

**DR. BALASAHEB SAWANT KONKAN  
KRISHI VIDYAPEETH, DAPOLI.**

No. DBSKKV/EST/A-I/ 7065/of 2017,

Dated : 14<sup>th</sup> August, 2017

- READ : (1) Government of Maharashtra, Agriculture, Animal Husbandry, Dairy Development and Fisheries Department, Resolution No. AUG 1109/ CR-252/6-A, dated the 18th March, 2010.
- (2) The University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2010 issued vide No. F.3-1/2009, dated 30th June, 2010.
- (3) Maharashtra Agricultural Universities (Krishi Vidyapeeths) (First Amendment) Statutes, 2014.
- (4) University order No. BSKKV/VC/5219/2014, dated 23rd June, 2014
- (5) University order No. BSKKV/EST/A-I/ 5526 /2015, dated 16th July, 2015.

**NOTIFICATION**

Applications in the prescribed format (Annexure-A) are invited from the eligible academic officers/academic staff members working in the cadre of Assistant Professor/Associate Professor/Professor & above, satisfying/meeting the Academic Performance Indicators based PBAS requirements and other eligibility conditions laid down in the **Table-4, Table-4(a) and Table-7** of the Maharashtra Agricultural Universities (Krishi Vidyapeeths) (First Amendment) Statutes, 2014 for consideration of promotion under Career Advancement Scheme (CAS) as per the provisions contained in the Government of Maharashtra, Agriculture, Animal Husbandry, Dairy Development and Fisheries Department, Resolution No. AUG 1109/ CR-252/6-A, dated the 18th March, 2010 and UGC Regulations, 2010 referred to at Sr. No. 2 above.

The Academic Officers/Staff members who consider themselves eligible for promotion under Career Advancement Scheme (CAS) or applying higher posts under Nomination/ Promotion are required to submit their bio-data with duly filled in the proforma based on Performance Based Appraisal System (PBAS) under **Category-I** : Teaching (a), Research(b), Extension Related Activities (c) and Other Activities (d); **Category-II** : Co-curricular, Extension and Professional Development Related Activities and **Category III** : Research and Academic Contribution/Category III (i) : Research, Academic, Extension and Administrative Contribution for Professors/HoDs/Associate Deans/Directors, prescribed under Maharashtra Agricultural Universities (Krishi Vidyapeeths) (First Amendment) Statutes, 2014 alongwith relevant documents to the concerned **Chairman, Internal Quality Assessment Cell (IQAC)**, constituted under University Order, referred at Sr. No. 4 and 5 above, for verification, **before 15<sup>th</sup> September, 2017**, positively.

The IQACs for Colleges/PGI, Schools, Research Stations/Research Schemes and Extension Education Schemes should carry out the scrutiny of the Academic Performance Indicators of the academic officers/staff, engaged in the teaching, research and extension education fields, under their jurisdiction, on the basis of relevant documents produced by the concerned academic officers/staff and prepare necessary certificate showing score-card in the proforma prescribed under University Order referred at Sr. No. 4 above. The certificate in this behalf should be produced to the IQAC at University level, **before 29<sup>th</sup> September, 2017** for final approval.

-2-

The proposals duly approved by the IQAC at University level will be placed before the Screening Committee, Selection Board and Expert Committee for consideration. The promotions under Career Advancement Scheme will be granted after approval of the authorities prescribed under Maharashtra Agricultural Universities (Krishi Vidyapeeths) (First Amendment) Statutes, 2014.

All the controlling officers are requested to circulate this Notification amongst the Academic Officers/ Academic Staff (including those who are on leave) and instruct them to submit their Academic Performance Indicators, **upto Academic Year 2016-2017**, in the proforma prescribed under '**Annexure-A**', **which is available at University Website**, to the concerned Chairman, Internal Quality Assessment Cell (IQAC), constituted under University Order, referred at Sr. No. 4 and 5 above, in the prescribed time limit, for verification.



