, Assoc. Professors/equivalents (directly recruited as well as promoted) (Academic Level 13 A) as Professor (Academic Level 14), Professor/equivalents (directly recruited as well as promoted) (Academic Level 14) as Senior Professor (Academic Level 15) will be made by the Vice-Chancellor in the following manner :-</p> <ul style="list-style-type: none">(i) The qualifications and experience prescribed by the Vice-Chancellor with the approval of the Academic Council for various posts will not be relaxed except as provided herein-after in these Statutes.(ii) The teacher shall perform such duties after his/her Career Advancement as assigned by the competent authority.
<p>Clause 5.</p> <ul style="list-style-type: none">(i) When a teacher allowed career advancement leaves the University, the vacancy thus arisen shall be filled up at the original level position occupied by the teacher before career advancement in the manner prescribed in the Statutes regarding classification, manner of appointment and powers and duties of teachers of the University.(ii) All other teaching positions falling vacant in the University and all new posts created as a result of starting new schemes/projects shall continue to be filled up in accordance with the procedure laid down in the Statutes regarding the classification, the manner of appointment and powers, duties of the teachers of the University.
<p>Clause 6.1. Eligibility for career advancement of Assistant Professor (Academic Level-10) /equiv. as Assistant Professor (Senior Scale/Academic Level-11)/equiv.</p> <p>An Assistant Professor (Academic Level-10)/equiv. shall be eligible for placement as Assistant Professor (Senior Scale/Academic Level-11)/equiv., if he/she has:</p> <ul style="list-style-type: none">(a) (i) Completed 4 years of service having a Ph.D. degree as Assistant Professor/ equivalent in the Academic Level-10 OR obtains Ph.D degree while in service OR(ii) Five years of service with a M.Phil/PG Degree in Professional Courses such as M.Sc. (Agriculture & Allied Subjects) & M.Tech.

OR

(iii) Six Years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course.

(b) earned consistently "Good & above" in appraisal reports/ Self-Assessment Reports.

(c) participated/attended in one Orientation course / induction training of not less than 21 days duration.

(d) Completed any one of the following: Refresher/Research Methodology Course/Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5days) duration

OR

taken one MOOCs course (with e-certification)

OR

development of e-contents in four-quadrants/MOOCs course during the assessment period; and

(e) Published two research publications in NAAS rating journals during assessment period.

(f) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology.

Clause 6.2. Eligibility for career advancement of Assistant Professor (Senior Scale/Academic Level-11) /equiv. as Assistant Professor (Selection Grade/ Academic Level-12) /equiv.

An Assistant Professor (Senior Scale/Academic Level-11) /equiv. shall be eligible for placement as Assistant Professor (Selection Grade/Academic Level-12) /equiv., if he/she has:

(a) (i) Completed 5 years of service as Assistant Professor (Senior Scale/ Academic Level-11)/ equiv.

(ii) Ph.D. Degree in the relevant discipline is mandatory

(b) earned consistently "Good & above" in appraisal reports/ Self-Assessment Reports.

(c) Has done any two of the following in the last five years of Academic Level 11/Senior Scale:

Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ 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 one MOOCs course in the relevant subject (with e-certification)

OR

contribution towards the development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

(d) Published three research papers in the NAAS rating journals during assessment period.

(e) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology.

Clause 6.3. Eligibility for career advancement of Assistant Professor (Selection Grade/Academic Level 12)/equiv. as Associate Professor (Academic Level 13A) /equiv.

An Assistant Professor (Selection Grade/ Academic Level 12)/equiv. shall be eligible for promotion as Associate Professor (Academic Level-13A)/equiv., if he/she has:

(a) (i) Completed 3 years of service as Assistant Professor/equiv. in the Academic Level-12/Selection Grade.

(ii) Ph.D. Degree in the relevant discipline.

(iii) A minimum of eight publications (one should be more than six NAAS rating/equiv. impact factor in the relevant field & three research papers should be published during the assessment period).

(iv) Evidence of having guided at least one Ph.D. candidate as Major Advisor.

(b) earned consistently "Good & above" in appraisal reports/ Self-Assessment Reports.

(c) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher courses/ Research Methodology workshops/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 one MOOCs course (with e-certification)

OR

contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

(d) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology.

Clause 6.4. Eligibility for career advancement of Associate Professor (directly recruited as well as promoted) (Academic Level 13A)/equiv. as Professor (Academic Level 14)/equiv.

An Associate Professor (directly recruited as well as promoted) (Academic Level 13A)/equiv. shall be eligible for promotion as Professor (Academic Level-14)/equiv., if he/she has:

- (a) (i) Completed 3 years of service as Associate Professor in the Academic Level-13 A
- (ii) Ph.D. Degree in the relevant discipline.
- (iii) A minimum of twelve publications (three should be more than six NAAS rating/equiv. impact factor in the relevant field & three research papers should be published during the assessment period).
- (iv) Evidence of having successfully guided at least two doctoral candidates as major advisor.

