



No: R/KVAFSU/Guidelines & Score Card/CAS-2016/2022-23

Date: 08.03.2023

NOTIFICATION

Sub: Guidelines and Score Card for Promotion of Teachers under Career Advancement Scheme-2016

Ref:

- 1.GO No: AHF 113 VET 2018, Bengaluru, dt. 16-03-2019.
- 2.Proceedings of the 38th Academic Council Meeting Held on 30.01.2023.
- 3.107th BOM meeting held on 21.02.2023.
- 4.Approval of the Vice-Chancellor dated 08.03.2023 (16020)

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The eligibility and promotion criteria along with score card for promotions of teachers under Career Advancement Scheme-2016 to different academic levels are appended herewith (Appendix-I to Appendix-V).

The following are the general guidelines.

1. 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.
2. 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.
3. The process of promotion involves inviting the biodata with duly filled score card-based template and reprints of requisite number of publications of candidates, wherever necessary.
4. CAS promotion from Assistant Professor (Acad. Level 10) to Assistant Professor (Acad. Level 11) and from Assistant Professor (Acad. Level 11) to Assistant Professor (Acad. Level 12) shall be done by **Screening cum Evaluation Committee** as per GO No: AHF 113 VET 2018, Bengaluru, dt. 16-03-2019. 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.
5. CAS promotion from Assistant Professor (Acad. Level 12) to Associate Professor (Acad. Level 13A), from Associate Professor (Acad. Level 13A) to Professor (Acad. Level 14) and Professor (Acad. Level 14) to Senior Professor (Acad. Level 15) shall be done by **Selection Committee** as per GO No: AHF 113 VET 2018, Bengaluru, dt. 16-03-2019. The selection committee shall recommend to the Board of Management about the suitability for promotion of the candidate (s) under CAS for implementation.
6. 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.

7. 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 must declare the eligibility date in his application.
8. 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 to its original cadre.
9. The Teacher shall have earned annual increments regularly during the assessment period for CAS promotions.
10. 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.
11. 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.
12. Counting of past services for promotion under CAS will be as per GO No: AHF 113 VET 2018, Bengaluru, dt. 16-03-2019.
13. The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates as per UGC guidelines and the provisions of Karnataka Government Servants (Seniority) Rules, 1957 and orders issued there under.
14. For the purpose of assessing annual evaluation report of teachers, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in UGC/ICAR regulations and as per the KVAFSU Acts and Statutes.
15. A teacher who wishes to be considered for promotion under the CAS who are eligible for promotion in next three months from last date of submitting the application may also submit his/her application to the university. However, the candidate must ensure he/she fulfils all other requirements as per CAS-2016 guidelines at the time of submitting application. He/she will be considered for promotion from the date on which they fulfil the eligibility conditions.

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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-2016 File.

Appendix I

Promotions of Teachers under Career Advancement Scheme-2016 from Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11)

A. Eligibility

An Assistant Professor (**Academic Level 10/ AGP-Rs.6000**) who has completed **four years** of service with a Ph.D. degree, OR **five years** of service with a M.Phil./ PG degree in professional courses, such as M.Sc.(Agri), M.Tech, M.F.Sc or M.V.Sc OR **six years** of service in case of those without a Ph.D./ M.Phil./ PG degree in a professional course and satisfies the following conditions.

- i. Attended one orientation course of 21 days duration on teaching methodology during the assessment period.
- ii. Any one of the following: Completed Refresher/ Research Methodology course/ workshop/ syllabus up-gradation workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least five days duration, or taken one MOOCs course (with e-certification), or development of e-contents in four-quadrants/ MOOCs course during the assessment period; and
- iii. Published one research publication in the peer-reviewed journals or ICAR/UGC-listed journals during assessment period.

B. CAS Promotion Criteria

- i. A teacher shall be promoted, if he/she gets a "**Satisfactory**" or "**Good**" grade in the annual performance assessment reports of at least **three/four/five** of the last **four/five/six years** of the assessment period.
- ii. The promotion is recommended by the Screening-cum-Evaluation Committee.

C. Score card

(Note: Performance/contributions during the assessment period only need to be assessed)

I. Specific achievement in Teaching /Research /Extension works during the Assessment period: Max. Marks: 40

1. Teaching (Max. Marks: 40)	Remarks	Max Marks
a) i) UG/PG/Diploma Course offered	6.0 Marks /Course for Annual system 3.0 Marks /Course for Semester system – Independent 1.5 Marks/Course for Semester system – More than one Teacher	Max.30 Marks
ii) Experiential Learning Course, HOT/ READY/Industrial training/Internship	Independent: 3.0 marks/course Assisted: 1.5 Marks/course for more than One Teacher	
b) Guidance to PG students as Chairman of the Advisory Committee	2 Mark for each Master's student	Max. 10 Marks
i) Completed Master's. Student ii) Completed Ph.D. Student	4 Mark for each Ph.D. Student	