**REGISTRAR,**  
**DR. BALASAHEB SAWANT KONKAN**  
**KRISHI VIDYAPEETH, DAPOLI.**

Copy f.w.cs. for information and necessary action to :

1. Dean & Director of Instruction, Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli
2. Director of Research, Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli
3. Director of Extension Education, Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli
4. Associate Dean, College of Agriculture, Dapoli
5. Associate Dean, College of Agricultural Engineering & Technology, Dapoli
6. Associate Dean, College of Fisheries, Ratnagiri
7. Associate Dean, College of Forestry, Dapoli
8. Associate Dean, College of Horticulture, Mulde, Tal. Kudal, Dist. Sindhudurg
9. Associate Dean, Postgraduate Institute of Post Harvest Management, Roha, Dist. Raigad.
10. Director, Central Experiment Station, Wakawali, Dist. Ratnagiri.
11. Associate Director of Research, Regional Fruit Research Station, Vengurla, Dist. Sindhudurg.
12. Associate Director of Research, Regional Agricultural Research Station, Karjat, Dist. Raigad.
13. Officer Incharge, Agricultural Research Station, Awashi, Tal. Khed, Dist. Ratnagiri.
14. Officer Incharge, Agricultural Research Station, Shirgaon, Ratnagiri.
15. Senior Scientific Officer, Marine Biological Research Station, Ratnagiri.
16. Agronomist, Regional Coconut Research Station, Bhatye, Ratnagiri.
17. Principal, Agricultural Technology School, Lanja, Dist. Ratnagiri.
18. Principal, Agricultural Technology School, Roha, Dist. Raigad.
19. Horticulturist, Mango Research Sub Centre, Rameshwar, Tal. Kudal, Dist. Sindhudurg.
20. Agronomist, Agricultural Research Station, Phondaghat, Dist. Sindhudurg.
21. Superintendent, Cattle Breeding Farm, Nileli, Tal. Kudal, Dist. Sindhudurg.
22. Officer Incharge, Arecanut Research Station, Shrivardhan, Dist. Raigad.
23. Officer Incharge, Trial-cum-Demonstration Station, Repoli/Irrigation Scheme, Repoli.
24. Khar Land Scientist, Khar Land Research Station, Panvel, Dist. Raigad.
25. Officer Incharge, Agricultural Research Station, Palghar, Dist. Thane.
26. Research Officer, Taraporewala Marine Biological Research Station, Bandra, Mumbai
27. All Incharge, Research Stations/Schemes/Projects
28. P.A. to Hon. Vice-Chancellor, Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli.
29. Copy to University Web site.

**ANNEXURE - A**  
**DR. BALASAHEB SAWANT KONKAN**  
**KRISHI VIDYAPEETH, DAPOLI.**

**PBAS PROFORMA FOR PROMOTION UNDER CAS**  
**(To be submitted to the IQAC)**

**PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1.	Name (in Block Letters)	:		
2.	Father's Name/ Mother's Name	:		
3.	Department	:		
4.	Current Designation & Grade Pay	:		
5.	Date of last Promotion	:		
6.	Which position and grade pay are you an applicant under CAS ?	:		
7.	Date of eligibility for promotion	:		
8.	Date and place of Birth	:		
9.	Sex	:		
10.	Marital status	:		
11.	Nationality	:		
12.	Indicate whether belongs to SC/ST/OBC category	:		
13.	Address for correspondence (with Pincode)	:		
14.	Permanent Address (with Pincode)	:		
	Telephone No.	:		
	E-mail	:		
15.	Academic Qualifications (Matric till post graduation) :			
	Examinations	Name of the Board/ University	Year of Passing	
			Percentage of marks obtained	
			Division/ Class/ Grade	
			Subject	
	High School/ Matric			
	Intermediate			
	Bachelor's degree			
	Master's degree			
	Other examination, if any			
16.	Research Degree(s)			
	Degrees	Title	Date of award	
			University	
	M.Phil.			
	Ph.D./D.Phil.			
	D.Sc./D.Litt.			
17.	Appointments held prior to joining the University.			
	Designation	Name of Employer	Date of joining	Salary with Grade
			Joining	Leaving
18.	Posts held after appointment at this University.			
	Designation	Department	Date of actual Joining	
			From	To
				Grade

19.	Period of teaching experience :				
	P.G. Classes (in years)		U.G. Classes (in years)		
20.	Research Experience excluding years spent in M.Phil/ Ph.D. (in years) :				
21.	Fields of Specialisation under the Subject/Discipline :				
	(a)				
	(b)				
22.	Academic Staff College Orientation/Refresher Course attended :				
	Name of the Course/Summer School	Place	Duration	Sponsoring Agency	

