

Instructions to be followed for filling and submission of CAS application form

The candidate should go through the application form thoroughly and carefully before filling the details

1. The application form along with enclosures should be submitted in **five (5) sets** and also in CD, along with confidential reports (2 sets) (Part –III & Part IV).
2. All the enclosures/proof of claims should **be enclosed to the application form serially numbered** at the bottom of the page with **black ball point pen**.
3. The candidate claiming marks under each sub head has to **enclose the relevant documents as proof of claim**. The proof should be **assigned a proper number which has to be compulsorily mentioned in the space provided for the purpose in the application form**.
4. The application form along with enclosures **should be spiral bound. Book bound copies should be avoided**.
5. Application form **without enclosures or enclosures submitted in absurd manner or without serial numbers will not be entertained and are liable to be rejected**.
6. The candidate should **strike off with Red ball point pen whichever is not applicable to him/her**.

SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY
CAREER ADVANCEMENT SCHEME

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

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

PART - II

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 *(enclose certificate)

6. Address for correspondence

7. Academic qualifications:

Degree / Diploma	University / Board	College / Place of study	Month / Year of passing	Class obtained	Remarks
1	2	3	4	5	6
Ph.D					
M.Sc (Ag) / M.Sc (Hort)/ M.Tech (Ag. Engg.)					
B.Sc (Ag.) / B.Sc (Hort) / B.Tech (Ag. Engg)					

- Day

Month

year
8.

Date of obtaining Ph.D. degree
9.

Date of appointment in ANGRAU/Dr. YSRHU/SKLTSHU
10.

Date of appointment / placement
in the present post

11. Employment Record in ANGRAU/Dr YSRHU/SKLTSHU:

Station / Centre (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.

Date of eligibility :

(Previous Promotion copy to be enclosed)

13. Period of deputation if any

- a.

For service in other organizations:

Organization	Govt. or Quasi Govt.	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

Institution / Place of work	Deputed by ANGRAU/ Dr YSRHU/ SKLTSHU 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

- (a) for grant of annual increment
(Earned Leave etc.) & HPL if any
- (b) not counted for annual increment
(EOL without Pay & allowances)/ Dies-non etc.

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

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

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

16. Significant Achievements in Teaching / Research / Extension:
(Not the work done report) separately year wise for the period ending 31st March 2019.

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 above column

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 above information was verified as per office records.

Signature of the Head of the Office

Verified and approved.

Chairman (IQAC)

PART - II
CAREER ADVANCEMENT SCHEME – 2016
CATEGORY I (1): SPECIFIC ACHIEVEMENTS IN TEACHING / RESEARCH /
EXTENSION / ADMINISTRATION DURING THE ASSESSMENT PERIOD
(The information to be verified and certified by the competent authority)

A. Teaching **[Maximum Marks: 50]**

1.(a) (i) UG / PG / Diploma Courses Offered /Student Advisory class

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

Full in-charge: 2 marks/Credit hour and Associate:1. marks / Credit hour
Note: One Theory credit is equal to one hour and one Practical credit is equal to two hours.
Advisory class: one credit hour /week – 2 marks

1(b) (ii) CEO / Director of AELP / PR for RAWEP or ABEP or Industrial Attachment/
PAMP / Records Evaluation/Hands on Training Project Work/

Assessment year	Course No	Type of Activity or Programme	Year and Semester	Deliverables[Profit generated /Skill developed etc]	Marks	Proof Pg. No.

2.0 marks per successful activity / year with justification

2b(a). Seminars/Guest faculty /Summer school

[Maximum Marks: 5]

Assessment year	Name of the seminar/summer school	Title of the Topic	Year	Details	Marks	Proof Pg. No.

2 marks/lecture in international, 1mark/lecture in national/local seminar / summer school etc

2.(b) Tutorial/ICAR/ SRF./SC-ST Cell Special Lectures coaching

[Maximum Marks: 5]

Assessment year	Name of the tutorial/ICAR coaching	Number of hours taught	Year	Details	Marks	Proof Pg. No.

(1mark/1 hour special lecture)

3. Preparation and imparting knowledge / instruction materials as per curriculum; syllabus

[Maximum marks: 15]

Assessment year	Name of the course material/practical manual	Year of Preparation	Newly prepared/rev ised	Sole contributor/co-contributor	Marks	Proof Pg. No.

(10 marks/as sole contributor, 4 marks /as co-contributor for new preparation for the course) for Newly prepared.
(5marks /as sole contributor, 2makrs/as co-contributor for revision of the course)

4. Participation as External Examiner/Thesis Evaluation

[Maximum marks: 10]

Assessment year	Name of the external Examiner (PG/Ph.D/Viva Voce)	Year of Preparation	-	Full time/Associate	Marks	Proof Pg. No.

(5 marks/ activity)

5. Examination duties etc.

[Maximum marks: 20]

Assessment year	Name of the activity	Course number/Title	Semester /Year	No. of papers evaluated	Marks	Proof Pg. No.

Invigilation duty: 1.0 mark/mid semester 2.0 marks /semester final theory
Question paper setting [Final exam only]:5.0 marks/paper Moderation: 5.0 mark/subject
No. of answer scripts assessed:1.0 marks /5 papers : Evaluation methods : 5.0 mark/ each course

6. Guidance to PG students as Chairman / Member of the Advisory Committee

(Thesis submitted & approved only)

[Maximum marks: 10]

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

M.Sc. (5 marks/each degree awarded candidate for chairman/Member 2 marks/each/degree awarded)
Ph.D (10 marks/each degree awarded candidate for chairman/for member 5 marks/each degree awarded)
Who completed the degrees and awarded certificates (Maximum marks limit 10)

7. Externally funded projects

[Maximum marks: 10]

Assessment year	Title of Externally funded project	Funding agency	Principal Investigator/ CoPI	Marks	Proof Pg. No.

10 marks as Principal investigator and 5 marks as co Principal Investigator

B. RESEARCH

1. Projects leader / Experiments conducted as per approved Technical Programme

(Year wise for the Assessment period)

[Maximum marks: 60]

Assessment year	Project Code	Project Title	Project leader	Season/ Year	Ongoing / Completed	Year of publication in Concluded experiment booklet	Marks	Proof Pg. No

*list of completed experiments to be certified by the head as per the annual report)
(10marks/each experiment as project leader)

*Project leader: 10.0 marks/ Each ;

[Maximum marks: 10]

2. Projects Associate/ Experiments conducted as per approved Technical Programme
(Year wise for the Assessment period)

Assessment year	Project Code	Project Title	Lead/ Associate	Season/ Year	Ongoing / Completed	Year of publication in Concluded experiment booklet	Marks	Proof Pg. No

**list of completed experiments to be certified by the head as per the annual report) (10marks/each experiment as project leader)*

** Project associate: 2.0 marks/ Each*

3 (a) Farm Management as Farm Manager or Head of the Research Station / Scheme or DDO
(Year wise for the Assessment period) [Maximum marks (a+b): 20]

Assessment year	Farm manager/Head/DDO	Period		Total Period in months	Marks	Proof Pg. No
		From	TO			

*(15marks/>(1 year) for farm manager or head of the research station / scheme, or as DDO)
(10 marks/ (6-12 months), for farm manager or head of the research station / scheme, or as DDO)*

a) 3 (b). Additional charges for Research Project / Scheme / Department etc
(Year wise for the Assessment period)

Assessment year	Additional charge for Projects/schemes	Period		Total Period in months	Marks	Proof Pg. No
		From	TO			

(5marks/year/scheme, for additional charge, 3marks/3-6months/scheme, for additional charge)

[Maximum marks: 20]

4 . Preparation of Annual Report/University Publication/Research Extension
Highlights/scheme levels)

Assessment year	Activity/Annual report/Publication/Highlights	Year of Publication	Marks	Proof Pg. No