c) As Member of the advisory committee of Master's & Ph.D. degree students	1.0 Marks for each Completed student	Max. 10 Marks
d) Teaching aids developed (manuals/ laboratory manuals, READY manuals/Internship/Industrial training manuals).	2 Marks for each (Individual) 1 mark for co-authored	Max. 6 Marks
2. Research (Max. Marks: 40)		
a). Externally funded projects – for each project total outlay during the sanctioned period. Note: The Project shall be completed/in operation and Funds must be released.		Max. 30 Marks
i) 0.25 to 1.00 lakh	<ul style="list-style-type: none"> • As PI - 2 Marks / project • As Co-PI - 1 Marks / project 	
ii) 1.00 to 2.00 lakh	<ul style="list-style-type: none"> • As PI -3 Marks / project • As Co-PI – 1.5 Marks / project 	
iii) 2.00 to 5.00 lakh	<ul style="list-style-type: none"> • As PI - 4 Marks/ project • As Co-PI –2 Marks/ project 	
iv) Above 5.00 lakh	<ul style="list-style-type: none"> • As PI - 5 Marks / project • As Co-PI – 2.5 Marks / project 	
b) Patents / varieties / prototypes / technologies developed / breeder quality seeds production	<ul style="list-style-type: none"> • As PI - 4 Marks for each • As Co-PI-2 Marks for each 	Max. 10 Marks
c) Monitoring of the research/extension projects such as RKVY and other GoI/GoK Projects (Other than Externally Funded Projects).	<ul style="list-style-type: none"> • As leader -3.0 Mark for each/Project • As Assoc. leader -1.5 Mark for each/ Project 	Max. 15 Marks
d) Guiding project works of 1 month and above	0.25 mark per completed project	Max.5 marks
e) <ul style="list-style-type: none"> i. Head/Farm Superintendent in Research & Information Centers/Vaccine/Antigen production units/Disease investigation Section. ii. Working in the Research & Information Centers as scientist/Teacher 	8 Marks / year 6 Marks / year	Max. 30 Marks
f) Internal Revenue Generation (Applicable only for LRIC/FRIC/RRDL; to be certified by Director of Research)	<ul style="list-style-type: none"> • 1-2 lakhs/Year – 1 Mark • 2-5 lakhs/Year – 2 Marks • 5-10 lakhs/Year – 3 Marks • > 10 lakhs/Year – 4 Marks 	Max. 10 Marks
3. Extension (Max. Marks: 40)		
a) Transfer of technologies (farm trials/ field days/krishi melas/demonstrations /exhibitions/discussion meeting /on-farm testing/on campus consultancy conducted)	4 marks for each activity organized and 2 marks for participation	Max. 30 Marks
b) Training Programme organized. <ul style="list-style-type: none"> i. up to one-week duration ii. more than one week duration 	<ul style="list-style-type: none"> i. As Coordinator – 2 Mark each ii. As Assoc. Coordinator - 1 Mark each i. As Coordinator–3.0 Mark each ii. As Assistant/Assoc. Coordinator - 1.5 Mark each 	Max. 10 Marks
c) As resource person in the training programme	0.25 Mark for each lecture delivered	Max. 10 Marks
d) Official diagnostic visit to farmers fields / units/radio talk/TV talk/expert service consultation/	2 Marks for each	Max. 10 Marks
e) Feedback to research/contribution to package of practices	2 Marks for each	Max. 10 Marks

f) Health Care Services /Diagnostic services/Farm work/Head of EEC/LFC (Other than teaching)	2 Marks/semester 4 marks/annum	Max. 10 Marks
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II. Published work during the Assessment Period:

Max. Marks: 25

a) For each full length article published in NAAS rated journal >5 NAAS rating 5 marks >4 to 5 NAAS rating 4 marks >3 to 4 NAAS rating 3 marks (Incl. FJVS) >2 to 3 NAAS rating 2 marks >1to 2 NAAS rating 1 marks	Marks as per NAAS rating	Max. 25 Marks
For each full-length article published in peer reviewed journal other than NAAS rated journals	1 Mark/paper	
b) for each book published / edited (Minimum 64 pages) with ISBN		
i. Recognized publishers	6 Marks	Max. 10 Marks
ii. Chapters in standard books	2 Marks	
iii. Research / Extension bulletin	1 Marks	
c) For each research note /communication in a journal / Presentation or abstract in symposium seminar / workshop / training manual /popular article / leaflet proceedings of the workshop	0.5 marks for each	Max.10 Marks

Note: Any publications having 3 authors, each author will get equal marks and such of the publications which have more than 3 authors; fourth author onwards will get half of the assigned mark. The NAAS Rating for FJVS is taken as >3 to 4.

III. Awards/Peer recognition (During the assessment period):

Max. Marks: 4

a) Awards from recognized International organizations like FAO, OIE/WoAH, WHO, IDF etc	3 marks for each
b) National awards by Govt. Institutions	2 marks for each
c) Recognized State awards / University awards	1.5 marks for each
d) Professional society award	1 marks for each
e) Other awards by registered organization	0.5 marks for each, Maximum 1 marks
f) Peer Recognition (Special assignments (International organizations, overseas and special national assignments / consultancies)	1 mark for each

IV. Corporate Responsibilities /other activities:

Max. Marks: 14

1	Corporate activities performed as <ul style="list-style-type: none"> • External Examination Coordinator/Asst/Associate Coordinator • HOD/Head of section • Warden/Chief warden / Training Hostel Manager • Student Advisor • RAWE/Internship-Coordinator/ Associate Internship Coordinator / Assistant Internship Coordinator • Participation in RAWE camp • Tour Leader and Co-tour leader (State/All India)/ Tournament Organized • NSS Programmed Officer – NSS Coordinator/ NCC Officer • Director / Coordinator, SC-ST Cell/ Minority Cell • Technical Assistant/Farm Management/ Programme Officer of Community Radio Station 	2 Marks for each activity/year
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	<ul style="list-style-type: none"> • Chief Editor/Editor • Dy.R/AR/DC/AC/AAO/Dy.Librarian/Asst. Librarian/E-attestation officer – SSP, etc. • Member of BOS and Academic Council of KVAFSU and other Universities • Scrutinizer UG/PG grades • Students Counselor • Leader for exposure visit of Farmers/ Liaison Officer for BOR-M/VIP's tours assigned by the University. • Organizing SHGs/ Commodity Groups/Krishi Anodolans/ Participation in Melas/ Exhibitions as State, National, International levels representation. • Head PPMC, Red cross, NISAGNET, ICAR Nodal Officer/TPC coordinator • Maintenance of Refrigeration plant, Maintenance of boats, Dairy Plant Superintendent. • Team Manager and Co- Team Manager to Sports/ Cultural Activities/ Tour leader and Co-leader/ team leader for cultural and sports activities • Member, Tender Scrutiny work 	
2	<ul style="list-style-type: none"> • Member/ Co-Chairman/Chairman in different committees of KVAFSU Activities • Stock verifying Officer. • Worked as Rapporteur / Co-Chairman in the National/ International Conferences, Seminars, Workshop/ Symposium etc., • Chairman co-chairman of different committees of National-International-activates like seminar, symposia, workshop, conference, convocation etc. • Other works assigned by the University/college as Chairman/ Members of the Committee 	<p>0.5 marks for each activity/year</p> <p>Max. of 5.0 marks</p>