## **PART B : ACADEMIC PERFORMANCE INDICATORS**

### **CATEGORY-I : TEACHING (a), RESEARCH (b), EXTENSION RELATED ACTIVITIES (c) AND OTHER ACTIVITIES (d)**

The maximum scores required for computing API for self assessment of academic staff under different activities viz. (a) teaching (b) research (c) extension activities are provided in Table-1A. The API required for other officers (Technical officers, DDRs, Farm superintend, incharge central workshop, curator, any other posts which are not covered earlier) should be calculated as per Table 6 1B.

**Table 1 A : API Scores for Teaching (a), Research (b) and Extension Activities (c)**

Sr. No.	Nature of Activity	Maximum Score	Activity claimed/ API Score claimed				
			2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
1.	a) Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated OR	50					
	b) Initiation, formulation and execution of research projects/ experiments which are duly approved by competent authority OR	50					
	c) Extension activities organized for the dissemination of technologies such as demonstration, trainings, group meetings, lectures, farmers rallies.	50					
2.	a) Lectures or other teaching duties in excess of the UGC norms OR	10					
	b) Assistance in the research project OR	10					
	c) Innovative extension work carried out (FFS, FSF, ICT based modules)	10					
3.	a) Preparation and imparting knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students OR	20					
	b) Patent/ recommendation/ variety release/ development of implements or machinery / product development /feed /gear/craft/technology OR	20					
	c) Preparation and imparting of knowledge/instruction to the clientele (preparation of notes, handouts, publications for use of farmers/extension workers)	20					
4.	a) Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc. OR	20					
	b) Innovative research work carried out with use of advanced technology or equipments OR	20					
	c) Use of innovative extension teaching methodologies (ICTs and Audio-visual aids)	20					
5.	a) Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment. OR	25					
	b) Preparation of research reports, attendance in research meetings, presentation of research	25					

	report OR						
	c) Participation in extension programmes as per allotment (trainings, mass media, farmers rallies, exhibitions, meetings etc.)	25					
Total Score		125					
Minimum API score required		75					

**Note :- The candidate should fill in only one activity from a or b or c from points at Sr. No. 1- 5 in Table-1A.**

**Table 1 B: API scores for other officers (Technical officers, DDRs, Farm Superintendent, Incharge central workshop, Curator any other posts which are not covered earlier or academic staff members on study leave during assessment period).**

Sr. No.	Confidential Report (CR) grading	API Score
1.	A+	125
2.	A	100
3.	B+	75
Minimum API score required		75

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

Based on the academic staff's self-assessment, the category-II is for computing API scores for co-curricular and extension activities and professional development related contributions. The minimum API score required from this category is **15**. The details of activities considered in this category are given in Table-2A for co-curricular and extension activities and professional development activities of academic staff (teaching, research & extension) and Table-2B for other activities (Technical officers, DDRs, Farm superintendent, incharge central workshop, curator any other posts which are not covered earlier):

**Table 2 A : API Scores for Category-II : Co-curricular, Extension and Professional development related activities (teaching, research & extension)**

Sr. No.	Nature of Activity	Maximum Score	Activity claimed/ API Score claimed				
			2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
(i)	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20					
(ii)	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	15					
(iii)	Professional Development activities (Such as participation in seminars, conferences, short term training courses, talks lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15					
<b>Minimum API Score required</b>		<b>15</b>					

**Table 2 B : API scores for other officers (Technical officers, DDRs, Farm Superintendent, Incharge central workshop, Curator any other posts which are not covered earlier or academic staff member on study leave during assessment period)**

Sr. No.	Confidential Report (CR) grading	API Score
1.	A+	50
2.	A	30
3.	B+	15
	<b>Minimum API Score required</b>	<b>15</b>

### **CATEGORY III : RESEARCH AND ACADEMIC CONTRIBUTION**

Based on the academic staff's self assessment, API scores are required for research and academic contributions. The minimum API score required by academic staff from this category is different for different levels of selection. The API score in this category is required for adjudging the eligibility and also for computing the weightage in evaluation. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