*20marks/annual report preparation as in-charge for annual report preparation)
(20marks/University publication in respect of the scheme/station)
(10marks/in-charge of monthly report preparation for the station/scheme)
(This activity to be certified by the head of the station/scheme etc.)*

[Maximum marks 5a to 5f : 15]

5 (a). Revolving fund generation/germplasm/technologies generated /externally funded projects

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

(5marks/each lakh for the person responsible only) (to be certified by the concerned)

5 (b). Works related to germplasm collection, documentation and conservation

Assessment year	Germplasm collection/evaluation	Number of germplasm collected/evaluated	Season / Year	Documentary evidence Pg. No.	Marks

10marks for collection and characterization of 20 germplasm, 10marks for documentation (NBPGR entry) and 2 marks for conservation of 20germplasm) (to be certified by the concerned)

5 (c). Variety released entered into seed chain and its impact (Name of the crop, variety)

Assessment year	Variety name	I st or 2 nd Name in Release committee/Other scientist member	Season / Year	Documentary evidence Pg. No.	Marks

(15marks/variety/for1&2 names in the release committee, 10marks/variety/for other scientists in the committee);

5 (d). Competitive grants under /DST/UGC/NAHEP / DBT / NAIP / BARC / ICAR etc

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

(10 marks /activity)

5 (e). Technology developed / Machinery / innovations

Assessment year	Name of the Technology/Machinery/Innovation developed	Lead/Associate	Season / Year	Documentary evidence, Pg. No.	Marks

(10 marks / activity) approved by university.)

5 (f). Consultancy works

Assessment year	Name of the Consultancy work	Lead/Associate	Season / Year	Documentary evidence, Pg. No.	Marks

5 marks for 1 lakh work for the person responsible only) approved by university

C. EXTENSION [Maximum Marks 1 (a) to 1(i) : 60]

1.[a] Number of TARs (OFT / FLDs / Minikits/ Result demonstrations

Assessment year	OFT	Name of the farmer	Village	Season/ Year	documentary evidence Pg. No.	Marks

(5marks/1FLD or OFT or Minikit or result demonstration etc)

1 (b) Annual Reports / University publications brought out / University level compilations for submission to external agencies

Assessment year	Report prepared / compiled	Year of publication	Documentary evidence Pg. No.	Marks

(20 Marks /University level annual report, 20marks/University publications printed, 20marks/University level compilations for external agencies)

1(c) Number of Research Projects / experiments as Project Leader as per technical program of work

Assessment year	Project Code	Project Title	Project leader	Season/ Year	Ongoing / Completed	Marks	Proof Pg. No

(5marks/each experiment as project leader)

(only list of completed experiments to be certified by the head as per the annual report)

1 (d) Adopted village programme

Assessment year	Name of the Adopted village	Project Title	Project leader	Season/ Year	Marks	Proof Pg. No

(1.0 marks/year)

1 (e) Number of farmers calls attended

Assessment year	Number of farmers call attended	Year	Marks	Proof Pg. No

(5 marks/150 calls)

*HOD of Call Centre will attest, for HOD – DE will attest.

1(f) Number of National / State level training programs / courses conducted

Assessment year	Title of training	Project coordinator/As sociate coordinator	Venue	Duration	Year	Marks	Proof Pg. No

(as Training Manager / Program Coordinator 10marks/2weeks program, 5marks/week program, 1mark/<2 days program)

(as Training Associate / Associate Coordinator 4marks/2weeks program, 2marks/week program)

1 (g) Number of crop VCDs / DVD/You tube video links developed

Assessment year	Name of the VCD/DVD developed	Duration	Marks	Proof Pg. No

(10 Marks per CD) with soft copy proof/for you tube link (1.0 mark)

1 (h) Community service and social orientation programmes through NSS, NCC, NGO, NSO etc.,

Assessment year	Name of the Orientation programme	Venue	Marks	Proof Pg. No

(2 marks / programme/year)

1 (i) Sports activities/ camps/ tournaments / competitions / campus development / village adoption by the research stations.

Assessment year	Name of the activity	Venue	Marks	Proof Pg. No

(2 marks / event)

[Maximum Marks 2 (a) to 2(c):10]

2 (a) Innovative extension methodologies / methods

Assessment year	Innovative extension methodology	Year	Marks	Proof Pg. No

(10marks/method approved by University)(Documentary proof to be certified by head)

2(b) Preparation of Annual Reports at station level

Assessment year	Report prepared / compiled	Contribution	Documentary evidence Pg. No.	Marks	Proof Pg.No

(10marks/annual report) (proof of involvement to be certified by concerned)

2(c) Preparation of FAQs for DD/AIR

Assessment year	No. of FAQ's	DD/AIR	Documentary evidence Pg. No.	Marks	Proof Pg.No

(1mark/10 bulletins)

[Maximum Marks 3 (a) to 3(h): 30]

3 (a) Local training programs / courses conducted

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

(2marks/program)

3 (b) Radio programs / TV programs / Phone-in-radio

Assessment year	Title of Radio/TV/Phone in radio	Date	Venue	Duration	Marks	Proof Pg. No

(2marks/radio program, 5marks/TV program-DD live/other channels 2 marks/programme)

3 (c) Diagnostic surveys /Crop failure complaints attended / spurious seeds or Planting material inspections & farmers cells.

Assessment year	Date of visit	Crop /Season	Village	Problem diagnosed	Suggestions given	Marks	Proof Pg. No.

(1mark/survey)

3 (d) Number of research projects as Associate Member

Assessment year	Project Code	Project Title	Project associate	Season/ Year	Ongoing / Completed	Marks	Proof Pg. No

List of completed experiments to be certified by the head as per the annual report)
(1mark/each experiment as associate)

3 (e) Organization of Regional Agril Fairs (organizer/Associated)

Assessment year	Name of the Regional Fairs	Organizer/ Associate	Venue	Date	Marks	Proof Pg. No

(5marks/organizer, 3marks/associate)

3 (f) ICT models developed / practiced in libraries / villages / RHTIs etc., among students / farmers / line departments

Assessment year	ICT models developed	Year	Marks	Proof Pg. No

(20marks/ICT model)

3 (g) Number of RHWEP batches organized (10marks/RHWEP batch) workshops / zonal workshops / Vocational Training / FPO trainings organized

Assessment year	No. of RHWEP batches organized/work shops/zonal/vocational	Year	Marks	Proof Pg. No

(10marks/RHWEP batch) 5marks/event (Others)

3 (h) Preparation of weekly reports such as weather reports / call centre queries etc

Assessment year	Weekly weather report	Period (From to)	Marks	Proof Pg. No

(1) marks/month)

[Maximum Marks 4 (a) to 4(f): 20]

4 (a) Pamphlets/ folders developed

Assessment year	Name of the pamphlet/folder	Authors	Marks	Proof Pg. No

(2marks / Pamphlet / folder)

4 (b) Contingency plans /Mandal plans developed

Assessment year	Name of the Title	Authors	Marks	Proof Pg. No

(5 marks per plan)

4 (c) Call centre FAQs for University Magazine

Assessment year	Name of the pamphlet/folder	Authors	Marks	Proof Pg. No

4(d) ITK & FFS / Farm Clubs

Assessment year	Name of the ITK and FFS /Farm clubs	Number/month	Marks	Proof Pg. No

(1mark /month)

4 (e) Messages / content developed for ICT models

Assessment year	Title of Message/Content developed	Sole contributor/As Associate	Marks	Proof Pg. No

(10marks/ICT model as sole contributor, 5marks/model/as associate)

4 (f) Formation of FPO’S

Assessment year	FO/Club	Details	Date and Year	Source of funds	Marks	Proof Pg.No.