V. Outstations Service:

Max. Marks: 5

- a) 'A/B' Class City : Nil
- b) 'C' Class City : 1.0 Marks/Year of Service
- c) Other places : 2.0 Marks/Year of Service

VI. Annual Evaluation Reports (preceding four years)

Max. Marks: 12

a) Very Good A	3 Marks
b) Good B	2 Marks
c) Average C	1 Marks
d) Below average D	0.5 Mark

Summary of marks particulars of the Assessment

Sl. No.	Particulars of Accomplishment	Max. Marks Allotted	Marks obtained	Remarks
I	Specific achievement in teaching /research /extension work during the Assessment period	40.0		
II	Published work during the Assessment Period:	25.0		
III	Awards/Peer recognition (During the assessment period):	04.0		
IV	Corporate Responsibilities /other activities:	14.0		
V	Outstations Service	05.0		
VI	Annual Evaluation Reports (preceding four years)	12.0		
	TOTAL	100.0		

***Teachers working in newly established colleges with effect from 11.08.2018 shall be awarded max. 15 marks (5 marks per year) over and above the obtained marks.**

(05 marks per year during first three years from the date of posting to newly established institutes and one must complete minimum of two years of continuous service to avail this benefit)

Minimum marks to be obtained for promotion: 75

Appendix II

Promotions of Teachers under Career Advancement Scheme- 2016 from Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12)

A. Eligibility

An Assistant Professor (**Academic Level 11/AGP 7000**), possessing Ph.D. degree in the relevant/ allied subject, who has completed **five years of service** as **Assistant Professor (Academic Level 11/ AGP-Rs.7000)** and satisfies the following conditions.

i. Has accomplished any two of the following in the last five years:

Completed a course/ programme from amongst the categories of Refresher courses/ Research methodology course/ workshops/conference/symposium/ syllabus up-gradation workshop/ Teaching-Learning-Evaluation/ Technology Programmes/. Faculty Development Programmes **of at least ten days duration** (or **completed two courses of at least five days duration in lieu of one ten days programme.**),

or

Completed **one MOOCs course** in the relevant subject (with e-certification),

or

Contribution towards the development of e-contents in four-quadrants/
Contribution towards the development of 10 modules of MOOCs course/
Contribution towards conduct of a MOOCs course during the assessment Period;

ii. Published three research papers in the peer-reviewed journals or ICAR / UGC-listed journals during assessment period.

B. CAS Promotion Criteria

- i. A teacher shall be promoted, if he/she gets a "Satisfactory" or "Good" grade in the annual performance assessment reports of at least four of the last five years of the assessment period.
- ii. The promotion is recommended by the Screening-cum-Evaluation Committee.

C. Score card

(Note: Performance/contributions during the assessment period only need to be assessed)

I. Specific achievement in Teaching /Research /Extension works during the Assessment period:

Max. Marks: 40

1. Teaching (Max. Marks: 40)	Remarks	Max Marks
a) i) UG/PG/Diploma Course offered	6.0 Marks /Course for Annual system 3.0 Marks /Course for Semester system – Independent 1.5 Marks/Course for Semester system – More than one Teacher	Max.30 Marks
ii) Experiential Learning Course, HOT/ READY/Industrial training/Internship	Independent: 3.0 marks/course Assisted: 1.5 Marks/course for more than One Teacher	
b) Guidance to PG students as Chairman of the Advisory Committee i) Completed Master's. Student ii) Completed Ph.D. Student	2 Mark for each Master's student 4 Mark for each Ph.D. Student	Max. 10 Marks
c) As Member of the advisory committee of Masters & Ph.D. degree students	1.0 Marks for each Completed student	Max. 10 Marks