(b) earned consistently "Good & above" in appraisal reports/ Self-Assessment Reports.

(c) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma based on Academic Performance Indicators (API) and Performance Based Appraisal System (PBAS) methodology.

Clause 6.5. Eligibility for career advancement of Professor (directly recruited as well as promoted) (Academic Level 14)/equiv. as Senior Professor (Academic Level 15)/equiv.

A Professor (directly recruited as well as promoted) (Academic Level 14)/equiv. shall be eligible for promotion as Senior Professor (Academic Level-15)/equiv., if he/she has:

- (a) (i) Ten years' experience as a Professor (Academic Level 14)/equiv.
- (ii) A minimum of ten publications in the peer-reviewed/NAAS Rating or UGC-listed journals during assessment period and Ph.D. degree has been successfully awarded to two candidates under his/her supervision.

(b) earned consistently "Good & above" in appraisal reports/ Self-Assessment Reports.

(c) The Career Advancement will be allowed after analyzing merits and credentials of the teacher based on academic achievement, favourable review from three eminent subject expert who are not of the rank lower than the rank of a senior professor or a professor having at least 10 years' experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a selection committee.

Proviso : Provided that for computing the specified periods for career advancement, the following period(s) shall be included:-

(a) All periods of regular appointments.

(b) (i) Deputation with GOI/State Govt./any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

(ii) Period spent on trainings/fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

Note (i) Previous regular service, whether national or international, as Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organization such as the CSIR, ICAR, DRDO, UGC/AICTE (as the case may be), ICSSR, ICHR, ICMR, DBT, etc. funded by State/Central

Government, should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor/ equivalent, Associate Professor/equivalent, Professor/ equivalent or any other nomenclature these posts are described provided that:

a. The essential qualifications of the post held were not lower than the qualification prescribed by the "University/UGC/AICTE as the case may be" for Assistant Professor/ equivalent, Professor/ equivalent and Associate Professor/equivalent as the case may be.

b. The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

c. The candidate for direct recruitment has applied through proper channel only.

d. The concerned Assistant Professor/equivalent, Associate Professor/equivalent and Professor/equivalent should possess the same minimum qualifications as prescribed by the "University/UGC/AICTE as the case may be" for appointment to the post of Assistant Professor/equivalent, Associate Professor/equivalent and Professor/equivalent, as the case may be.

e. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University /State Government / Central Government /Concerned Institutions, for such appointments.

f. The previous appointment was not as guest lecturer for any duration, or as an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:

i) the period of service was of more than one year duration;

ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

iii) the incumbent was selected to the permanent post in continuation the ad hoc or temporary service, without any break.

g. No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/ local body/Government), was considered for counting past services under this clause."

Note (ii) The benefit of counting of past service shall be allowed for promotion under Career Advancement Scheme subject to fulfilment of condition as laid down under Note(i) above.

Clause 7. Procedure

(i) (a) Every teacher who fulfils the criteria regarding eligibility for career advancement as laid down under Clause 6 above and where promotion of a teacher falls due between 1st January to 30th June, he must furnish information with a copy to Registrar, regarding his bio-data and service rendered on the post in the prescribed proforma alongwith PBAS Proforma duly supported by all credentials/documents as per API Guidelines atleast three months in advance from the actual date of eligibility to the Head of the Department. The Head of the Department shall certify the correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 31st August through the Dean/Director concerned.

(b) Where the promotion of the teacher is due from 1st July to 31st December he/she will furnish information with a copy to the Registrar, regarding his/her biodata and service rendered on the post in the prescribed proforma alongwith PBAS Proforma duly supported by all credentials/documents as per API Guidelines atleast three months in advance from the actual date of eligibility to the Head of the Department. The Head of the Department shall certify correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 28th February through the Dean/Director concerned.

(c) The schedule referred to above for applying for promotion must be adhered to failing which the teacher concerned will be considered/assessed for promotion from a date he/she applies for the same.