**Table 3 : Maximum points for calculating API for research and academic contributions.**

Sr. No.	APIs	Faculties of Agriculture/ Agril. Engg./Fisheries/ Forestry	Maximum Score	Activity claimed/	API Score claimed
(A)	Research papers published in	Referred Journals periodicals having ISBN/ISSN numbers	15/ publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication		
(B)	Research publications (books, chapters in books, other than referred journal articles)	Text or reference Books published by International publishers with an established peer review system	50/ each author and 10/chapter in edited books		
		Subjects books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/ each author and 5/chapter in edited books		
		Subject books by other local publishers with ISBN/ISSN numbers	15/ each author and 3/chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	10/ Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of National and International directories	05/ Chapter		
<b>(C) RESEARCH PROJECTS</b>					
(C) i	Sponsored Projects carried out/ongoing	(a) Major projects amount mobilized with grants above 30,0 lakhs	20 /each project		
		(b) Major Projects amount mobilized with grants above Rs. 5.0 lakhs up to Rs. 30.00 lakhs	15 /each project		
		(c) Minor projects (amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	10 /each project		

(C) ii	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs. Fifty thousand only	10 per every Rs. Fifty thousand only		
(C)iii	Revolving fund	25% above the target 35% above the target	5 points 10 points 5 points for 10% more than the target		
(C)iv	Products testing	Product / chemicals/ equipment /machine, etc testing	5 points each		
(C) v	Completed projects Quality evaluation	Completed project report (Acceptance from funding agency)	20 each major project and 10 each minor project		
(C) vi	Projects Outcome/ outputs	Patent / Technology transfer / product/ process/ Recommendations	15/ each for State level/ 30/ each National level output or patent/50 /each for International level		
<b>(D)</b>	<b>RESEARCH GUIDANCE</b>				
(D) i	M. Phil.	Degree awarded	03 each candidate		
ii	M.Sc. /M.Tech.	Degree awarded	03 each candidate		
iii	M.Sc. /M.Tech.	Member Advisory Committee	2 points each candidate		
(D)iv	Ph.D.	Thesis submitted- Major advisor	07 each candidate		
	Ph.D.	Degree awarded- Major Advisor	03 each candidate		
	Ph.D.	Co-major Advisor	7 points		
	Ph.D.	Member Advisory Committee	05 each candidate		
<b>(E)</b>	<b>TRAINING COURSES AND CONFERENCE/SEMINARS/ WORKSHOP PAPERS</b>				
(E) i	Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft skills development programmes, Faculty Development Programmes (Max. 30 points)	(a) Not less than two weeks duration  (b) Two week duration	20 each  10 each		
(E) ii	Papers in Conferences/ Seminars/workshops etc.*	Participation and presentation of research papers (oral/poster) in			
		(a) International conference	10 each		
		(b) National	7.5 each		
		(c) Regional/ State level	5 each		
		(d) Local- University/ College level	3 each		
(E) iii	Invited lectures or presentations for conferences/ symposia	(a) International	10 each		
		(b) National level	5		

\* If a paper presented in conference/seminar is published in the form of proceedings, the points would accrue for publication (A) and not under presentation (E (ii)).

**CATEGORY III (i) : RESEARCH, ACADEMIC, EXTENSION AND ADMINISTRATIVE CONTRIBUTION FOR PROFESSORS / HODs / ASSOCIATE DEANS/ DIRECTORS...**