d) Teaching aids developed (manuals/ laboratory manuals, READY manuals/Internship/Industrial training manuals).	2 Marks for each (Individual) 1 mark for co-authored	Max. 6 Marks
2. Research (Max. Marks: 40)		
a). Externally funded projects – for each project total outlay during the sanctioned period. Note: The Project shall be completed/in operation and Funds must be released.		Max. 30 Marks
i) 0.25 to 1.00 lakh	<ul style="list-style-type: none"> • As PI - 2 Marks / project • As Co-PI - 1 Marks / project 	
ii) 1.00 to 2.00 lakh	<ul style="list-style-type: none"> • As PI -3 Marks / project • As Co-PI – 1.5 Marks / project 	
iii) 2.00 to 5.00 lakh	<ul style="list-style-type: none"> • As PI - 4 Marks/ project • As Co-PI –2 Marks/ project 	
iv) Above 5.00 lakh	<ul style="list-style-type: none"> • As PI - 5 Marks / project • As Co-PI – 2.5 Marks / project 	
b) Patents / varieties / prototypes / technologies developed / breeder quality seeds production	<ul style="list-style-type: none"> • As PI - 4 Marks for each • As Co-PI-2 Marks for each 	Max. 10 Marks
c) Monitoring of the research/extension projects such as RKVY and other GoI/GoK Projects (Other than Externally Funded Projects).	<ul style="list-style-type: none"> • As leader -3.0 Mark for each/Project • As Assoc. leader -1.5 Mark for each/ Project 	Max. 15 Marks
d) Guiding project works of 1 month and above	0.25 mark per completed project	Max.5 marks
e)		Max. 30 Marks
i. Head/Farm Superintendent in Research & Information Centers/Vaccine/Antigen production units/Disease investigation Section.	8 Marks / year	
ii. Working in the Research & Information Centers as scientist/Teacher	6 Marks / year	
f) Internal Revenue Generation (Applicable only for LRIC/FRIC/RRDL; to be certified by Director of Research)	<ul style="list-style-type: none"> • 1-2 lakhs/Year – 1 Mark • 2-5 lakhs/Year – 2 Marks • 5-10 lakhs/Year – 3 Marks • > 10 lakhs/Year – 4 Marks 	Max. 10 Marks
3. Extension (Max. Marks: 40)		
a) Transfer of technologies (farm trials/ field days/krishi melas/demonstrations /exhibitions/discussion meeting /on-farm testing/on campus consultancy conducted)	4 marks for each activity organized and 2 marks for participation	Max. 30 Marks
b) Training Programme organized.		Max. 10 Marks
i. up to one-week duration	iii. As Coordinator – 2Mark each iv. As Assoc. Coordinator - 1 Mark each	
ii. more than one week duration	i. As Coordinator–3.0 Mark each ii. As Assistant/Assoc. Coordinator - 1.5 Mark each	
c) As resource person in the training programme	0.25 Mark for each lecture delivered	Max. 10 Marks
d) Official diagnostic visit to farmers fields / units/radio talk/TV talk/expert service consultation/	2 Marks for each	Max. 10 Marks
e) Feedback to research/contribution to package of practices	2 Marks for each	Max. 10 Marks

f) Health Care Services /Diagnostic services/Farm work/Head of EEC/LFC (Other than teaching)	2 Marks/semester 4 marks/annum	Max. 10 Marks
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II. Published work during the Assessment Period: Max. Marks: 25

a) For each full length article published in NAAS rated journal > 5 NAAS rating 5 marks >4 to 5 NAAS rating 4 marks >3 to 4 NAAS rating 3 marks (Incl. FJVS) >2 to 3 NAAS rating 2 marks >1to 2 NAAS rating 1 marks	Marks as per NAAS rating	Max. 25 Marks
For each full-length article published in peer reviewed journal other than NAAS rated journals	1 Mark/paper	
b) for each book published / edited (Minimum 64 pages) (With ISBN)		
i. Recognized publishers	6 Marks	Max. 10 Marks
ii. Chapters in standard books	2 Marks	
iii. Research / Extension bulletin	1 Marks	
c) For each research note /communication in a journal / Presentation or abstract in symposium seminar / workshop / training manual /popular article / leaflet proceedings of the workshop	0.5 marks for each	Max.10 Marks

Note: Any publications having 3 authors, each author will get equal marks and such of the publications which have more than 3 authors; fourth author onwards will get half of the assigned mark. The NAAS Rating for FJVS is taken as >3 to 4.

III. Awards/Peer recognition (During the assessment period): Max. Marks: 4

a) Awards from recognized International organizations like FAO, OIE/WoAH, WHO, IDF etc	3 marks for each
b) National awards by Govt. Institutions	2 marks for each
c) Recognized State awards / University awards	1.5 marks for each
d) Professional society award	1 marks for each
e) Other awards by registered organization	0.5 marks for each, Maximum 1 marks
f) Peer Recognition (Special assignments (International organizations, overseas and special national assignments / consultancies)	1 mark for each

IV. Corporate Responsibilities /other activities: Max. Marks: 14

1	<p>Corporate activities performed as</p> <ul style="list-style-type: none"> • External Examination Coordinator/Asst/Associate Coordinator • HOD/Head of section • Warden/Chief warden / Training Hostel Manager • Student Advisor • RAWE/Internship-Coordinator/ Associate Internship Coordinator / Assistant Internship Coordinator • Participation in RAWE camp • Tour Leader and Co-tour leader (State/All India)/ Tournament Organized • NSS Programmed Officer – NSS Coordinator/ NCC Officer • Director / Coordinator, SC-ST Cell/ Minority Cell • Technical Assistant/Farm Management/ Programme Officer of Community Radio Station 	2 Marks for each activity/year
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	<ul style="list-style-type: none"> • Chief Editor/Editor • Dy.R/AR/DC/AC/AAO/Dy. Librarian/Asst.Librarian/E-attestation officer – SSP, etc. • Member of BOS and Academic Council of KVAFSU and other Universities • Scrutinizer UG/PG grades • Students Counselor • Leader for exposure visit of Farmers/ Liaison Officer for BOR-M/VIP's tours assigned by the University • Organizing SHGs/ Commodity Groups/Krishi Anodolans/ Participation in Melas/ Exhibitions as State, National, International levels representation. • Head PPMC, Red cross, NISAGNET, ICAR Nodal Officer/TPC coordinator • Maintenance of Refrigeration plant, Maintenance of boats, Dairy Plant Superintendent. • Team Manager and Co- Team Manager to Sports/ Cultural Activities/ Tour leader and Co-leader/ team leader for cultural and sports activities • Member, Tender Scrutiny work 	
2	<ul style="list-style-type: none"> • Member/ Co-Chairman/Chairman in different committees of KVAFSU Activities • Stock verifying Officer • Worked as Rapporteur / Co-Chairman in the National/ International Conferences, Seminars, Workshop/ Symposium etc., • Chairman co-chairman of different committees of National-International-activates like seminar, symposia, workshop, conference, convocation etc. • Other works assigned by the University/college as Chairman/ Members of the Committee 	<p>0.5 marks for each activity/year</p> <p>Max. of 5.0 marks</p>

