

KARNATAKA VETERINARY, ANIMAL & FISHERIES SCIENCES UNIVERSITY,

Nandi Nagar, PB No.6, BIDAR-585401, (Karnataka)

OFFICE OF THE REGISTRAR



Phone : 08482-245241/245360
EPABX: 08482-245106/107/108/263/009
Fax : 08482-245241

No:R:KVAFSU:Guid.& Score Card :CAS-2006:2019-20

Date:25.06.2019

NOTIFICATION

Sub: Guidelines and Score Card for Promotion of Teachers under Career Advancement Scheme-2006. **W.e.f. 24.05.2010.**

- Ref:** 1. 17th Academic Council Meeting Held On 15.12.2012.
2. 19th Academic Council Meeting Held On 26.11.2013.
3. DI (PGS)/CAS-2006/14-15/01 Dated: 01.04.2014.
4. 65th BOM meeting held on 04.07.2014.
5. Approval of the Vice-Chancellor Date:25.06.2019.

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1.1 Minimum requirements for promotions of teachers under Career Advancement Scheme-2010.

Sl. No.	Particulars	For promotions to			
		Asst. Prof. (pay band of Rs.15600-39100 and AGP of Rs.7000)	Asst. Prof. (pay band of Rs.15600- 39100 and AGP of Rs.8000)	Assoc. Prof. (pay band of Rs.37400- 67000 and AGP of Rs.9000)	Professor (pay band of Rs.37400- 67000 and AGP of Rs.10000)
1.	Service requirements	Asst. Prof. (pay band of Rs.15600-39100 & AGP of Rs.6000) completing four years with Ph.D. or five years with Professional PG/M.Phil and six years with Master Degree	Asst. Prof. (Pay band of Rs.15600-39100 & AGP of Rs.7000) completing five years.	Asst. Prof./Assoc Prof. (pay band of Rs.15600-39100 & AGP of Rs.8000) completing three years	Assoc. Prof. (pay band of Rs.37400-67000 & AGP of Rs.9000) completing three years
2	Assessment Period	Minimum of four years with Ph.D. or five years with Professional PG/ M. Phil and six years with Master Degree in the cadre of Assistant Professor in the pay band of Rs.15600-39100 & AGP of Rs.6000)	Minimum of five years in the cadre Asst. Prof. in the pay band of Rs.15600-39100 & AGP of Rs.7000)	Minimum of three years in the cadre Asst. Prof./ Assoc. Prof. in the pay band of Rs.15600-39100 & AGP of Rs.8000)	Minimum of three years in the cadre of Assoc. Prof. in the pay band of Rs. 37400-67000 & AGP of Rs.9000)
3.	Summer/winter Refresher Courses during the assessment period	At least one course with 2-3 weeks duration	At least one course with 2-3 weeks duration	At least one course with a minimum one week duration	-

4.	Publications in refereed journals	-	-	At least three publications in the entire service period.	A minimum of five publications after being placed in pay band of Rs.15600-39100 with AGP of Rs.8000
5.	Committee for evaluation	Screening-cum-evaluation committee		Selection committee	
6.	Minimum scores required during the assessment period	75	75	75 (Inclusive of interview Marks)	75 (Inclusive of interview Marks)

1.2. The overall promotion procedure shall involve transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, as prescribed in the score card.

1.3. (i) Evaluation of research publications shall be as per prescribed score card. Popular articles, if any, published by the candidates shall be considered only in the concerned discipline. Appropriate weightage for such publications shall be given as per the score card.

(ii) At the time of assessing the quality of publications of the candidates during their promotions, the committee shall have to be provided with the publications, which could be considered by the committee constituted for the purpose.

1.4. The process of promotions should involve inviting the bio-data with duly filled score card based template and reprints of requisite number of publications of candidates, wherever necessary.

1.5. CAS promotion from Assistant Professor (AGP Rs.6000) to Assistant Professor (AGP Rs.7000) and from Assistant Professor (AGP Rs.7000) to Associate Professor (AGP Rs 8000) shall be conducted by a “**Screening cum Evaluation Committee**” adhering to the score card system.