(d) In case any enquiry is pending/in progress at the time when he /she is due for promotion he/she may be required to apply within six months from the completion of the enquiry / final orders.

e) The Vice-Chancellor may condone the delay upto 6 months in submission of case by the teacher where the reasons for delay are genuine, beyond the control of teacher concerned and to the satisfaction of the Vice-Chancellor.

f) The applications for promotion under Career Advancement Scheme as received in the office of Registrar will be referred to the following University Level Screening Committee (Internal Quality Assessment Cell -IQAC) for

- vii) Three outside experts nominated by the Vice-Chancellor.
- viii) An academician representing SC/ST/OBC/ Minority / Women / Differently- abled categories, to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

(v) Assessment Committee for promotion from Associate Professor /equiv. (AL-13A) to Professor/equiv. (AL-14) and from Professor/equiv. (AL-14) to Senior Professor/equiv. (AL-15)

(a) The Assessment Committee for the post of Professor/equiv. and Senior Professor/equiv. in the University shall have the following composition:

- i) Vice Chancellor Chairman
- ii) Registrar
- iii) Director of Research
- iv) Director Extension Education
- v) Dean, PGS
- vi) Dean, concerned
- vii) Three outside experts nominated by the Vice-Chancellor.
- viii) An academician representing SC/ST/OBC/ Minority / Women / Differently- abled categories, to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

(vi) The Screening/Assessment Committee will take into consideration the following factors of Assessment Criteria including Methodology Proforma while making its recommendations:

(a) Material furnished in the Assessment proforma submitted by the teacher concerned. (b) Work done by the teacher.

(c) SAR/Assessment Criteria/Methodology Proforma concerned.

(d) Personal discussion by the teacher concerned (e) Any other additional information which the Assessment Committee may like to call from the teacher concerned. However, in case of

i) Assistant Professor/equivalent (AL-10, AL-11/Senior Scale, AL-12/Selection Grade) to Associate Professor(AL-13A)/ equivalent - three major publications shall be required to be submitted for all the three categories for consideration of promotion from Assistant Professor/equivalent (AL-10, AL-11/Senior Scale, AL-12/Selection Grade) to Associate Professor(AL-13A)/ equivalent.

ii) Associate Professor/equivalent as Professor/equivalent - Five major publications shall be required to be submitted provided that such publications published subsequent to the period from which the teacher was placed in Assoc. Prof. (AL-13A).

iii) Professor/equivalent as Sr. Professor/equivalent - Ten major publications shall be required to be submitted provided that such publications published subsequent to the period from which the teacher was placed in Professor (AL-14).

The best written contributions (3 or 5 or 10 as the case may be) of the teacher (as defined by him/ her) shall be sent in advance to the experts to review/ evaluation scoring before taking his/her case to the Assessment Committee.

(vii) In case of Associate Professors/equiv., Professors/equiv. and Senior Professors/equiv.

On receipt of recommendations of the Assessment Committee, the Vice Chancellor will open the sealed envelopes and issue promotion orders under CAS and apprise the Board of Management in its next meeting as per the authorisation given by the Personal Committee/Board of Management in its 94th /277th meeting held on 14.08.2024.

Before doing so, however, the Vice-Chancellor may, if he considers it necessary, refer it back to the Committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will place the same before the Board of Management alongwith such comments as he may like to give.

(viii) In case of Asstt. Professors (AL-11/Senior Scale) and Assistant Professors (AL-12/Selection Grade)/equivalents.

On receipt of recommendations of assessment/ screening-cum-evaluation committee, the Vice Chancellor will consider the same for acceptance. The Vice-Chancellor may, however, if he considers it necessary, refer the recommendations back to the committee for reconsidering its recommendations. In case the Committee re-affirms its recommendations, the Vice Chancellor will accept the same.

(ix) The interaction/interview for promotion under CAS for Academic Level- 12 to Academic Level- 13 A, Academic Level- 13 A to Academic Level- 14 and Academic Level- 14 to Academic Level- 15 will be compulsory even the teacher secured minimum qualifying marks.

(xi) In case any teacher is on long leave on the due date of promotion, he will be entitled for promotion from the due date but actual benefit will be allowed from date of joining after return from leave.

(xii) The incumbent teachers must be on the rolls of active service of the University on the due date of eligibility for promotion for consideration by the Screening / Assessment Committee.

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers

(From Academic Level-10 to Academic Level-11)

- 1 Name & Designation of the applicant _____
2. Discipline _____
3. Department _____
4. Scheme in which working _____
5. Date of joining University service with designation of post and scale _____
6. Date of joining the present post _____
7. Period of eligibility _____

Clause 6.1(a)(b)

(a) (i) Completed 4 years of service having a Ph.D. degree as Assistant Professor/ equivalent in the **Academic Level-10** OR obtains Ph.D degree while in service

OR

(ii) Five years of service with a **M.Phil/PG Degree in Professional Courses** such as **M.Sc. (Agriculture & Allied Subjects) & M.Tech.**

OR

(iii) Six Years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course

(b) earned consistently "**Good & above**" in appraisal reports/ Self-Assessment Reports.

8. Training requirements (With Complete details and page no.)

Clause 6.1 (c)(d)(e)

(c) participated/attended in one Orientation course / **induction training** of not less than 21 days duration.