Based on the teacher's self assessment, API scores are proposed for research, academic, extension and administrative contributions. The minimum API score required by teachers from this category is different for different levels of promotion / direct recruitment. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	APIs	Faculties of Agriculture/ Agril. Engg./Fisheries/ Forestry	Maximum Score	Activity claimed	API Score claimed
III (A) i	Research papers published in	i) Referred Journals periodicals having ISSN numbers	15/ publication		
		ii) Conference proceedings as full papers, etc. (Abstracts not to be included) International National State Level	15/ publication 10/publication 7.5/publication		
		iii) Technical articles published but not covered above (excluding popular articles)	05/publication		
III (A) ii	Papers in Conferences / Seminars / workshops etc.	Participation and presentation of research papers (oral/poster) in			
		(a) International conference	10 each		
		(b) National	7.5 each		
		(c) Regional / State level	5 each		
		(d) Local-University /College level	3 each		
III(A) iii	Abstract published	International	5 each		
		National	3 each		
		State level	2 each		
		Local	1 each		
III (B)	Research publications (books, chapters in books, other than referred journal articles)	Text or reference Books published by International publishers with an established peer review system	50/ each author and 10/chapter in edited books		
		Subjects books by National level publishers/State and Central Govt. Publications with ISBN numbers	25/ each author and 5/chapter in edited books		
		Subject books by other local publishers / e-publication	15/ each author and 3/chapter in edited books		
		Chapters contributed to edited knowledge based volumes published by International Publishers	10/ Chapter		
		Chapters in knowledge based volumes by Indian/National level publishers.	05/ Chapter		
		Worked as editor of book/periodical/ abstract book/ souvenir.	05 each		
<b>III (C)</b>	<b>EXTERNALLY FUNDED PROJECT</b>				
III (C) i	Sponsored Projects carried out / ongoing	a) Major project amount mobilized more than Rs. 1 crore.	50 each project		
		b) Major projects amount mobilized with grants Rs. 30.0 lakhs to 1 crore.	20 each project		
		c) Major Projects amount mobilized with grants above Rs. 5.0 lakhs up to Rs. 30.00 lakhs.	15 each project		
		d) Minor projects (amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	10 each project		
III (C) ii	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. Fifty thousand only.	10 per every Rs. Fifty thousand only.		
III (C) iii	Revolving fund	25% above the target 35% above the target	5 points 10 points 5 points for 10% more than the target		
III (C) iv	Products testing	Product /chemicals/ equipment / machin, etc. testing	5 points each		



III (C) v	Completed projects Quality evaluation	Completed project report (Acceptance from funding agency)	20 each major project and 10 each minor project		
III (C) vi	Projects Outcome / outputs	Variety released/ Technology / products /process developed / Recommendations/ Software's /models / gadgets	20 / each for State level / 30 / each National level.		
III(C) vii	Registration under IPR	Patent/GI/Trademark /copy Right etc.	50 each		
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>				
III (D) i	M.Phil.	Degree awarded	03 each candidate		
ii.	M.Sc./M.Tech./M.F.Sc.	Degree awarded	03 each candidate		
iii.	M.Sc./M.Tech./M.F.Sc.	Member Advisory Committee (Degree awarded)	2 points each candidate		
III (D) iv	Ph.D.	Degree awarded - Major Advisor	10 each candidate		
	Ph.D.	Co-major Advisor	7 points		
	Ph.D.	Member Advisory Committee	05 each candidate		
<b>III (E)</b>	<b>TRAINING COURSES AND CONFERENCE/SEMINARS WORKSHOP PAPERS</b>				
III (E) I	Participated in Refresher Courses, Methodology Workshops, Training, Teaching - Learning- Evaluation Technology Programmes, Soft skills development programmes, Faculty Development Programmes	(a) Not less than two weeks duration	20 each		
		(b) Two week duration	10 each		
III (E) ii	Organized the refreshers course / seminar/ symposium / workshop etc.	Convener	15 each		
		Co convener / secretary	10 each		
III (E) iii	Lecture delivered as resources person in seminar / symposium / workshop, refreshers course / training etc.	International National State Level University Level	15 each 10 each 05 each 03 each		
III (E) iv	Worked as Chairman / rapporteurs in seminars / symposium / workshop / conferences etc.	(a) Chairman International National State	10 each 5 each 3 each		
		(b) Rapporteurs International National State	5 each 3 each 2 each		
<b>III (F)</b>	<b>TEACHING</b>				
III (F) i	Teaching as per the prescribed norms		15 / year		
III (F) ii	Expert lecture / guest faculty / adjunct faculty	Within the University	03 each		
		Outside the University	02 each		
III (F) iii	Visiting professor to other organization / University		02 each lecture		
III (F) iv	Evaluation of Ph.D. thesis		05 each		
III (F) v	Evaluation of master thesis		03 each		
III (F) vi	Curriculum development	University level	5 each		
		National level	7 each		
<b>III (G)</b>	<b>MEDALS / AWARDS AND HONORS</b>				
III (G) i	International		15 each		
	National		10 each		
	State level		05 each		
	Fellow		05 each		
	Post doctoral fellow		25 each		
	National Professor		25 each		
	National Scientist		25 each		
	Best oral presentation		05 each		
	Best poster presentation		05 each		
	Appreciation letter by University authority		03 each		
<b>III (H)</b>	<b>ADMINISTRATIVE</b>				
III (H) i	Officers those who are working as Officer-In-Charge / ADR / Superintendent of School / Director of Farm / HoD / Associate Dean		20 each year		
III (H) ii	Additional charge held more	Same post	5		