V. Outstations Service:

Max. Marks: 5

- a) 'A/B' Class City : Nil
- b) 'C' Class City : 1.0 Marks/Year of Service
- c) Other places : 2.0 Marks/Year of Service

VI. Annual Evaluation Reports (preceding four years)

Max. Marks: 12

a) Very Good A	3 Marks
b) Good B	2 Marks
c) Average C	1 Marks
d) Below average D	0.5 Mark

Summary of marks particulars of the Assessment

Sl. No.	Particulars of Accomplishment	Max. Marks Allotted	Marks obtained	Remarks
I	Specific achievement in teaching /research /extension work during the Assessment period	40.0		
II	Published work during the Assessment Period:	25.0		
III	Awards/Peer recognition (During the assessment period):	04.0		
IV	Corporate Responsibilities /other activities:	14.0		
V	Outstations Service	05.0		
VI	Annual Evaluation Reports (preceding four years)	12.0		
	TOTAL	100.0		

***Teachers working in newly established colleges with effect from 11.08.2018 shall be awarded max. 15 marks (5 marks per year) over and above the obtained marks.**

(05 marks per year during first three years from the date of posting to newly established institutes and one must complete minimum of two years of continuous service to avail this benefit)

Minimum marks to be obtained for promotion: 75

Appendix III

Promotions of Teachers under Career Advancement Scheme-2016 from Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A)

A. Eligibility

An Assistant Professor (Academic Level 12), possessing Ph.D. degree in the relevant/ allied subject, who has completed **three years** of service as Assistant Professor (Academic Level 12/ AGP-Rs.8000) and satisfies the following conditions.

- i. Has done any one of the following in the last three years of Academic Level-12: Completed one course/ programme from amongst the categories of Refresher courses/ Research methodology course/ workshops/conference/symposium/ syllabus up-gradation workshop/ Teaching-Learning-Evaluation/ Technology Programme/ Faculty Development Programmes of atleast ten days duration(**or completed two courses of at least five days duration in lieu of one ten days programme**),
or
Completed one MOOCs course in the relevant subject (with e-certification),
or
Contribution towards the development of e-contents in four-quadrants/ contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the assessment period; **and**
- ii. Published a minimum of **seven research publications in peer-reviewed journals or ICAR/UGC-listed journals** of which **three research papers** should have been published during **the assessment period**.
- iii. Evidence of having Guided as Chairman / Member at least one Ph.D candidate/Master's degree candidate/three research or review article within first three authors other than publication required during assessment period.

B. CAS Promotion Criteria

A teacher shall be promoted, if he/she gets a "Satisfactory" or "Good" grade in the annual performance assessment reports of at least two of the last three years of the assessment period; and the promotion is recommended by the Selection Committee.

C. Score card

(Note: Performance / contributions during the assessment period only need to be assessed)

I. Specific achievement in teaching /research/extension work during the assessment period: Max. Marks: 30

1. Teaching (Max.Marks:30)		
a) i) UG/PG/Diploma Course offered	8.0Marks /course for Annual system 4.0Marks /course for semester system-Independent 2.0 Marks/course for semester system-More than one teacher	Max.30 Marks
ii) Experiential Learning Course, HOT/ READY/Industrial training/Entrepreneurship	Independent: 2.0 marks/course Assisted:1.0Marks/course)	
b) Guidance to PG students as Chairman of the Advisory Committee i) Completed Master's. Student ii) Completed Ph.D. Student	2 Mark for each Master's student 4 Mark for each Ph.D. Student	Max. 10 Marks
c) As member of the advisory committee of Masters & Ph.D. degree students	0.5 Marks for each Completed student	Max. 10 Marks

d) Teaching aids developed (manuals/ laboratory manuals, RAWE manuals/Internship/Industrial training manuals).	2 Marks for each (Individual) 1 mark for co-authored	Max. 6 Marks
2. Research (Max. Marks: 30)		
a) Externally funded projects – for each project total outlay		
i) 2.00 to 5.00 lakh	As PI - 2 Marks /project As Co-PI- 1 Marks/project	Max. 30 Marks
ii) 5.00 to 10.00 lakh	As PI - 3.0 Marks/ project As Co-PI –2.0 Marks/ project	
iii) 10.00 to 20 lakhs	As PI - 4 Marks/Project As Co-PI – 2 Mark/ Project	
iv) Above 20.00 lakhs	As PI - 5 Marks/ Project As Co-PI – 3 Marks/year	
b) Patents / varieties / prototypes / technologies developed / breeder quality seeds production	As PI - 4 Marks for each As Co-PI-2 Marks for Each	Max. 10 Marks
c) Monitoring of the research projects such as RKVY and all other GoI/GoK funded projects	As leader -3 Mark for each project As Assoc. leader -1.5 Mark for each project	Max. 5 Marks
d) Guiding project works of 1 month and above	0.25 marks per completed project	Max.5 marks
e) i) Head/Farm Superintendent/in Research & Information Centers/Vaccine/Antigen production units/Disease investigation section. ii) Working in the Research & Information Centers as scientist/Teacher	8 Marks / year 6 Marks / year	Max. 30 Marks
f) Internal Revenue Generation (Applicable only for LRIC/FRIC/RRDL; to be certified by Director of Research)	<ul style="list-style-type: none"> • 1-2 lakhs/Year – 1 Mark • 2-5 lakhs/Year – 2 Marks • 5-10 lakhs/Year – 3 Marks • > 10 lakhs/Year – 4 Marks 	Max. 10 Marks
3. Extension (Max. Marks: 30)		
a).Transfer of technologies (farm trials/ field days/krishi melas/demonstrations /exhibitions/discussion meeting /on-farm testing/on campus consultancy conducted)	8 marks for each activity organized and 4 marks for participation	Max. 30 Marks
b) Training Programme organized up to one week duration	i. As Coordinator – 2 Mark each ii. As Assoc. Coordinator - 1 Mark each	Max. 10 Marks
For more than one week duration	i. As Coordinator–3.0 Mark each ii. As Assistant/Assoc. Coordinator- 1.5 Mark each	
c) As resource person in the training Programme	0.25 Mark for each lecture delivered	Max. 10 Marks
d) official Diagnostic visit to farmers fields /on-family/units/radio/TV talk/experts service consulting/visitors extension	1 Marks for each	Max. 10 Marks