5 marks/FPO)

[Maximum Marks 5 (a) to 5(b): 5]

5 (a) New projects designed/Enterprises

Assessment year	Title of the project designed	Date	Marks	Proof Pg. No

5marks/new enterprise developed) 2marks/new project designed, 5marks/new enterprise developed)

5 (b) New format designed for monitoring extension activities

Assessment year	Type of activity	Date of University approval	Marks	Proof Pg. No

(2marks/format)

D. ADMINISTRATION AND RELATED ACTIVITIES

[Maximum Marks 1(a) to 1 (n): 60]

1 (a) Preparation of Monthly Reports and other reports, Budget estimates, budget split-up, Monitoring reports, academic council agendas, faculty board agendas, question paper duties, examination calendar, academic calendar, **ICAR reports, ICAR correspondence, ICAR compilations** etc

Assessment Year	Name of the Activity	Year	Marks	Proof Pg. No.

(10/monthly activity/ year, 10/annual activity/year)

1 (b) Involvement in admission process, university level examinations like HORTICET, PGCET and other events, convocation preparations, **CAS processing work, recruitment process, UGC, ICAR accreditation reports, AICRP reports, QRT reports, applications scrutiny works, NSS Reports** etc..

Assessment Year	Name of the Activity	Chariman/Co-chairman	Marks	Proof Pg. No.

As chairman / co-chairman (10/monthly activity/ year, 10/annual activity/year) as member (5 marks/activity/year)

1 (c) Organizing meetings such as pre-ZREAC / ZREAC / SLTP / College level Technical Programs / REAC / SLCC / State level Kisan mela / Seminars / Symposia / Conferences / Workshops, Member / Member-Secretary/ Non-Member Secretary in various committees etc

Assessment year	Name of the Activity	Venue	Year	Marks	Proof Pg. No.

(5marks/program or meeting or event)

1 (d) Training programs organized

Assessment year	Name of the Training	Duration of Training	Place and date	Marks	Proof Pg. No.

(5marks/<1week program, 10marks/>1week program)

1 (e) Participation in DLCC / SAC meetings of DAATTCs / KVKs

Assessment year	Meeting participated	Place	Date	Marks	Proof Pg. No.

(1mark/meeting)

1 (f) Administrative experience as University Officer per year

Assessment year	Administrative experience	As FAC	Period	Marks	Proof Pg. No.

(20 Marks/year); One works for more than 6 months in FAC post (5 Marks)

1 (g) Zonal Research Heads / Associate Deans / Heads of Research Stations / Principals / KVK Heads

Assessment year	Head	Period	Marks	Proof Pg. No.

(15 Marks/year)

1 (h) University Heads of Department

Assessment year	University Head	Period	Marks	Proof Pg. No.

(0.5 marks/month)

1(i) Chief Warden / Head of the Department

Assessment year	Chief warden	Period	Marks	Proof Pg. No.

(5Marks)

1 (j) Organization of University level programmes programmes (convocation, kisan melas, rythu sadassu, udyan melas, work shops, seminars, admission process, inter collegiate sports & games, inter university level in sports, games and cultural / NSS Programmes *etc.* per event

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

per event (5 Marks)

1 (k) Chairman / Member of any recruitment process (TA’s, RA’s, Assistant Professors *etc.*) at University Level per recruitment

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

(5 Marks)

1 (l) Various committees constituted by University as Chairman or Member per committee

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

(2 Marks/event)

1(m) Honors / Ranks to Research Stations / Colleges / KVK’s / University (those members who have actively participated and involved in the activity during that period

Assessment year	Name of the Activity	Year	Marks	Proof Pg. No.

(5 Marks)

1(n) Alumni association activities

Assessment year	Alumni activity	Year	Marks	Proof Pg. No.

(5 Marks)

[Maximum Marks: 10]

2. University level compilations for submissions to external agencies like **ICAR, UGC, NIRF, NAHEP etc., Proposals submitted and approved for competitive grants, ICAR, ELP, NAHEP, TSP, SC-ST Sub Plan, Polytechnic/ Research Stations**

Assessment year	Name of the compilation	Purpose	Marks	Proof Pg. No.

(5 marks / compilation)

[Maximum Marks: 20]

3. Annual Reports / Research / Extension Highlights , **DPR Submitted for establishment of new colleges/polytechnics/research stations**

Assessment Year	Name of the Report	Year	Marks	Proof Pg. No.

(20marks/report)

[Maximum Marks 4a to 4 e: 20]

- 4 (a) Monitoring / administrative duties for plan / non-plan schemes, and other funded govt / non-govt schemes / colleges / DAATTCs / KVK etc.

Assessment year	Name of the Activity	Year	Marks	Proof Pg.No.

(5 marks / activity)

- 4 (b) Monitoring and administration of (teaching/research/extension) activities of stations / centers / colleges etc.,)

Assessment year	Name of the Activity	Year	Marks	Proof Pg.No.

(5 marks / activity)

- 4 (c) Maintenance of files

Assessment year	Name of the Section	Year	Marks	Proof Pg.No.

(5 marks / active/section)

- 4 (d) **Preparation of demand proposal for ICAR development grants and other funding agencies**

Assessment year	Activity	Year	Marks	Proof Pg.No.

(5 marks / scheme)

- 4 (e) Participation in Scholarship meetings at District Level

Assessment year	Activity	Year	Marks	Proof Pg.No.

1 mark/meeting

[Maximum Marks 5a to 5c and 6a to 6f : 15]

5 (a) Member in National / State level administrative / Research committees such as Task Force / Expert / Steering Committees etc formulated by Government / Research organizations

Assessment year	Details of the committee	State/National Level	Marks	Proof Pg.No.

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

5 (b) Reports / proceedings preparations, assembly / parliament questions handled, and related.

Assessment year	Name of the Report/Proceeding handled	Year	Marks	Proof Pg.No.

(5marks/activity)

5 (c) University level Proposals for new projects / schemes for external funding (name of the proposal)

Assessment year	Name of the Proposal for new project/scheme	Value of the project (in crores)	Marks	Proof Pg.No.

(10marks/5-10crore proposal, 15marks/>10crore proposal)

6 (a). Monitoring of breeder seed, foundation seed, seed indents, targets and allotments

Assessment year	Name of the Activity	Year	Marks	Proof . Pg. No.

1 marks/activity

6 (b) Monitoring of paid up trails, seed hubs, mega seed project, RKVY, Tribal sub plan-maintenance of budget, sanction, reports and other correspondence

Assessment year	Name of the Activity	Year	Marks	Proof . Pg. No.

1 marks/activity

6 (c) Involvement in Admission process, Convocation preparation etc.

Assessment year	Name of the Activity	Year	Marks	Proof . Pg. No.

1 marks/activity

6 (d) Conferences/Seminars/Symposia/Workshops/Training programmes organized

Assessment year	Name of the Activity	Year	Marks	Proof . Pg. No.

3 marks/activity

6 (e) Scrutinization of Application (PG/UG/Polytechnic/CAS/New recruitment/Awards etc)

Assessment year	Name of the Activity	Year	Marks	Proof . Pg. No.

3 marks/activity

6 (f) Scrutiny and preparation of variety release proposals and notifications/semester final exam papers/PG synopsis/Annual rate contract for supply of laboratory chemicals, glass ware etc

Assessment year	Name of the Activity	Year	Marks	Proof . Pg. No.