(d) Completed any one of the following:
Refresher/Research Methodology
Course/Workshop/ Syllabus Up-gradation
Workshop/ Training Teaching-Learning-
Evaluation, Technology Programmes/ Faculty
Development Programmes of at least one week
(5days) duration

OR

taken one MOOCs course (with e-certification)

OR

development of e-contents in
four-quadrants/MOOCs course during the
assessment period; and

(e) Published two research publications in NAAS
rating journals during assessment period.

9. Period of study leave/any other leave etc.

Proviso b (ii) below Clause 6.5

Period spent on trainings/ fellowships/
scholarships or any other academic pursuit
on study leave/ leave of the kind due
including extra-ordinary leave where it
counts for increment shall not exceed three
years during the entire service including
past service if counted for promotion under
Career Advancement Scheme.

10. Period of deputation

Proviso (b)(i) below Clause 6.5

Deputation with GOI/State Govt./ any Govt./Semi-
Govt. organisation within or outside India at an
equal or higher position. Provided that deputation
liabilities for the entire period of deputation are
received in CCS HAU.

11. Date/year of doing Ph.D./M.Phil

Attested copy of Ph.D/M.Phil
degree at page_____

12. Total qualifying service for eligibility as per rules _____

13. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Technical Head

Controlling Officer

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers
(From Academic Level-11 to Academic Level-12)

- 1 Name & Designation of the applicant _____
2. Discipline _____
3. Department _____
4. Scheme in which working _____
5. Date of joining University service with designation of post and scale _____
6. Date of joining the present post _____
7. Period of eligibility _____

Clause 6.2(a) & (b)

- (a) (i) Completed 5 years of service as Assistant Professor (**Senior Scale/ Academic Level-11**)/ equiv.
 - (ii) **Ph.D. Degree in the relevant discipline is mandatory.**
 - (b) earned consistently “**Good & above**” in appraisal reports/ Self-Assessment Reports.
8. Training requirements (with complete details and page no.)

Clause 6.2 (c) & (d)

(c) Has done any two of the following in the last five years of Academic Level 11/Senior Scale:
Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ 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 one MOOCs course in the relevant subject (with e-certification)

OR

contribution towards the development of e-content in 4-quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

(d) Published three research papers in the NAAS rating journals during assessment period.

9. Period of study leave/any other leave etc. _____

Proviso b (ii) below Clause 6.5

Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

10. Period of deputation _____

Proviso (b)(i) below Clause 6.5

Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

11. Date/year of doing M.Phil/Ph.D. _____

Attested copy of
M.Phil/ Ph.D degree
at page_____

12. Net qualifying service for eligibility as per rules _____

13. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Technical Head

Controlling Officer

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers
(From Academic Level-12 to Academic Level-13 A)

1. Name & Designation of the applicant _____
2. Discipline _____
3. Department _____
4. Scheme in which working _____
5. Date of joining University service with designation of post and scale _____
6. Date of joining the present post _____
7. Period of eligibility _____

Clause 6.3 (a) & (b)

- (a) (i) Completed 3 years of service as Assistant Professor/equiv. in the **Academic Level-12/Selection Grade.**
- (ii) Ph.D. Degree in the relevant discipline.
- (iii) **A minimum of eight publications (one should be more than six NAAS rating/equiv. impact factor in the relevant field & three research papers should be published during the assessment period).**
- (iv) **Evidence of having guided at least one Ph.D. candidate as Major Advisor.**

(b) earned consistently **“Good & above”** in appraisal reports/ Self-Assessment Reports.

8. Training requirements (with complete details and page no.)

Clause 6.3 (c)

(c) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher courses/ Research Methodology workshops/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 one MOOCs course (with e-certification)

OR

contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

9. Period of study leave/any other leave etc. _____

Proviso b (ii) below Clause 6.5

Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

10. Period of deputation _____

Proviso (b)(i) below Clause 6.5

Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

11. Date/year of doing M.Phil/Ph.D. _____

Attested copy of
M.Phil/ Ph.D degree
at page_____

12. Three Best Publications added (with complete reference):

(for the entire period of Assistant Prof./equiv.)

1. _____

2. _____

3. _____

13. Net qualifying service for eligibility as per rules _____

14. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Technical Head

Controlling Officer

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers

(From Academic Level-13 A to Academic Level-14)

- 1 Name & Designation of the applicant _____
2. Discipline _____
3. Department _____
4. Scheme in which working _____
5. Date of joining University service with designation of post and scale _____
6. Date of joining the present post _____
7. Period of eligibility _____

Clause 6.4 (a) & (b)

(a) (i) Completed 3 years of service as Associate Professor in the Academic Level-13 A

(ii) Ph.D. Degree in the relevant discipline.

(iii) **A minimum of twelve publications (three should be more than six NAAS rating/equiv. impact factor in the relevant field & three research papers should be published during the assessment period).**

(iv) **Evidence of having successfully guided at least two doctoral candidates as major advisor.**

(b) earned consistently **“Good & above”** in appraisal reports/ Self-Assessment Reports.