**List of Enclosures** : (Please attach copies of certificates, sanction orders, papers, etc. wherever necessary)

- |    |      |
|----|------|
| 1. | 6.   |
| 2. | 7.   |
| 3. | 8.   |
| 4. | 9.   |
| 5. | 10.. |

I certify that the information provided is correct as per records available with the University and/or documents enclosed alongwith the duly filled PBAS proforma.

Signature of the faculty with  
Designation, Place and Date

Signature of HoD/Associate  
Dean/Principal/Controlling Officer

## INSTRUCTIONS FOR FILLING UP PART B OF THE PBAS PROFORMA

### (A) Instruction for filling up scores of Teaching, Learning and Evaluation Related Activities

- (i) Lectures, seminars, tutorials, practicals, contact hours undertaken

Indicators/Activities	Max. Score
Lectures/Practicals/Tutorials/Contact classes taken should be based on verifiable record. Each contact hours carry 3 points	Max Score : 50

- (ii) Lectures or other teaching duties in excess of the norms

Indicators/Activities	Max. Score
If teacher has taken classes exceeding UGC norm, then two point to be assigned for each extra contact hour of classes	Max Score : 10

- (iii) Preparation and imparting knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students

Indicators/Activities	Max. Score
Imparting of knowledge/instruction vis a vis with the prescribed material (Text book/ Manual etc) and methodology of the curriculum (100% compliance = 20 points)	Max Score : 20

- (iv) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

Indicators /Activities	Max Score
Updating of Course, design of curriculum, (5 points per course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc- 5 points each.	10
Use of Innovative teaching-learning methodologies; use of ICT; Updated subject a. ICT Based Teaching material : 10 points each b. Interactive Courses : 5 points each c. Participatory Learning modules: 4 points each	10
Developing and imparting Remedial/Bridge Course and Counseling modules (each activity : 5 points)	10
Developing and imparting soft skill/communication skill/personality development courses/modules (each activity : 5 points)	10
Developing and imparting specialized teaching-learning programmes (each activity: 5 points)	10
Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web based learning and e-library skills to students (a) Workshop/Training course : 10 points each (b) Popularization program : 5 points each	10
Maximum Aggregate Limit	20

- (v) Examination Related Work

Indicators	Max. Score
College/University Semester End / Annual Examination work as per duties allotted. ( Invigilation- 10 points; Evaluation of answer script - 5 points; Question paper setting - 5 points) (100% compliance = 20 points)	20
College/University examination/ Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
Maximum Aggregate Limit	25

### (B) Instruction for filling up scores of Research Activities:

- (i) Initiation, formulation and execution of research project

Indicators/Activities	Max. Score
Ten marks per project/experiment as principal investigator	50

- (ii) Assistance in the research project

Indicators/Activities	Max. Score
Two marks per project assisted	10

- (iii) Patent/ recommendation/variety release/ development of implements or machinery/product development/Feed/Gear/craft/technology

Indicators/Activities	Max. Score
Ten marks per patent/ variety release or 5 points each development of implements or machinery/ product development/ Feed/ Technology developed / recommendation Five marks per activity those who helped in patents and variety released 2 marks each for development of implements or machinery/ product development/ Feed/ Technology developed / recommendation	20

- (iv) Innovative research work carried out with use of advanced technology or equipments

Indicators/Activities	Max. Score
Per innovative work ten marks (To be judged by Head department/ Head Institute)	20

- (v) Preparation of research reports, attendance in research meetings, presentation of research report

Indicators/Activities	Max. Score
Preparation of research reports, attendance in research meetings, presentation of research report for each activity 2.5 marks	25