e) Feedback to research/contribution to package of practices	2 Marks for each	Max. 10 Marks
f) Clinics/Diagnostic services/Farm Work/Head of EEC/LFC (Other than teaching)	2 Marks/ semester 4 marks/annum	Max. 10 Marks

II. Published work during the Assessment Period:

Max. Marks: 20

a) For each full-length article published in NAAS rated journal >5 NAAS rating 5 marks >4 to 5 NAAS rating 4 marks >3 to 4 NAAS rating 3 marks (Incl. FJVS) >2 to 3 NAAS rating 2 marks >1to 2 NAAS rating 1 marks	Marks as per NAAS rating	Max. 20 marks
For each full-length article published in peer reviewed journal other than NAAS rated journals	0.5 Mark/paper	
b) for each book published / edited (Minimum 64 pages) (with ISBN)		
i. Recognized publishers	4 Marks	Max. 5 Marks
ii. Chapters in standard books	2 Marks	
iii. Published Individually	1 Mark	
iv. Research / Extension bulletin	1 Marks	
c) For each research note /communication in a journal / Presentation or abstract in symposium seminar / workshop / training manual /popular article / leaflet proceedings of the workshop	0.5 marks for each	Max.5 Marks

Note: Any publications having 3 authors, each author will get equal marks and such of the publications which have more than 3 authors; fourth author onwards will get half of the assigned mark. The NAAS Rating for FJVS is taken as >3 to 4.

III. Awards/Peer Recognition (During the assessment period)

Max Marks: 8

a) Awards from recognized International organizations like FAO, OIE/WoAH, WHO, IDF etc	3 marks for each
b) National awards by Govt. Institutions	2 marks for each
c) Recognized State awards / University awards	1.5 marks for each
d) Professional society award	1 marks for each
e) Other awards by registered organization	0.5 marks for each,
f) Peer Recognition (Special assignments (International organizations, overseas and special national assignments / consultancies)	1 mark for each

IV. Corporate Responsibilities / other activities:

Max. Marks: 15

1	Corporate activities performed as <ul style="list-style-type: none"> • External Examination Coordinator/Asst/ Associate Coordinator • HOD/Head of section • Warden/Chief warden / Training Hostel Manager • Student Advisor • READY/Internship-Coordinator/ Associate Internship Coordinator / Assistant Internship Coordinator • Participation in READY camp • Tour Leader and Co-tour leader (State/All India)/ Tournament Organized • NSS Programme Officer – NSS Coordinator/ NCC Officer • Director / Coordinator, SC-ST Cell/ Minority Cell • Technical Assistant/Farm Management/ Programme Officer 	2 Marks for each activity/year
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	<ul style="list-style-type: none"> of Community Radio Station • Chief Editor/Editor • Dy.R/AR/DC/AC/ AAO / Dy. Librarian/ Asst. Librarian / E-attestation officer – SSP, etc. • Member of BOS and Academic Council of KVAFSU and other Universities • Scrutinizer UG/PG grades • Students Counselor • Leader for exposure visit of Farmers/ Liaison Officer for BOR-M/VIP's tours assigned by the University. • Organizing SHGs/ Commodity Groups/Krishi Anodolans / Participation in Melas/ Exhibitions as State, National, International levels representation. • Head PPMC, Red cross, NISAGNET, ICAR Nodal Officer • Maintenance of Refrigeration plant, Maintenance of boats, Dairy Plant Superintendent. • Team Manager and Co- Team Manager to Sports/ Cultural Activities/ Tour leader and Co-leader/ team leader for cultural and sports activities • Tender Scrutiny work 	
2	<ul style="list-style-type: none"> • Member/ Co-Chairman/Chairman in different committees of KVAFSU Activities • Stock verifying Officer. • Worked as Rapporteur / Co-Chairman in the National/ International Conferences, Seminars, Workshop/ Symposium etc., • Chairman co-chairman of different committees of National-International-activates like seminar, symposia, workshop, conference, convocation etc. • Other works assigned by the University/college as Chairman/ Members of the Committee 	<p>0.5 marks for each activity/year</p> <p>Max. of 5.0 marks</p>

V. Outstations Service:

Max. Marks: 5

- a) 'A/B' Class City : Nil
- b) 'C' Class City : 1.0 Marks/Year of Service
- c) Other places : 2.0 Marks/Year of Service

VI. Annual Evaluation Reports (preceding Three years)

Max. Marks: 12

a) Very Good A	3 Marks
b) Good B	2Marks
c) Average C	1 Marks
d) Below average D	0.5 Mark