- 8 Period of study leave/any other leave etc. _____

Proviso b (ii) below Clause 6.5

Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extraordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

9 Period of deputation _____

Proviso (b)(i) below Clause 6.5

Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

10. Date/year of doing M.Phil/Ph.D. _____

Attested copy of
M.Phil/Ph.D degree at
page _____

11. Five Best Publications added:
(since the period placed in Academic Level- 11)

1. _____
2. _____
3. _____
4. _____
5. _____

12. Net qualifying service for eligibility as per rules _____

13. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Technical Head

Controlling Officer

(TO BE ADDED BY THE HOD ON NOTING SHEET)

Check list for Career Advancement of teachers

(From Academic Level 14 to Academic Level 15)

- 1 Name & Designation of the applicant _____
2. Discipline _____
3. Department _____
4. Scheme in which working _____
5. Date of joining University service with designation of post and scale _____
6. Date of joining the present post _____
7. Period of eligibility _____

Clause 6.5(a)(b)

(a) (i) Ten years' experience as a Professor
(Academic Level 14)/equiv.

(ii) **A minimum of ten publications in the peer-reviewed/NAAS Rating or UGC-listed journals during assessment period and**

Ph.D. degree has been successfully awarded to two candidates under his/her supervision.

(b) earned consistently **“Good & above”** in appraisal reports/ Self-Assessment Reports.

- 8 Period of study leave/any other leave etc. _____

Proviso b (ii) below Clause 6.5

Period spent on trainings/ fellowships/ scholarships or any other academic pursuit on study leave/ leave of the kind due including extra-ordinary leave where it counts for increment shall not exceed three years during the entire service including past service if counted for promotion under Career Advancement Scheme.

9 Period of deputation _____

Proviso (b)(i) below Clause 6.5

Deputation with GOI/State Govt./ any Govt./Semi-Govt. organisation within or outside India at an equal or higher position. Provided that deputation liabilities for the entire period of deputation are received in CCS HAU.

10. Date/year of doing Ph.D. _____

Attested copy of Ph.D degree at page_____

11. Net qualifying service for eligibility as per rules _____

12. Date of entitlement for career advancement _____

He/she fulfils the criteria laid down under Career Advancement Scheme, minimum academic performance and service requirement. The case is recommended and forwarded.

Date:

Head of the Department

Technical Head

Controlling Officer

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME of ASSISTANT PROFESSOR/EQUIV. FROM ACADEMIC LEVEL 10 TO ACADEMIC LEVEL 11 AS ASSTT. PROFESSOR/EQUIV.

Whether Assessed Earlier : Yes or No Assessment period: From _____ To _____ Core Activity _____ (Please send 7 copies of duly filled-in proforma)

NAME OF THE DEPARTMENT: _____

1. Name _____
2. Designation _____
3. Discipline _____
4. Scheme in which working _____
5. Date of birth _____
6. Date of award of degree M.Phil _____
Ph.D _____
7. Date of joining the University _____
8. Date of joining the department _____
9. Date of joining on the post of Asstt. Prof./equiv. in the ACADEMIC LEVEL 10 _____
10. Date of completion of 4/5/6 years in the ACADEMIC LEVEL 10 _____

11. Educational career

Degree/Diploma/certificate	% of marks/grade	University	Year	Specialization

12. Employment record

Designation	Pay band/Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13.	Additional qualifications/ trainings/ orientation /refresher courses attended (Give details and duration of courses)	
14.(i)	Period of deputation (if any)	
(ii)	Period of study leave/ any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17.	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications alongwith reprints and salient features of your work (Separate sheet be added)	

Date: _____

Signature of Candidate

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr. _____ as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	The teacher has fulfilled the mandatory conditions of attending refresher courses/trainings/orientation course for the total duration of _____ days.
vii.	Integrity of the teacher is good.
viii.	No court case is pending against the teacher.
ix.	The following documents are enclosed 1. 7 copies of application form 2. Service Book

The above particulars have been verified and are correct. The Self Assessment Reports file of the teacher is added. The case is recommended for promotion. Forwarded to the Controlling Officer.

Date: _____

Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). Forwarded to the Registrar.

Date: _____

Controlling Officer

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME ASSISTANT PROFESSOR/EQUIV. FROM ACADEMIC LEVEL 11 TO ACADEMIC LEVEL 12 AS ASSTT. PROFESSOR/EQUIV.