3 marks/activity

CATEGORY II

CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

[Maximum Marks 1-3: 35]

1 . A. STUDENT/RESEARCH/ADMINISTRATIVE RELATED CO-CURRICULAR

(a) NSS officer or NCC officer, Officer Student Activities, Officer Academic Matters, Warden, Associate Warden, Transport Incharge, SC/ST Cell Incharge, Minority Incharge, Women Cell Incharge, Head of the Department, Community Radio Officer, Tissue Culture Lab Incharge, Liason Officer, Stock Verification Officer, stock incharge, Placement Cell Incharge, meteorology Incharge, Bio-control lab incharge, Bio-agent lab incharge, Mushroom Culture Incharge, Bee-keeping Incharge, Vermi-compost Incharge, Anti-ragging Squad/duties, Librarian Incharge, Farm Manager Incharge, Seminar Incharge, Technical Officer, Central Lab Incharge, JRF Cell Coaching Incharge, Campus Beautification Incharge, i/c Library, i/c Model class rooms, i/c e-library, i/c digital class room, i/c Instructional Farms, i/c Precision farming, i/c Gene bank, i/c Scion bank, i/c scholarship, i/c Security, i/c press meet work, i/c Green House, i/c Protected cultivation, i/c Commercial Nursery; college day, sports day committees etc

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

(10marks/years sole incharge, 5marks/year as associate)

(b) Student Study Tours (Andhra Pradesh / South/North etc.) /AGRI UNIFEST, AGRI UNISPORT

Assessment year	Activity	Year	Marks	Proof Pg.No.

(5m/year) Inter collegiate sports and games (3m)

(c) External Evaluation Committee for RHWEP

Assessment year	Committee for RHWEP	Chariman/member	Year	Marks	Proof Pg.No.

5 marks/chairman and 3 marks / member)

B. RESEARCH AND ADMINISTRATION RELATED

(a) In-charge for stocks / works committee / maintenance of records / purchase committee / auction committee, member in various committee at college level and at university level etc

Assessment year	In charge activity	Incharge/ Committee member	Year	Marks	Proof Pg.No.

(5marks/in-charge, 3marks/committee member)

(b) Participation in RCY / Rythusadassu / Polambadi / RPS / T&V meetings, Kisan Melas, Field Days, Resource Person for Training Programme / TV / AIR

Assessment year	Activity	Date	Marks	Proof Pg.No.

2 marks/activity, 1mark/T&V meeting) TV live programme (DD) (5 marks) TV live other channels (3 marks),

(c) Organization of Exposure visits for farmers etc.

Assessment year	Activity	Date	Number of press releases	Marks	Proof Pg.No.

2marks/visit), Release of official press note (1mark/5press releases)

(d) Lectures in Orientation courses / Refresher courses / Research Methodology / Training / Teaching-Learning-Evaluation Technology / Soft skills Programs / Faculty development programmes / **MOOCs courses** etc

Assessment year	Lecture activity	Date	Number of Lectures	Marks	Proof Pg.No.

(3marks/Lecture)

(e) Nomination to profession related internal committees at University level / college / Research Station / KVKs (2 marks / year)

Assessment year	Nomination	Year	Marks	Proof Pg.No.

(2 marks / year)

(f) Nomination to Higher Education related committees

Assessment year	Nomination	Year	Marks	Proof Pg.No.

(1marks / year)

(g) Contribution to profession related activities in other higher educational institutions / research institute

Assessment year	Contribution to	Year	Marks	Proof Pg.No.

2 Recognized participation in starting / establishing New Research Stations, Starting / establishing New Horticultural college, Horticultural Polytechnics, Establishment / Development of Laboratories, Development of Farm, Protection of University property, Establishment of irrigation facilities etc.

Assessment year	Activity	Year	Marks	Proof Pg.No.

(10marks/activity/year) (proof of involvement/achievement to be enclosed and certified by the head) (assessment is valid only for one year for an activity, except in some cases); Formation of Farmers Clubs (1mark/club

3 (a) Member in Kisan Mela / ZREAC / Disaster management committee, Academic Council / Board of Faculties / REAC / Pre ZREAC

Assessment year	Committee	Year	Marks	Proof Pg.No.

(5 Marks/ committee/year)

3 (b) Member in Farmer award selection committee / ATMA / Adarsha Rythu Performance Evaluation Committee

Assessment year	Committee	Year	Marks	Proof Pg.No.

(1mark/committee)

[Maximum Marks 4-6: 15]

4. PROFESSIONAL DEVELOPMENT ACTIVITIES

4 (a) Participation in seminars / conferences / symposia / workshop etc. (details on Name of the event, Date, Venue, Duration, Purpose to be given) (3marks/national event, 5marks/international event) Membership in scientific societies or associations (Name of the Association, Membership type)

Assessment year	Name of the Association	Membership type	Marks	Proof Pg.No.

(1mark/society or association/year) Editor / editorial committee member / referee for journals (5marks/as editor for journal, 2marks/editorial member, 1mark/journal referee)

4 (b) @Patents:

Assessment year	Name of Patent	National /International	Marks	Proof Pg.No.

International (10 marks), National (7 marks) @Policy document: Submitted to an (International Body / Organisation like UNO/UNESCO / World Bank, International monetary fund etc., (or) Central Government (or) State Government) International (10 marks) National (7 marks), State (4 marks)

4 (c) Memberships in scientific societies

Assessme nt year	Activity	Department/O rganization	Date/ Year	Place	Official order	Place	Marks	Proof Pg.No

Membership in international societies : 3 marks/year, Membership in scientific societies outside institutions 1.0 mark/year
Editorial committee member/Referee for Journal: Editor: 2 marks/year

5 Awards / Fellowship

Assessment year	Name of the award	Department / Organization	International / National/ State / District	Year	Marks	Proof Pg. No.

International (7 marks), National (5 marks) State (5 marks) University (2 marks) and Local (1 marks)

6 (a) Invited lectures / Resource person / Paper presentation in Seminars / Conference / full papers in conference proceedings (paper presented in seminars / conferences and also published as full paper in conference proceedings will be counted only once.

Assessment year	Name of the Conference	Date	International / National / State	Title of the Topic	Marks	Proof Pg.No.

International (Abroad 7 marks), International (with in country 5 marks), National (3 marks), State/University (2 marks); Poster presentation International (5 marks) National (3 marks) State (2 marks)

6 (b) Orientation courses / Refresher courses / Research Methodology / Training / Teaching-Learning-Evaluation Technology / Soft skills Programs / Faculty development programmes / MOOCs courses etc. attended

Assessment year	Activity	Year	Marks	Proof Pg.No.

(Give the details on Name of the course, duration of the course, place of course etc.)

6 (c) Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula

Assessment year	Activity	Year	Marks	Proof Pg.No.

Development of innovative pedagogy (5 marks); Design of new curricula and courses 2 per curricula / course; MOOCs: Development of complete MOOCs in 4 quadrants (4 credit course); In case of MOOCs of lesser credits 5 marks / credit) – (20 marks); MOOCs (developed in 4 quadrant) per module / lecture (5 marks); content writer / subject matter expert for each module of MOOC’s (at least) one quadrant (2 marks); Course coordinator for MOOC’s (4credit course) In case of MOOCs of lesser credits 2 marks/ credit.
E content: Development of 3-content in 4 quadrants for a complete course / e-book (12 marks) e- content (developed in 4 quadrants per module (5 marks); contribution to development of e-content module in complete course / paper / e-book (at least one quadrant) (2 marks) Editors of e-content for complete course/ paper / e-book (10 marks). (Shift to Cocirricular II professional)

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS [MAX: 100 marks]

PUBLICATIONS AND RESEARCH PROJECTS

1 (a) Research Papers published in Peer Reviewed Journals

S.No	Name of the author	Title of the Research Article	Year	Name of the Journal	Volume, Page No.	NAAS rating	Marks	Proof Pg. No
More than 5 NAAS rating (First and second author 10 marks, Third author onwards 5 marks) Less than 5 NAAS rating (First and second author 5 marks, Third author onwards 3 marks) Involving foreign authors (First 15 marks, Second 10 marks, Third author onwards 5 marks)								
Non-referred but recognized and reputed journals, periodicals having ISBN/ISSN numbers, <i>review articles(10marks/publication/1st author; 5 marks / second author; 3marks / third author onwards)</i>								
Conference proceedings as full papers and abstracts <i>(10marks/publication as full paper, 5marks/publication as abstract)</i>								