1.6. The “**Screening cum Evaluation Committee**” for CAS promotion of Assistant Professor from AGP of Rs.6000 to Rs.7000 and Assistant Professor from AGP of Rs.7000 to Associate Professor Rs.8000 shall consist of all the members shall be present for screening and evaluation

- a. The Vice-Chancellor as the Chairperson;
- b. One of the Directors/Deans;
- c. The Concerned Divisional Head
- d. One Subject Expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.

The quorum for the committee meeting shall be three including the subject expert and the Chairperson.

1.7. The “**Screening cum Evaluation Committee**” on verification/ evaluation of score secured by the candidate through score card system, shall recommend to

the Board of Management about the suitability for promotion of the candidate (s) under CAS for implementation.

1.8. The composition of the Selection Committee for promotion from Associate Professor AGP of Rs.8000 to Rs.9000 and from Associate Professor AGP of Rs.9000 to Professor AGP of Rs.10000 shall be similar to that for direct recruitments.

1.9. All the procedures outlined above, shall be completed on the day of the Selection Committee meeting, wherein the minutes are recorded along with scores obtained and recommendation made on the basis of merit and duly signed by all members of the committee in the minutes.

1.10. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum Period of eligibility.

1.11. Candidates who do not fulfill the minimum score requirement under the score card based system will have to be re-assessed only after a minimum period of one year and succeeds in the eventual assessment, the date of promotion shall be the date on which he/she has successfully completed minimum requirements and he/she is in position to get the bio-data successfully assessed. The candidate in such case has to declare the eligibility date in his application.

1.12. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

1.13. The Teacher shall have earned annual increments regularly during the assessment period for CAS promotions.

1.14. The incumbent teacher must be on roll and active service of the University on the date of eligibility and shall be physically present to apply and appear for the interview when called by the committee for CAS promotion.

1.15. The University shall send a general circular once a year (in the month of July) calling for applications for CAS promotions from the candidates who are eligible as on 30th June of that year

1.16. For counting of past services for promotion under CAS, Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc., should be counted provided that:

- a. The essential qualifications of the post held were not lower than the Qualifications prescribed by the UGC for Assistant Professor, Associate Professor or Professor as the case may be.
- b. The post is /was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) or Professor.
- c. The concerned Assistant Professor, Associate Professor and Professor Should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor or Professor, as the case may be.
- d. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government / Concerned Institute, for such Appointments.
- e. The previous appointment was not as guest lecturer for any durations, or an ad-hoc/contract or in a leave vacancy of less than one year duration.

Ad hoc or temporary service of more than one year duration can be counted if the candidate meets the above conditions mentioned in a, b, c, d and provided that:

- i. The period of service was of more than one year duration;
- ii. The incumbent was appointed on the recommendation of duly constituted selection committee and
- iii. The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.
- iv. No distinction should be made with reference to the nature of management of the institution where previous service rendered (private/ local body/ Government), for counting past services under the clause.

1.17. For the inter-se seniority of the teachers promoted under CAS shall be determined with reference to the date of eligibility as indicated in the recommendations of the Selection Committee, while in direct recruitment it shall be with reference to the date of joining.

2. SCORE CARD

The Score card for promotion from AGP Rs 6,000 to 7,000, AGP Rs 7,000 to 8,000, AGP Rs 8,000 to 9,000 and AGP Rs 9,000 to 10,000 are appended here with.

Note:-In respect of teachers working on **FULL TIME BASIS** as Administrative Officer, Editor, Associate Editor, Deputy Registrar, DDSVV, Technical Assistant to DR/DE/ADR, Coordinator, Head of PPMC or any other corporate activities assigned by the university, the separate score card has to be prepared by the committee constituted by the Hon'ble Vice Chancellor for each individual case duly considering the nature of the job. The activities carried out by them have to be assessed for the assessment period. Weightage will be given for timely submission of reports, punctuality in responding to letters of higher officials etc. Such candidates have to submit detailed work-done report certified by their respective Controlling Officers. The Assessment Committee has to award mark based on the work-done report.

**Sd/-
REGISTRAR**

Copies for information and needful to:

1. All the Officers of KVAFSU, Bidar.
2. All the Heads of Research & Information Centers of KVAFSU, Bidar.
3. PS to Vice-Chancellor Office, KVAFSU, Bidar for the information.
4. The CAS-2006 File.