Whether Assessed Earlier : Yes or No Assessment period: From _____ To _____ Core Activities _____ (Please send 7 copies of duly filled-in proforma)

NAME OF THE DEPARTMENT: _____

1. Name _____
2. Designation _____
3. Discipline _____
4. Scheme in which working _____
5. Date of birth _____
6. Date of award of degree M.Phil _____
Ph.D _____
7. Date of joining the University _____
8. Date of joining the department _____
9. Date of joining on the post of Asstt. Prof./equiv. in the ACADEMIC LEVEL 11 _____
10. Date of completion of 5 years in the ACADEMIC LEVEL 11 _____

11. Educational career

Degree/Diploma/certificate	% of marks/grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13	Additional qualifications/ trainings/orientation /refresher courses attended (Give details and duration of courses)	
14. (i)	Period of deputation (if any)	
(ii)	Period of study leave/ any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17.	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications alongwith reprints and salient features of your work (Separate sheet be added)	

Date: _____

Signature of candidate

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr. _____ as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	The teacher has fulfilled the mandatory conditions of attending refresher courses/trainings/orientation course for the total duration of _____ days.
vii.	Integrity of the teacher is good.
viii.	No court case is pending against the teacher.
ix.	The following documents are enclosed 1. 7 copies of application form 2. Service Book

The above particulars have been verified and are correct. The Self Assessment Reports file of the teacher is added. The case is recommended for promotion. Forwarded to the Controlling Officer.

Date: _____

Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). Forwarded to the Registrar.

Date: _____

Controlling Officer

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME ASSISTANT PROFESSOR/EQUIV. FROM ACADEMIC LEVEL 12 TO ACADEMIC LEVEL 13 A, AS ASSOCIATE PROFESSOR/EQUIV.

Whether Assessed Earlier : Yes or No

Assessment period: From _____ To _____

Core Activity: _____

(Please send 11 copies of duly filled-in proforma)

NAME OF THE DEPARTMENT: _____

- 1 Name _____
2. Designation _____
3. Discipline _____
4. Scheme in which working _____
5. Date of birth _____
6. Date of award of degree M.Phil _____
Ph.D _____
7. Date of joining the University _____
8. Date of joining the department _____
9. Date of joining on the post of Asstt. Prof./equiv. in the ACADEMIC LEVEL 12 _____
10. Date of completion of 3 years in the ACADEMIC LEVEL 12 _____

11. Educational career

Degree/Diploma/certificate	% of marks/grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13	Additional qualifications/ trainings/orientation /refresher courses attended (Give details and duration of courses)	
14. (i)	Period of deputation (if any)	
(ii)	Period of study leave/ any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications etc. and salient features of your work (Separate sheet be added)	
(b)	Add three sets of three best publications relating to the period upto the date of eligibility (Asstt. Prof./ equiv.-AL10, AL11 & AL12)	

Date: _____

Signature of Candidate

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr. _____ as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	The teacher has fulfilled the mandatory conditions of attending refresher courses/trainings/orientation course for the total duration of _____ days.
vii.	Integrity of the teacher is good.
viii.	No court case is pending against the teacher.
ix	The following documents are enclosed 1. 11 copies of application form 2. Service Book

The above particulars have been verified and are correct. The Self Assessment Reports file of the teacher is added. The case is recommended for promotion. List of 20 outside experts (Professor/Equiv.) is attached. Forwarded to the Controlling Officer.

Date: _____

Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). List of 20 outside experts duly countersigned is added (in cover). Forwarded to the Registrar.

Date: _____

Controlling Officer

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME ASSOCIATE PROFESSOR/EQUIV. FROM ACADEMIC LEVEL 13 A TO ACADEMIC LEVEL 14 AS PROFESSOR/EQUIV.

Whether Assessed Earlier : Yes or No Assessment period: From _____ To _____ Core Activity: _____ (Please send 11 copies of duly filled-in proforma)

NAME OF THE DEPARTMENT: _____

- 1 Name _____
2. Designation _____
3. Discipline _____
4. Scheme in which working _____
5. Date of birth _____
6. Date of award of degree M.Phil _____
Ph.D _____
7. Date of joining the University _____
8. Date of joining the department _____
9. Date of joining on the post of Assoc. Prof./equiv. in the ACADEMIC LEVEL 13 A _____
10. Date of completion of 3 years in the ACADEMIC LEVEL 13 A _____
11. Educational career

Degree/Diploma/certificate	% of marks/grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13	Additional qualifications/ trainings/orientation /refresher courses attended (Give details and duration of courses)	
14. (i)	Period of deputation (if any)	
(ii)	Period of study leave/any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17.	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications etc. and salient features of your work (Separate sheet be added)	
(b)	Add three sets of five best publications relating to the period the teacher is placed in Academic Level- 11.	

Date:_____

Signature of Candidate

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr. _____ as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	Integrity of the teacher is good.
vii.	No court case is pending against the teacher.
viii.	The following documents are enclosed 1. 11 copies of application form 2. Service Book

The above particulars have been verified and are correct. The case is recommended. Forwarded to the Controlling Officer.