1 (b) Other Publication (Text Books, Chapters, etc)

S. No	Name of the author	Title of the book	Year	Name of the Publisher	Author / Editor	Details	Marks	Proof Pg. No
Text/Reference Books /book chapter with ISSN number / compilation /Proceedings or workshop/seminar/symposium (15 marks/as sole author, 10 marks/as associate author, 5 marks/chapter in an edited book)								
Compilations (10marks/national level as sole editor, 5marks/state level as sole editor, 5marks/national, 2marks/state level as one of the member)								
Popular articles (1mark/ article) Content development for information material- Udyanapanchangam (1 marks/chapter)								

2 (a) Sponsored Research Projects- carried out / ongoing

S.NO	Name of the Research Project	Funding agency	Funding (Rs in Lakhs)	Principal Investigator/ CO-Principal Investigator	Marks	Proof Pg.No.
Major project amount mobilized with grants above 30.0 Lakhs (20marks/project as Principal Investigator, 10marks/project as Co-Investigator)						
Major project amount mobilized with grants above 5.0 Lakhs and up to 30 lakhs (15marks/project as PI, 5marks/project as Co-PI)						
Minor project amount mobilized with grants above Rs. 50,000 and up to 5 Lakhs (10marks/project as PI only)						

2 (b) Consultancy Projects - carried out / ongoing through the institutions / ongoing paid up trails and others

S.NO	Name of the Consultancy Project	Funding agency	Funding (Rs in Lakhs)	Principal Investigator/ CO-Principal Investigator	Marks	Proof Pg.No.
Major project amount mobilized with grants above 30.0 Lakhs <i>(20marks/project as Principal Investigator, 10marks/project as Co-Investigator)</i>						
Major project amount mobilized with grants above 5.0 Lakhs and up to 30 lakhs <i>(15marks/project as PI, 5marks/project as Co-PI)</i>						
Minor project amount mobilized with grants above Rs. 50,000 and up to 5 Lakhs <i>(10marks/project as PI only)</i>						

2 (c) Completed project

S.NO	Name of the Research Project	Funding agency	Whether project report completed	Principal Investigator/CO-Principal Investigator	Marks	Proof Pg.No.
Amount mobilized with minimum of Rs. 2 to 5 Lakhs (2marks/year); More than 5 Lakhs (5marks/year)						

2 (d) Project Outcome/Out put

S.NO	Name of the Externally funded Project	Year of Completion	Technology Out put	State/National/International level	Marks	Proof Pg.No.
Technology Transfer / Product / crop variety / Process, <i>out of completed externally funded projects only</i> (10marks/state level output, 30marks/each national level output, 50marks/each international level output) ** with respect to crop varieties / technology transfer output from University trials etc., refer to Category IB/5						

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.

SELF ASSESSMENT SCORE CARD

TABLE – 1 ACADEMIC PERFORMANCE INDICATORS (API) & WEIGHTAGE POINTS (WP) BASED ON PERFORMANCE APPRAISAL SCORING SYSTEM (PASS)

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

A) : TEACHING AND RELATED ACTIVITY			Maximum Score / Year	Assessment years			Remarks
				Year score	Year score	Year.... score	
1a	Lectures	UG/PG/Diploma courses offered/student Advisory class Course Number, Credit Hours (Theory + Practical), Full-time / Associate (one practical credit hour is equal to 2 theory hours) (for example, 2T+1P is equal to 4 ½ credits) (2 marks/each credit hours/year as full time teacher, 1 mark/each credit hour/year, if >1 teacher involved) (year means, total credits taught in I+II semester together).	50				
1b	Directors/in charges	CEO/Director of AELP, PR/AD representative of RAWEP or PAMP (2 marks per successful activity/year) Academic Advisor to the Students (1 credit hour)					
2a	Seminars/ Guest Faculty	Name of the Seminar / summer school etc., Title of the Seminar, Invited / guest lectures (2marks/lecture in international, 1mark/lecture in national/local seminar / summer school etc.)	5				
2b	Tutorials/ ICAR coaching	Name of the tutorial, Purpose, Number of hours taught (1mark/1 hour special lecture)	5				
3	Preparation and imparting knowledge / instruction materials as per curriculum; syllabus	Name of the course material / practical manual (newly prepared), as sole contributor / co-contributor (10 marks/as sole contributor, 4 marks /as co-contributor for new preparation for the course at college level) Name of the course material / practical manual (revised), as sole contributor / co-contributor (5marks /as sole contributor, 2marks/as co-contributor for revision of the course at college level)	15				
4	Participation of External Examiner	Participation in External examiner for PG/Ph.D, comprehensive viva voce/ Internal Examination work of the college or University, Thesis evaluation (5 marks/ activity)	10				
5	Examination duties (invigilation, question paper setting, evaluation / assessment of answer scripts) as per allotment	Number of hours spent for examination and invigilation duties(1 mark/each hour), moderation work/ question bank preparation of M.Sc. (Hort.) and Ph.D Entrance Exam (5marks/each paper) Question paper setting for common exams (mention course number) (5marks/each paper) Name of the course & Number of answer scripts assessed (mention course number, number of answer scripts assessed) (1mark/5papers). Examination / Evaluation methods, Development both External and Internal of the college / University (5 marks / each course).	20				
6	Research Guidance – Degree awarded only	M.Sc (5marks/each degree awarded candidate for chairman / co-chairman for member 2 marks/each degree awarded) Ph.D (10marks/each degree awarded candidate for chairman / co-chairman ; for member 5 marks/each degree awarded) Who completed the degrees and awarded certificates (Maximum marks limit 10)	10				
7	Externally funded project	10 marks as Principal investigator and 5 marks as Co Principal Investigator	10				
TOTAL			125				

Note: A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.

B) Furnish the details only for the assessment period.

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

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

B) : RESEARCH AND RELATED ACTIVITY		Maximum Score / Year	Assessment Years			Remarks
			Year score	Year score	Year... score	
1	Project Leader in Research projects / experiments as per approved technical program of work (list of completed experiments to be certified by the head as per the annual report) <i>(10marks/each experiment as project leader)</i>	60				
2	Project Associate in Research projects / experiments as per approved technical program of work (list of completed experiments to be certified by the head as per the annual report) <i>(2marks/each experiment as associate)</i>	10				
3	b) Farm Management as Farm Manager or Head of the Research Station / Scheme or DDO <i>(15marks/>(1 year) 6months, for farm manager or head of the research station / scheme, or as DDO)</i> <i>(10 marks/(6-12 months), for farm manager or head of the research station / scheme, or as DDO)</i> c) Additional charges for Research Project / Scheme / Department etc <i>(5marks/year/scheme, for additional charge, 3marks/3-6months/scheme, for additional charge)</i>	20				
4	Preparation of Annual Reports / University publications / Research Extension Highlights at Station / Scheme level <i>(20marks/annual report preparation as in-charge for annual report preparation)</i> <i>(20marks/University publication in respect of the scheme/station)</i> <i>(10marks/in-charge of monthly report preparation for the station/scheme)</i> (this activity to be certified by the head of the station/scheme etc.)	20				
5	Revolving fund generation <i>(5marks/each lakh for the person responsible only)</i> (to be certified by the concerned) a) Works related to germplasm collection, documentation and conservation <i>(10 marks for collection of 20germplasm, 10marks for documentation (NBPGR entry) and conservation of 20 germplasm)</i> (to be certified by the concerned) b) Service providing activities related to production, processing, and distribution of seed and planting materials <i>(5marks for 1lakh worth, for the person responsible only)</i> c) Variety released entered into seed chain and its impact (Name of the crop, variety) <i>(15marks/variety/for1&2 names in the release committee, 10marks/variety/for other scientists in the committee);</i> d) <i>Competitive grants under RKVY/MIDH/ELP/TSP/DST/UGC/NAHEP / DBT / NAIP / BARC / ICAR etc(10 marks /activity)</i> e) <i>Technology developed / Machinery / innovations (10 marks / activity) approved by university.</i> f) <i>Consultancy works (5 marks for 1 lakh worth for the person responsible only) approved by university.</i>	15				
TOTAL		125				