### (C) Instruction for filling up scores of Extension Activities:

- (i) Extension activities organized for the dissemination of technologies such as demonstration, trainings, group meetings, lectures, farmer's rallies

Indicators/Activities	Max. Score
Extension education activities should be based on verifiable records - 10 points per activity.	50

- (ii) Innovative extension work carried out (FFS, FSF, ICT based modules)

Indicators/Activities	Max. Score
If the scientist has organized/carried innovative extension work in addition to the assigned activities then two points should be allotted for each innovative extension work <ul style="list-style-type: none"> <li>• Imparting knowledge/instructions by developing study materials and methodology for curriculum delivery</li> <li>• Use of innovative extension teaching methods, use of ICT</li> <li>• ICT based teaching material</li> <li>• Interactive courses</li> <li>• Participatory learning material</li> <li>• Developing and imparting courses/ counseling modules</li> <li>• Developing and imparting soft skills</li> </ul> Organization and conducting of training programmes	10
	50

- (iii) Preparation and imparting of knowledge/instruction to the clientele (preparation of notes, handouts, publications for use of farmers/extension workers)

Indicators/Activities	Max. Score
Informative notes, printed handouts, folders, charts, posters, booklets etc. 6 2.5 points each	20

- (iv) Use of innovative extension teaching methodologies (ICTs and Audio-visual aids)

Indicators/Activities	Max. Score
Development of web based literature, interactive teaching CDs, Audio CDs, Video Clips, Electronic display boards etc. 6 5 points each	20

- (v) Participation in extension programmes as per allotment (trainings, mass media, farmer's rallies, exhibitions, meetings etc.)

Indicators/Activities	Max. Score
Trainings, Mass media, farmer's rallies, exhibitions, meetings etc. 6 2 points each	25

**(D) The candidate should be considered the following guidelines for calculating the API scores for CATEGORY - II : Co-curricular, Extension and Professional Development related activities.**

- (i) Student related Co-curricular activities (Sr. No. i of Table-2A)

Indicators/Activities	Maximum score
Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training, Experiential learning and placement activities (5 point each)	10
Positions held/Leadership role played in organization linked with Extension Work and Programme officers, National Service Scheme (NSS), NCC officer or any other similar activity (each activity 10 points) Participation in NCC, NSS activity 6 2 points each	10
Students and Staff related Socio cultural and Sports Programmes, campus publications (college level 2 points, university level 5 points)	10
Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper; flood or drought relief, small family norms etc. (5points each)	10
<b>Maximum Aggregate Limit</b>	<b>20</b>

- (ii) Contribution to corporate Life and Management of the Institution (Sr. No. ii of Table-2A)

Indicators/Activities	Maximum score
Contribution to corporate life in Universities/ colleges through meetings popular lectures, subject related events, articles in college magazine and souvenirs (2 points each)	10
Institutional Governance responsibilities like, Chairman/Vice Chairman/member of student council, Chairman/member/secretary of Statutory bodies, Rector, College farm incharge, Associate Dean's Representative (ADR), Internal Quality Assessment Cells (IQAC) Co-coordinator (10 points each) Monitor, Instrumentation cell etc- 5 points each	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee, member of various college & University level committees (5 points each)	10
Responsibility for, or participation in committees for Students welfare, counseling and Discipline (5 each)	10
Organization of Conference, Training: International (10 points); National/ Regional (5 points)	10
<b>Maximum Aggregate Limit</b>	<b>15</b>

- (iii) Professional Development Related Activities (Sr. No. iii of Table-2A)

Indicators/ Activities	Maximum score
Membership in profession related committees at State and National level a. At National level: 3 points each b. At State level: 2 points each	10
Participation in subject associations, conferences, workshops, seminars without paper presentation (Each activity: 1 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 point)	10
Membership/participation in Bodies/Committees on Education and National Development-5 points each	10
Publication of articles in newspapers, magazines or other publications (not covered in category III);TV talks, radio talks etc. (1 point each)	10
<b>Maximum Aggregate Limit</b>	<b>15</b>