Date: _____

Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). The Self Assessment Reports file of the teacher alongwith gist of SARs of relevant assessment period duly attested is added. Forwarded to the Registrar.

Date: _____

Controlling Officer

PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVACEMENT SCHEME PROFESSOR FROM ACADEMIC LEVEL 14 TO ACADEMIC LEVEL 15 AS (SENIOR) PROFESSOR/EQUIV.

Whether Assessed Earlier : Yes or No Assessment period: From _____ To _____ Core Activity: _____ (Please send 11 copies of duly filled-in proforma)

NAME OF THE DEPARTMENT: _____

1. Name _____
2. Designation _____
3. Discipline _____
4. Scheme in which working _____
5. Date of birth _____
6. Date of award of degree Ph.D _____
7. Date of joining the University _____
8. Date of joining the department _____
9. Date of joining on the post of Prof./equiv. in the ACADEMIC LEVEL 14. _____
10. Date of completion of 10 years in the ACADEMIC LEVEL 14. _____

11. Educational career

Degree/Diploma/certificate	% of marks/grade	University	Year	Specialization

12. Employment record

Designation	Pay band/ Grade Pay	Date of joining	Date of leaving	Nature of duties actually performed specifying Teaching/ Research/ Extension

13.	Additional qualifications/ trainings/orientation /refresher courses attended (Give details and duration of courses)	
14. (i)	Period of deputation (if any)	
(ii)	Period of study leave/any other leave	
15.	Net qualifying service for eligibility as per rules	
16.	Date of entitlement for career advancement	
17	Highlight Significant Contributions:	
(a)	Relating to the period under review with full supporting evidence. The list of publications etc. and salient features of your work (Separate sheet be added)	
(b)	Post-doctoral research outputs of high standard;	
(c)	Awards/ Honours/ and Recognitions;	
(d)	Additional research degrees like D.Sc./ D.Litt. patents and IPR on products and processes developed/ technology transfer achieved in the case of teachers in science and technology.	

Date:_____

Signature of Candidate

TO BE FILLED BY THE HEAD OF THE DEPARTMENT

i.	Verified that the information furnished by the teacher with regard to service particulars and research achievements/ publications etc. are correct.
ii.	No departmental/vigilance enquiry is pending or contemplated against the teacher.
iii.	No minor/major penalty has been imposed on him/her during the said assessment period.
iv.	The work and conduct of Dr._____as observed from the Self Assessment Reports for the said assessment period has been found to be satisfactory.
v.	Gist of SARs for the Assessment period is added.
vi.	Integrity of the teacher is good.
vii.	No court case is pending against the teacher.
viii.	The following documents are enclosed 1. 11 copies of application form 2. Service Book

The above particulars have been verified and are correct. The case is recommended. Forwarded to the Controlling Officer.

Date:_____

Head of the Department

Recommendations of the Controlling Officer.

The recommendations of the Head of the Department are endorsed/not endorsed. (Strike off which is not applicable. If the case is not recommended, record reasons). The Self Assessment Reports file of the teacher alongwith gist of SARs of relevant assessment period duly attested is added. Forwarded to the Registrar.

Date:_____

Controlling Officer

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY TEACHERS

Assessment Criteria	Part I. Evaluation of Asstt. Prof./ Asstt. Scientist/ DES (AL-10)				Part I. Evaluation of Asstt. Prof./ Asstt. Scientist/ DES (AL-11)				Part I. Evaluation Asstt. Prof./ Asstt. Scientist/ DES (AL-12)				Part I. Evaluation of Assoc. Prof. / Scientist (AL-13A) and for Prof. (AL 14)				Part I. Evaluation for Prof. (AL-15)			
	Assessment Period 4/5/6 years				Assessment Period 5 years				Assessment Period 3 years				Assessment Period 3 years				Assessment Period 10 years			
	Maximum Score				Maximum Score				Maximum Score				Maximum Score				Maximum Score			
Core Activities	T	R	E	A	T	R	E	A	T	R	E	A	T	R	E	A	T	R	E	A
Teaching Activities	45*	10	5	5	45*	10	5	5	27*	5	5	5	27*	5	5	5	27*	5	5	5
Research Activities	10	45*	10	5	10	45*	10	5	5	27*	5	5	5	27*	5	5	5	27*	5	5
Extension Activities	5	5	45*	10	5	5	45*	10	5	5	27*	5	5	5	27*	5	5	5	27*	5
Services/Technical Administration	5	5	5	45*	5	5	5	45*	5	5	5	27*	5	5	5	27*	5	5	5	27*
Capacity building/monitoring/evaluation/reporting and institution building	4	4	4	4	4	4	4	4	7	7	7	7	7	7	7	7	7	7	7	7
Publication	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Peer Recognition	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Annual Assessment Reports	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Presentation & Interview	-	-	-	-	-	-	-	-	20	20	20	20	20	20	20	20	20	20	20	20
Total	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