Note: **A)** *Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.*
B) *Furnish the details only for the assessment period.*
C) *Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / certificates etc.,*
D) *Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the respective column / category.*

c) : EXTENSION AND RELATED ACTIVITY		Maximum Score / Year	Assessment Year			Remarks
			Year score	Year score	Year score	
1	a) Number of TARs (OFT/FLDs/Mini kits/Result demonstrations etc.) conducted (5marks/1FLD or OFT or Minikit or result demonstration etc) b) Annual Reports / University publications brought out / University level compilations for submission to external agencies (20 Marks /University level annual report, 20marks/University publications printed, 20marks/University level compilations for external agencies) c) Number of Research Projects / experiments as Project Leader as per technical program of work (5marks/each experiment as project leader) (list of completed experiments to be certified by the head as per the annual report) d) Adopted village programme (1.0 marks/year) e) Number of farmers calls attended (5marks/150calls) f) Number of National / State level training programs / courses conducted (as Training Manager / Program Coordinator 10marks/2weeks program, 5marks/week program, 1mark/<2 days program) (as Training Associate / Associate Coordinator 4marks/2weeks program, 2marks/week program) g) Number of crop VCDs / DVD s developed (10 Marks per CD) with soft cop proof/you tube (1.0 mark) h) Community service and social orientation programmes through NSS, NCC, NGO, NSO etc., (2 marks / programme) i) Sports activities/ camps/ tournaments / competitions / campus development / village adoption by the research stations (2 marks / event)	60				
2	a) Innovative extension methodologies / methods (10marks/method approved by University)(documentary proof to be certified by head) b) Preparation of Annual Reports at station level (10marks/annual report) (proof of involvement to be certified by concerned) c) Preparation of FAQs for DD/AIR (1mark/10bulletins)	10				
3	a) Local training programs / courses conducted (details on name of the program, place, date, number of trainees to be furnished)(2marks/program) b) Radio programs / TV programs / Phone-in-radio (2marks/radio program, 5marks/TV program) c) Diagnostic surveys /Crop failure complaints attended / Spurious seeds or Planting material inspections & farmers cells (1mark/survey) d) Number of research projects as Associate Member (list of completed experiments to be certified by the head as per the annual report) (1mark/each experiment as associate) e) Organization of Regional Agril Fairs (organizer/Associated) (5marks/organizer, 3marks/associate) (Documentation with Date, venue to be furnished) f) ICT models developed / practiced in libraries / villages / RHTIs etc., among students / farmers / line departments (20marks/ICT model) g) Number of RHWEP batches organized (10marks/RHWEP batch) workshops / zonal workshops / Vocational Training / FPO trainings organised-5marks/event h) Preparation of weekly reports such as weather reports / call centre queries etc. (2 (1) marks/month)	30				
4	a) Pamphlets/ folders developed (2marks / Pamphlet / folder) b) Contingency plans / mandal plans developed (5 marks per plan) c) Call centre FAQs for University Magazine (1mark /month) d) ITK & FFS / Farm Clubs(1mark /month) e) Messages / content developed for ICT models (10marks/ICT model as sole contributor, 5marks/model/as associate) f) Formation of FPOS (5 marks/FPO)	20				
5	a) New projects designed/Enterprises developed (name and other details) (2marks/new project designed, 5marks/new enterprise developed) b) New format designed for monitoring extension activities (type of activity, university approved) (2marks/format)	5				
Total		125				

Note:

A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.

B) Furnish the details only for the assessment period.

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

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

D) ADMINISTRATION AND RELATED ACTIVITY		Maximum Score / Year	Assessment Years			Remarks
			Year score	Year score	Year... score	
1	<p>a. Preparation of Monthly Reports and other reports, Budget estimates, budget split-up, Monitoring reports, academic council agendas, faculty board agendas, question paper duties, examination calendar, academic calendar, ICAR reports, ICAR correspondence, ICAR compilations etc. (10/monthly activity/ year, 10/annual activity/year)</p> <p>b. Involvement in admission process, university level examinations like HORTICET, PG CET and other events, convocation preparations, CAS processing work, recruitment process, UGC, ICAR accreditation reports, AICRP reports, QRT reports, applications scrutiny works, NSS Reports etc.. as chairman / co-chairman (10/monthly activity/ year, 10/annual activity/year) as member (5 marks/activity/year)</p> <p>c. Organizing meetings such as pre-ZREAC / ZREAC / SLTP / College level Technical Programs / REAC / SLCC / State level Kisan mela / Seminars / Symposia / Conferences / Workshops, Member / Member-Secretary/ Non-Member Secretary in various committees etc.(type of event, date, venue) (5marks/program or meeting or event)</p> <p>d. Training programs organized (Name, place, date, type of trainees to be furnished) (5marks/<1week program, 10marks/>1week program)</p> <p>e. Participation in DLCC / SAC meetings of DAATTCs / KVKs (1mark/meeting)</p> <p>f. Administrative experience as University Officer per year (20 Marks); One works for more than 6 months in FAC post (5 Marks)</p> <p>g. Zonal Research Heads / Associate Deans / Heads of Research Stations / Principals / KVK Heads (15 Marks/year)</p> <p>h. University Heads of Department (10 Marks)</p> <p>i. Chief Warden / Head of the Department (5 Marks) (0.5 marks/month)</p> <p>j. Organization of University level programmes (convocation, kisan melas, rythu sadassu, udyan melas, work shops, seminars, admission process, inter collegiate sports & games, inter university level in sports, games and cultural / NSS Programmes etc. per event (5 Marks)</p> <p>k. Chairman / Member of any recruitment process (TA's, RA's, Assistant Professors etc.) at University Level per recruitment(5 Marks)</p> <p>l. Various committees constituted by University as Chairman or Member per committee (2 Marks)</p> <p>m. Honors / Ranks to Research Stations / Colleges / KVK's / University (those members who have actively participated and involved in the activity during that period) (5 Marks)</p> <p>n. Alumni association activities (5 marks)</p>	60				
2	University level compilations for submissions to external agencies like ICAR, UGC, NIRF, NAHEP etc., Proposals submitted for competitive grants, ICAR, ELP, NAHEP, TSP, SC-ST Sub Plan, Polytechnic/ Research Stations (name of the compilation, purpose to be mentioned) (5 marks / compilation)	10				
3	Annual Reports / Research / Extension Highlights , DPR Submitted for establishment of new colleges/polytechnics/research stations (20marks/report)	20				
4	<p>a) Monitoring / administrative duties for plan / non-plan schemes, and other funded govt / non-govt schemes / colleges / DAATTCs / KVK etc. (5 marks / activity)</p> <p>b) Monitoring and administration of (teaching/research/extension) activities of stations / centers / colleges etc.,(5marks/activity)</p> <p>c) Maintenance of files (5marks/section)</p> <p>d) Preparation of ICAR demands grants and other funding agencies (5 marks / scheme)</p> <p>e) Participation in Scholarship meetings at District Level (1 mark / meeting)</p>	20				

5	a) Member in National / State level administrative / Research committees such as Task Force / Expert / Steering Committees etc formulated by Government / Research organizations (details of the committee to be furnished) <i>(10marks/national level committee, 5marks/state level committee)</i> b) Reports / proceedings preparations, assembly / parliament questions handled, and related. <i>(5marks/activity)</i> c) University level Proposals for new projects / schemes for external funding (name of the proposal) <i>(10marks/5-10crore proposal, 15marks/>10crore proposal)</i>	15				
6	a) Monitoring of breeder seed, foundation seed, seed indents, targets and allotments(<i>1 marks/activity</i>) b) Monitoring of paid up trails, seed hubs, mega seed project, RKVY, Tribal sub plan-maintenance of budget, sanction, reports and other correspondence <i>1 marks/activity</i> c) Involvement in Admission process, Convocation preparation etc. (<i>1 marks/activity</i>) d) Conferences/Seminars/Symposia/Workshops/Training programmes organized <i>(3 marks/activity)</i> e) Scrutinization of Application (PG/UG/Polytechnic/CAS/New recruitment/Awards etc) <i>(3 marks/activity)</i> f) Scrutiny and preparation of variety release proposals and notifications/semester final exam papers/PG synopsis/Annual rate contract for supply of laboratory chemicals, glass ware <i>etc (3 marks/activity)</i>					
	Total	125				

Note: A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.
 B) Furnish the details only for the assessment period.
 C) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / certificates etc.,
 D) Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the respective column / category.
 E) The above proforma is applicable for candidates involved in administration related to colleges / polytechnic / research stations / research schemes / RARS / KVK / DAATTCs /Head office etc.