VII. Performance in Interview:

Max. Marks 10

Summary of marks particulars of the Assessment

Sl.No.	Particulars of Accomplishment	Max. Marks Allotted	Marks obtained	Remarks
I	Specific achievement in teaching /research /extension work during the Assessment period	30.0		
II	Published work during the Assessment Period:	20.0		
III	Awards/Peer recognition (During the assessment period):	08.0		
IV	Corporate Responsibilities /other activities:	15.0		
V	Outstations Service	05.0		
VI	Annual Evaluation Reports (preceding four years)	12.0		
VII	Performance in Interview	10.00		
	TOTAL	100.0		

***Teachers working in newly established colleges with effect from 11.08.2018 shall be awarded max. 15 marks (5 marks per year) over and above the obtained marks.**

(05 marks per year during first three years from the date of posting to newly established institutes and one must complete minimum of two years of continuous service to avail this benefit)

Minimum marks to be obtained for promotion: 75

Appendix IV

Promotion from Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

A. Eligibility

As Associate Professor (Academic Level 13A), possessing Ph.D. degree in the relevant/allied subject, who has completed **three years** of service as Associate Professor (Academic Level 13A/AGP-Rs.9000) and satisfies the following conditions.

- i. Published a **minimum of ten publications** in the **peer-reviewed journals** or ICAR/UGC-listed journals, out of which **three research papers** should have been published during the assessment period.
- ii. Evidence of having Guided as Chairman / Member at least one Ph.D candidate/Master's degree candidate/three research or review article within first three authors other than publication required during assessment period.

B. CAS Promotion criteria

- i. A teacher shall be promoted; if he/she gets a "Satisfactory" or "Good" grade in the annual performance assessment reports of at least two of the last three years of the assessment period
- ii. The promotion is **recommended by the Selection Committee.**

C. Score card

(Note: Performance/contributions during the assessment period only need to be assessed)

I. Specific achievement in teaching /research/extension work during the assessment period: Max. Marks: 30

1. Teaching (Max. Marks: 30)		
a) i) UG/PG/Diploma Course offered	8.0Marks /course for Annual system 4.0Marks /course for semester system-Independent 2.0 Marks/course for semester system-More than one teacher	Max.30 Marks
ii) Experiential Learning Course, HOT/READY/Industrial training/Entrepreneurship	Independent: 2.0 marks/course Assisted:1.0Marks/course)	
b) Guidance to PG students as Chairman of the Advisory Committee i) Completed Master's. Student	2 Mark for each Master's student 4 Mark for each Ph.D. Student	Max. 10 Marks
ii) Completed Ph.D. Student		
c) As member of the advisory committee of Masters & Ph.D. degree students	1.0 Marks for each Completed student	Max. 10 Marks
d) Teaching aids developed (manuals/ laboratory	2 Marks for each (Individual)	Max. 6

manuals, RAWE manuals/Internship/Industrial training manuals).	1 mark for co-authored	Marks
2. Research (Max. Marks: 30)		
a) Externally funded projects – for each project total outlay		
i) 2.00 to 5.00 lakh	As PI - 2 Marks /project As Co-PI- 1 Marks/project	Max. 30 Marks
ii) 5.00 to 10.00 lakh	As PI - 3.0 Marks/ project As Co-PI –2.0 Marks/ project	
iii) 10.00 to 20 lakhs	As PI - 4 Marks/Project As Co-PI – 2 Mark/ Project	
iv) Above 20.00 lakhs	As PI - 5 Marks/ Project As Co-PI – 3 Marks/year	
b) Patents / varieties / prototypes / technologies developed / breeder quality seeds production	As PI - 4 Marks for each As Co-PI-2 Marks for Each	Max. 10 Marks
c) Monitoring of the research projects such as RKVY and all other GoI/GoK funded projects	As leader -3 Mark for each project As Assoc. leader -1.5 Mark for each project	Max. 5 Marks
d) Guiding project works of 1 month and above	0.25 marks per completed project	Max.5 marks
e) i)Head/Farm Superintendent/in Research & Information Centers/Vaccine/Antigen production units/Disease investigation section.	8 Marks / year	Max. 30 Marks
ii) Working in the Research & Information Centers as scientist/Teacher	6 Marks / year	
f) Internal Revenue Generation (Applicable only for LRIC/FRIC/RRDL; to be certified by Director of Research)	<ul style="list-style-type: none"> • 1-2 lakhs/Year – 1 Mark • 2-5 lakhs/Year – 2 Marks • 5-10 lakhs/Year – 3 Marks • > 10 lakhs/Year – 4 Marks 	Max. 10 Marks
3. Extension (Max. Marks: 30)		
a).Transfer of technologies (farm trials/ field days/krishi melas/demonstrations /exhibitions/discussion meeting /on-farm testing/on campus consultancy conducted)	8 marks for each activity organized and 4 marks for participation	Max. 30 Marks
b) Training Programme organized up to one week duration	i. As Coordinator – 2Mark each ii. As Assoc. Coordinator - 1 Mark each	Max. 10 Marks
For more than one week duration	i. As Coordinator–3.0 Mark each ii. As Assistant/Assoc. Coordinator- 1.5 Mark each	
c) As resource person in the training Programme	0.25 Mark for each lecture delivered	Max. 10 Marks
d) official Diagnostic visit to farmers fields /on-family/units/radio/TV talk/experts service	1 Marks for each	Max. 10 Marks

consulting/visitors extension		
e) Feedback to research/contribution to package of practices	2 Marks for each	Max. 10 Marks
f) Clinics/Diagnostic services/Farm Work/Head of EEC/LFC (Other than teaching)	2 Marks/ semester 4 marks/annum	Max. 10 Marks

II. Published work during the Assessment Period:

Max. Marks: 20

a) For each full length article published in NAAS rated journal >5 NAAS rating 5 marks >4 to 5 NAAS rating 4 marks >3 to 4 NAAS rating 3 marks (Incl. FJVS) >2 to 3 NAAS rating 2 marks >1to 2 NAAS rating 1 marks	Marks as per NAAS rating	Max. 20 marks
For each full-length article published in peer reviewed journal other than NAAS rated journals	0.5 Mark/paper	
b) for each book published / edited (Minimum 64 pages) (with ISBN)		
i. Recognized publishers	4 Marks	Max. 5 Marks
ii. Chapters in standard books	2 Marks	
iii. Published Individually	1 Mark	
iv. Research / Extension bulletin	1 Marks	
c) For each research note /communication in a journal / Presentation or abstract in symposium seminar / workshop / training manual /popular article / leaflet proceedings of the workshop	0.5 marks for each	Max.5 Marks

Note: Any publications having 3 authors, each author will get equal marks and such of the publications which have more than 3 authors; fourth author onwards will get half of the assigned mark. The NAAS Rating for FJVS is taken as >3 to 4.