**TABLE - 4**  
**MINIMUM APIs AS PROVIDED IN TABLE 1, TABLE 2, TABLE 3, TO BE APPLIED FOR THE PROMOTION OF**  
**ACADEMIC STAFF UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITIES AND**  
**WEIGHTAGES FOR EXPERT ASSESSMENT**

		Assistant Professor/ equivalent cadres : (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres : (Stage 2 to Stage 3)	Assistant Professor to (Stage 3) Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/equivalent cadres(Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching- learning Evaluation Related Activities (category I) Table-1	75/Year	75/Year	75/Year	75/Year	75/Year
II	Co-curricular Extension and Profession related activities (category II) Table-2	15/Year	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) Table - 3	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	<b>Selection Board</b>	<b>Selection Board</b>	<b>Expert Committee</b>
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance	50% - Contribution to Research 30% - Assessment of domain knowledge and teaching practices. 20% - Interview performance	50% - Research 50% - Performance evaluation and other credential by referral procedure

\* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

**Table 4 (a)**  
**Percentage Distribution of Weightage Points in the Expert Assessment**

Sr. No.		Assistant Professor to (Stage 3) Associate Professor/ equivalent cadres (Stage 4)			Associate Professor (stage 4) to Professor/equivalent cadres (Stage 5).			Professor (stage 5) to Professor (Stage 6).	
		30% - Contribution to Research	50% - Assessment of domain knowledge and teaching practices.	20% - Interview performance	50% - Contribution to Research	30% - Assessment of domain knowledge and teaching practices.	20% - Interview performance	50% - Contribution to Research	50% - Performance evaluation and other credential by referral procedure
1	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)								
2	Distribution	30 % Weightage be calculated from API Category III	1) Content of Topic ó 20 Marks 2) Communication Skill- 20 Marks 3) Answering ability- 10 Marks		50 % Weightage be calculated from API Category III	1) Content of Topic ó 10 Marks 2) Communication Skill- 10 Marks 3) Answering ability- 10 Marks		50 % Weightage be calculated from API Category III	



**TABLE – 7**  
**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR**  
**PROMOTION OF ACADEMIC STAFF**  
**THROUGH CAREER ADVANCEMENT SCHEME**

Sr. No.	Promotion of Academic Staff through CAS	Service requirement	Minimum Academic Performance Requirement and Screening / Selection Criteria
1.	Assistant Professor / equivalent cadres From Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil/PG Degree in Professional Courses such as M.Tech, M.V.Sc. or six years of service who are without Ph.D. / M.Phil/PG Degree in Professional Courses.	(i) Minimum API scores using PBAS scoring proforma as per the norms provided in Table 4 or 5 as the case may be. (ii) TWO Refresher/ Research Methodology Course of 2/3 week duration. (iii) Screening cum Verification process of recommending promotion.
2.	Assistant Professor / equivalent cadres From Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum API scores using PBAS scoring proforma as per the norms provided in Table 4 or 5 as the case may be. (ii) One course / programme from among the categories of methodology workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process of recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professor with completed service of three years in Stage 3.	(i) Minimum API scores using PBAS scoring proforma as per the norms provided in Table 4 or 5 as the case may be. (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph.D. holders. (iii) One course / programme from among the categories of methodology workshop, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in this Statute and in Tables 4 or 5 as the case may be.
4.	Associate Professor (Stage 4) to Professor / equivalent cadres (Stage 5)	Associate Professor with completed service of three years in Stage 4.	(i) Minimum yearly / cumulative API scores using PBAS scoring proforma as per the norms provided in Table 4 or 5 as the case may be. Academic Staff members may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the academic staff is placed in Stage 3. (iii) A Selection Board process as stipulated in this Statute and in Tables 4 or 5 as the case may be.

5.	Professor (Stage 5) to Professor (Stage 6)	Professor with completed service of ten years. (Universities only)	<ul style="list-style-type: none"> <li>(i) Minimum yearly / cumulative API scores using PBAS scoring proforma as per the norms provided in Table 4.</li> <li>(ii) Additional credentials are to be evidenced by : (a) post-doctoral research outputs of high standard ; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc.,D.Litt., etc.,</li> <li>(iii) A review process by an Expert Committee process as stipulated in this Statute and in Table 4.</li> </ul>
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\* For academic staff seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all other who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in this Statute, will be applicable.