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Type of activity		Maximum score /Year	Assessment years			Remarks
			Year	Year	Year	
1	<p>A STUDENT/RESEARCH/ADMINISTRATIVE RELATED CO-CURRICULAR</p> <p>a) NSS officer or NCC officer, Officer Student Activities, Officer Academic Matters, Warden, Associate Warden, Transport Incharge, SC/ST Cell Incharge, Minority Incharge, Women Cell Incharge, Head of the Department, Community Radio Officer, Tissue Culture Lab Incharge, Liason Officer, Stock Verification Officer, Placement Cell Incharge, meteorology Incharge, Bio-control lab incharge, Bio-agent lab incharge, Mushroom Culture Incharge, Bee-keeping Incharge, Vermi-compost Incharge, Anti-ragging Squad, Rapporteur, Animal Units Incharge in KVKs, Poultry Incharge, AO Incharge(DDO), Librarian Incharge, Farm Manager Incharge, Seminar Incharge, Technical Officer, Processing lab Incharge, Central Lab Incharge, JRF Cell Coaching Incharge, Campus Beautification Incharge , i/c Library, i/cRapporteur, i/c Model class rooms, i/c e-library, i/c digital class room, i/c Instructional Farms, i/c Precision farming, i/c Gene bank, i/c Scion bank, i/c scholarship, i/c Security, i/c press meet work, i/c Green House, i/c Protected cultivation, i/c Commercial Nursery; college day, sports day committees (10marks/years sole incharge, 5marks/year as associate)</p> <p>b) Student Study Tours (Andhra Pradesh / South/North etc.) (5m/year/tour), AGRI UNIFEST, AGRI UNISPORT (5m/year) Inter collegiate sports and games (3m)</p> <p>c) External Evaluation Committee for RHWEP (5 marks/chairman and 3 marks / member)</p> <p>d) Warden, UG academic in charge, PG Academic in charge, OISA (Officer in charge for students Affairs) (5 marks/activity)</p> <p>B RESEARCH AND ADMINISTRATION RELATED</p> <p>a) In-charge for stocks / works committee / maintenance of records / purchase committee / auction committee, member in various committee at college level and at university level etc. (5marks/in-charge, 3marks/committee member)</p> <p>b) Participation in RCY / Rythusadassu / Polambadi / RPS / T&V meetings, Kisan Melas, Field Days, Resource Person for Training Programme / TV / AIR recorded (2 marks/activity, 1mark/T&V meeting) TV live programme (DD) (5 marks) TV live other channels (3 marks),</p> <p>c) Organization of Exposure visits for farmers etc. (2marks/visit), Release of official press note (1mark/5press releases) Remote area experience (5m/Year)</p> <p>d) Lectures in Orientation courses / Refresher courses / Research Methodology / Training / Teaching-Learning-Evaluation Technology / Soft skills Programs / Faculty development programmes / MOOCs courses etc. (3marks/Lecture)</p> <p>e) Nomination to profession related internal committees at University level / college / Research Station / KVKs (2 marks / year)</p> <p>f) Nomination to Higher Education related committees (1 mark / year)</p> <p>g) Contribution to profession related activities in other higher educational institutions / research institute (1 mark / year)</p>	35				
2	Recognized participation in starting / establishing New Research Stations, Starting / establishing New Horticultural college, Horticultural Polytechnics, Establishment / Development of Laboratories, Development of Farm, Protection of University property, Establishment of irrigation facilities etc. (10marks/activity/year) (proof of involvement/achievement to be enclosed and certified by the head) (assessment is valid only for one year for an activity, except in some cases); Formation of Farmers Clubs (1mark/club)					
3	<p>a) Member in Kisan Mela / ZREAC / Disaster management committee, Academic Council / Board of Faculties / REAC / Pre ZREAC (5 Marks/ committee/year)</p> <p>b) Member in Farmer award selection committee / ATMA / Adarsha Rythu Performance Evaluation Committee (1mark/committee)</p>					
4	<p>PROFESSIONAL DEVELOPMENT ACTIVITIES</p> <p>a) Participation in seminars / conferences / symposia / workshop etc. (details on Name of the event, Date, Venue, Duration, Purpose to be given) (3marks/national event, 5marks/international event) Membership in scientific societies or associations (Name of the Association, Membership type) (1mark/society or association/year) Editor / editorial committee member / referee for journals (5marks/as editor for journal, 2marks/editorial member, 1mark/journal referee)</p> <p>b)@Patents: International (10 marks), National (7 marks) @Policy document: Submitted to an (International Body / Organisation like UNO/UNISCO / World Bank, International monetary fund etc., (or) Central Government (or) State Government) International (10 marks) National (7 marks), State (4 marks)</p> <p>c) Membership in scientific societies. Membership in international societies : 3 marks/year, Membership in scientific societies outside institutions 1.0 mark/year</p> <p>Editorial committee member/Referee for Journal: Editor: 2 marks/year</p>	15				
5	Awards / Fellowship: International (7 marks), National (5 marks) State (5 marks) University (2 marks) and Local (1 marks) @ Total					

6	<p>a) Invited lectures / Resource person / Paper presentation in Seminars / Conference / full papers in conference proceedings (paper presented in seminars / conferences and also published as full paper in conference proceedings will be counted only once. International (<i>Abroad 7 marks</i>), International (<i>with in country 5 marks</i>), National (<i>3 marks</i>), State/University (<i>2 marks</i>); <i>Poster presentation International (5 marks) National (3 marks) State (2 marks)</i></p> <p>b)Orientation courses / Refresher courses / Research Methodology / Training / Teaching-Learning-Evaluation Technology / Soft skills Programs / Faculty development programmes / MOOCs courses etc. attended (Give the details on Name of the course, duration of the course, place of course etc.) (<i>Mandatory requirements for promotion under CAS – refer to APPENDIX-I(10marks/short-term, 20marks/long-term) (short-term=5-14 days, long-term=>15days)</i>)</p> <p>c) Creation of ICT mediated teaching learning pedagogy and content and development of new and innovative courses and curricula. Development of innovative pedagogy (<i>5 marks</i>); Design of new curricula and courses 2 per curricula / course; MOOCs: Development of complete MOOCs in 4 quadrants (4 credit course); In case of MOOCs of lesser credits 5 marks / credit – (<i>20 marks</i>); MOOCs (developed in 4 quadrant per module / lecture (<i>5 marks</i>); content writer / subject matter expert for each module of MOOC’s (at least) one quadrant (<i>2 marks</i>); Course coordinator for MOOC’s (4credit course) In case of MOOCs of lesser credits 2 <i>marks</i>/ credit. E content: Development of 3-content in 4 quadrants for a complete course / e-book (<i>12 marks</i>) e- content (developed in 4 quadrants per module (<i>5 marks</i>); contribution to development of e-content module in complete course / paper / e-book (at least one quadrant) (<i>2 marks</i>) Editors of e-content for complete course/ paper / e-book (<i>10 marks</i>). (Shift to Cocirricular II professional)</p>					
	Total	50				

- Note:
- A) Furnish a detailed list of activities under each of the above categories, year wise, along with necessary supporting documents, separately with a mention in remarks.
 - B) Furnish the details only for the assessment period.
 - C) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / certificates etc.,
 - D) Candidate shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the respective column / category.