III. Awards/Peer Recognition (During the assessment period)

Max. Marks: 8

a) Awards from recognized International organizations like FAO, OIE/WoAH, WHO, IDF etc	3 marks for each
b) National awards by Govt. Institutions	2 marks for each
c) Recognized State awards / University awards	1.5 marks for each
d) Professional society award	1 marks for each
e) Other awards by registered organization	0.5 marks for each,
f) Peer Recognition (Special assignments (International organizations, overseas and special national assignments / consultancies)	1 mark for each

IV. Corporate Responsibilities / other activities:

Max. Marks: 15

1	Corporate activities performed as <ul style="list-style-type: none"> • External Examination Coordinator/Asst/ Associate Coordinator • HOD/Head of section • Warden/Chief warden / Training Hostel Manager • Student Advisor • READY/Internship-Coordinator/ Associate Internship Co-ordinator / Assistant Internship Co-ordinator • Participation in READY camp • Tour Leader and Co-tour leader (State/All India)/ Tournament Organized • NSS Programme Officer – NSS Coordinator/ NCC Officer • Director / Co-ordinator, SC-ST Cell/ Minority Cell 	2 Marks for each activity/year
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	<ul style="list-style-type: none"> • Technical Assistant/Farm Management/ Programme Officer of Community Radio Station • Chief Editor/Editor • Dy.R/AR/DC/AC/ AAO / Dy. Librarian/ Asst. Librarian / E-attestation officer – SSP, etc. • Member of BOS and Academic Council of KVAFSU and other Universities • Scrutinizer UG/PG grades • Students Counselor • Leader for exposure visit of Farmers/ Liaison Officer for BOR-M/VIP's tours assigned by the University • Organizing SHGs/ Commodity Groups/KrishiAnodolans/ Participation in Melas/ Exhibitions as State, National, International levels representation. • Head PPMC, Red cross, NISAGNET, ICAR Nodal Officer • Maintenance of Refrigeration plant , Maintenance of boats, Dairy Plant Superintendent. • Team Manager and Co- Team Manager to Sports/ Cultural Activities/ Tour leader and Co-leader/ team leader for cultural and sports activities • Tender Scrutiny work 	
2	<ul style="list-style-type: none"> • Member/ Co-Chairman/Chairman in different committees of KVAFSU Activities • Stock verifying Officer • Worked as Rapporteur / Co-Chairman in the National/ International Conferences, Seminars, Workshop/ Symposium etc., • Chairman co–chairman of different committees of National-International–activates like seminar, symposia, workshop, conference, convocation etc. • Other works assigned by the University/college as Chairman/ Members of the Committee 	0.5 marks for each activity/year Max. of 5.0 marks

V. Outstations Service:

Max. Marks: 5

- a) 'A/B' Class City : Nil
- b) 'C' Class City : 1.0 Marks/Year of Service
- c) Other places : 2.0 Marks/Year of Service

VI. Annual Evaluation Reports (preceding Three years)

Max. Marks: 12

a) Very Good A	4Marks
b) Good B	3 Marks
c) Average C	2 Marks
d) Below average D	1 Mark

VII. Performance in Interview:

Max. Marks 10

Summary of marks particulars of the Assessment

Sl.No.	Particulars of Accomplishment	Max. Marks Allotted	Marks obtained	Remarks
I	Specific achievement in teaching /research /extension work during the Assessment period	30.0		
II	Published work during the Assessment Period:	20.0		
III	Awards/Peer recognition (During the assessment period):	08.0		
IV	Corporate Responsibilities /other activities:	15.0		
V	Outstations Service	05.0		
VI	Annual Evaluation Reports (preceding four years)	12.0		
VII	Performance in Interview	10.00		
	TOTAL	100.0		

***Teachers working in newly established colleges with effect from 11.08.2018 shall be awarded max. 15 marks (5 marks per year) over and above the obtained marks.**

(05 marks per year during first three years from the date of posting to newly established institutes and one must complete minimum of two years of continuous service to avail this benefit)

Minimum marks to be obtained for promotion: 75

Appendix V

Promotions of Teachers under Career Advancement Scheme-2016 from Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A. Eligibility

As Professor (Academic Level 14), who has completed **ten years** of service as Professor (Academic Level 14/AGP-Rs10000), in active service at the time of assessment and satisfies the following conditions.

- i. Published a **minimum of ten publications** in the **peer-reviewed journals** or ICAR/UGC-listed journals during the assessment period.
- ii. PhD/master's degree has been successfully awarded to two candidates under his/her supervision during the assessment period.
- iii. The candidate must be in active service at the time of assessment.

B. CAS Promotion Criteria

- i. A teacher shall be promoted, based on academic achievement, favorable review from three eminent subject-experts, not lower than the rank of Senior Professor or a Professor having at least 10 years of experience.
- ii. The selection shall be based on 10 best publications during the assessment period and **interaction with a Selection Committee.**