T: Teaching, R: Research, E-Extension, A-Services/Technical Administration

*** 60 % minimum in the core activity**

Performance based appraisal System (PBAS)

Assessment Criteria	Part I. Evaluation of Asstt. Prof./ Asstt. Scientist/ DES (AL-10)				Part I. Evaluation of Asstt. Prof./ Asstt. Scientist/ DES (AL-11)				Part I. Evaluation Asstt. Prof./ Asstt. Scientist/ DES (AL-12)				Part I. Evaluation of Assoc. Prof. / Scientist (AL-13A) and for Prof. (AL 14)				Part I. Evaluation for Prof. (AL-15)			
	Assessment Period 4/5/6 years				Assessment Period 5 years				Assessment Period 3 years				Assessment Period 3 years				Assessment Period 10 years			
	Maximum Score				Maximum Score				Maximum Score				Maximum Score				Maximum Score			
Core Activities	T	R	E	A	T	R	E	A	T	R	E	A	T	R	E	A	T	R	E	A
TEACHING	45	10	5	5	45	10	5	5	27	5	5	5	27	5	5	5	27	5	5	5
<ul style="list-style-type: none"> Teaching. 0.4 marks for each contact hour taught (per semester) (Maximum 14 marks per year) 																				
<ul style="list-style-type: none"> Student Major Advisor/ Co-major/member of Advisory Committee*: 2 marks for each M.Sc. student as major advisor & 1 mark co-major/member 3 marks for each Ph.D. student as major advisor & 1.5 marks co-major/member 0.5 mark for PG Advisory Committee member other than major and co-major advisor. UG Tutorial Group Advisement (1 mark/year) *The benefit of the allotted students should be given once. 																				
<ul style="list-style-type: none"> Teaching aids developed. (Teaching manuals, e-learning / Instructional materials etc/ study tour/ accompanying 																				

<p>submission/processing and scrutiny of Research proposals at Directorate/University Level, Coordination/processing of product/ molecule/hybrid/fertilizer/bio-fertilizer/ bio-pesticide/ bio-chemical /residue testing proposals etc. Involvement in admission process/convocation preparations etc. Member of evaluation committee / administrative duties for plan / non-plan schemes and other funded Govt./Non-Govt. schemes of the University/Directorate/College etc. Monitoring/evaluation of labour contract/Farm operation contract/contingency expenditure, annual rate contract proposals processing/evaluation of tenders including e-tendering. Preparation/compilation of income, expenditure and budgetary reports etc. (1</p>																	
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

mark per activity, Max 10 Marks per year)																				
<p> Scientific assistance to Worthy Vice -Chancellor/ Registrar/ DR/ DEE/ Deans/ Directors in Meetings organization, lectures and preparation of speech/power point presentation/ drafts/ reports, preparation of proceedings, mark sheet preparation, transcript, state assembly/ parliament questions handled etc. Organizing/preparation of agenda/proceedings of meetings of Research Extension Linkages/AOW/HOW/ Scientists meet/ ZREAC/ T&V/ RPC/SLSC/ REAC/ SLCC, Participation/ presentation in SAC meetings of KVKs/ Govt./ ICAR meetings etc. Coordination/ Assistance in MOU preparation, attending the foreign/national visitors/ dignitaries/ during their visit in the university, (1 mark per activity, Max 5 Marks per year). </p>																				

<ul style="list-style-type: none"> • Best Paper/ Best Posters/ Conference prizes / medals 0.5 marks each 																				
<ul style="list-style-type: none"> • Oral/ Poster presentation in International seminars / symposia / conference/ workshops: 1 mark each • Oral / Poster presentation in National seminars / symposia / conference/ workshops e: 0.5 mark each. • Invitation for conference/ seminar/ symposium/ short course/ winter/ summer school/ Refresher course/trainings etc. to deliver lecture/ Chair session/ Reporter. 0.5 mark for each activity • Member in national/ state level committee 0.5 mark for each committee 																				
<ul style="list-style-type: none"> • Special assignments (National/ International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) 																				
ANNUAL ASSESSMENT REPORTS	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
3.0 marks for Outstanding, 2.25 marks for Very Good, 1.5 mark for Good and 0.5 marks for Average.																				
PRESENTATION & INTERVIEW (Including 5 Marks for Three Best Publications - Evaluation By External Expert)	-	-	-	-	-	-	-	-	20	20	20	20	20	20	20	20	20	20	20	20
Grand Total	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

Eligibility Score 75

Note: 5 grace marks be awarded for the faculty of Sports & Library. The 5 grace marks be also awarded to those faculty members who have consistently served for the assessment period in the KVKs/Remote Areas where opportunity of other two mandatory activities such as Research and Teaching do not exist while holding that position for which the HOD concerned would certify the same.