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS MAX: 100 marks

PUBLICATIONS AND RESEARCH PROJECTS			Assessment years			Remarks
			Year	Year	Year	
1a	Research Papers published in	Referred/Peer Reviewed Journals More than 5 NAAS rating (First and second author 10 marks, Third author onwards 5 marks) Less than 5 NAAS rating (First and second author 5 marks, Third author onwards 3 marks) Involving foreign authors (First 15 marks, Second 10 marks, Third author onwards 5 marks)				
		Non-referred but recognized and reputed journals, periodicals having ISBN/ISSN numbers, review articles (10marks/publication/1 st author; 5 marks / second author; 3marks / third author onwards))				
		Conference proceedings as full papers and abstracts (10marks/publication as full paper, 5marks/publication as abstract)				
1b	Other publications	Text/Reference Books /book chapter with ISSN number / compilation /Proceedings or workshop/seminar/symposium (15 marks/as sole author, 10 marks/as associate author, 5 marks/chapter in an edited book)				
		Compilations (10marks/national level as sole editor, 5marks/state level as sole editor, 5marks/national, 2marks/state level as one of the member)				
		Popular articles (1mark/ article) Content development for information material- Udyanapanchangam (1 marks/chapter)				
2	a)Sponsored Research Projects- carried out / ongoing	Major project amount mobilized with grants above 30.0 Lakhs (20marks/project as Principal Investigator, 10marks/project as Co-Investigator)				
		Major project amount mobilized with grants above 5.0 Lakhs and up to 30 lakhs (15marks/project as PI, 5marks/project as Co-PI)				
		Minor project amount mobilized with grants above Rs. 50,000 and up to 5 Lakhs (10marks/project as PI only)				
	b)Consultancy Projects - carried out / ongoing through the institutions / on going paid up trails and others	Amount mobilized with minimum of Rs. 2 to 5 Lakhs (2marks/year); More than 5 Lakhs (5marks/year)				
	c)Completed Projects	Completed Project Report (Acceptance from funding agency) (20marks/each major project, 10marks/each minor project)				
	d)Projects – outcome / output	Technology Transfer / Product / crop variety / Process, out of completed externally funded projects only (10marks/state level output, 30marks/each national level output, 50marks/each international level output) ** with respect to crop varieties / technology transfer output from University trials etc., refer to Category IB/5				

- Note:
- A) Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidences / xerox copies of etc
 - B) Any other information beyond the above proforma may be given as special attachment with necessary details
 - C) Sponsored research projects does not include icar/goi projects / paid up trials assigned to candidate / scheme / station by the university, and hence the candidate should provide information only on projects submitted for external funding through university.

APPENDIX- I
Minimum API Marks / Score to be applied for the promotion of teachers under Career Advancement Scheme (CAS) in
SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY and weightages for expert assessments

Sl. No	Category	Assistant professor / equivalent cadres (Academic Level 10 to 11)	Assistant professor / equivalent cadres (Academic Level 11 to 12)	Assistant Professor (Academic Level 12) to Associate Professor / equivalent cadres (Academic Level 13A)	Associate Professor (Academic Level 13A) to equivalent cadres (Stage Academic Level 14)	Professor (Academic Level 14) to Senior Professor (Academic Level 15)
1	Category I (A/B/C/D) Teaching, Research, Extension, Administration and other related activities	75 /year (Max 125/year)	75/year (Max 125/year)	75/year (Max 125/year)	75/year (Max 125/year)	75/year (Max 125/year)
2	Category II (Co-curricular, Extension and Professional related activities	15/year (Max 50/year)	15/year (Max 50/year)	15/year (Max 50/year)	15/year (Max 50/year)	15/year (Max 50/year)
	Minimum Number of Research Papers to be published	One	Three	Three (seven)	Three (ten)	ten
3	Category III Research and academic contributions	10/year <ul style="list-style-type: none"> 40/assessment period of 4 years for Ph.D candidates 60/assessment period of 6 years for M.Sc candidates) • Max 100/year) 	20/year (100/assessment period of 5 years) Max 100/year)	30/year (90/assessment period of 3 years) Max 100/year)	40/year (120/assessment period of 3 years) Max 100/year)	50/year (500/assessment period of 10 years) (Max 100/year)
4	Minimum total average annual score under Categories I and II	100/year	100/year (upto 31-12-2020) 110/year (w.e.f. 01-01-2021)	110/year	110/year (upto 31-12-2020) 120/year (w.e.f. 01-01-2021)	120/year (upto 31-12-2020) 130/year (w.e.f. 01-01-2021)
5	Assessment System	Screening cum evaluation Committee	Screening cum evaluation Committee	Selection Committee with interview	Selection Committee with interview	Interaction with Expert Committee
	Note: Overall eligibility	Minimum of 100 points in the Performance Appraisal Scoring System (PASS) of the concerned university developed on the basis of Table 1 of these guidelines on Academic Performance Indicators (API) and Weightage points (WP)	A total minimum of 200 points during the service period in the Performance Appraisal Scoring System (PASS) of the concerned university based on the Table-1 of these guidelines on Academic Performance Indicators (API) & Weightage Points (WP) of which 100 points should have been achieved during the assessment period.	A total minimum of 300 points during the service period in the Performance Appraisal Scoring System (PASS) of the concerned university based on the Table-1 of these guidelines on Academic Performance Indicators (API) & Weightage Points (WP) of which 100 points should have been achieved during the assessment period	A total minimum of 400 points during the service period in the Performance Appraisal Scoring System (PASS) of the concerned university based on the Table-1 of these guidelines on Academic Performance Indicators (API) & Weightage Points (WP) of which 100 points should have been achieved during the assessment period	A total minimum of 600 points during the service period in the Performance Appraisal Scoring System (PASS) of the concerned university based on the Table-1 of these guidelines on Academic Performance Indicators (API) & Weightage Points (WP) of which 100 points from publications out of an aggregate of 200 points should have been earned during the tenure of Professor.

PART - III
CONFIDENTIAL
(TO BE FILED IN BY THE REPORTING OFFICER)
THE CANDIDATE SHOULD NOT FILL UP THESE COLUMNS

- 1. Name of the applicant
- 2. Designation
- 3. Period of service rendered under the Reporting Officer

Period		Total
From	To	Days/months/years

- 4. Brief record of work done by the Applicant during the period under report:
- 5. Has the Scientist / Teacher / Extension worker / Technical Officer responsible for any notable Achievements during the period under report
Yes / No
(If yes specify the notable Achievements / contributions)
- 6. Has the officer been found wanting or his performance was below normal expectation
Yes / No
(Specify reasons)
- 7. Has the Officer been given any suggestions for improvement, warned to carry out his official responsibilities entrusted properly:
Yes / No
(If yes provide details)
- 8. Whether the applicant's request for promotion is recommended:
Yes / No
(If yes give full justification)
- 9. Specify remarks and recommendations of the Reporting Officer (Immediate superior)

Signature:
Designation

- 10. Recommendations of the Respective Dean of the Faculty / Director of Research / Director of Extension
- 11. Whether recommended for placement in senior scale / selection grade / to be considered by selection committee for awarding designation of Associate Professor / Professor

Yes / No (if yes specify the notable achievements)

Signature:

Designation of the Reporting Officer

Place:

Date: