

PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY

CAREER ADVANCEMENT SCHEME – 2006 / 2016

PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

Assistant Professor to Assistant Professor Sr. Scale (Academic Level 10 to Academic Level 11) / Assistant Professor Sr. Scale to Assistant Professor Sel. Grade (Academic 11 to Academic Level 12) as per PJTAU Teachers (CAS) Regulations – 2021 or Sage 1 - 2 / Stage 2 – 3 as per PJTAU Teachers (CAS) Regulations - 2011)

Indicate whether Assessment to be made under PJTAU Teachers (CAS) Regulations – 2011 or PJTAU Teachers (CAS) Regulations – 2021: _____

PART-I

**SELF APPRAISAL REPORT OF THE PERSON UNDER REVIEW
(TO BE FILLED IN BY THE CANDIDATE)**

GENERAL INFORMATION

1. Name (in Block Letters) :
2. Designation :
3. Discipline / Department :
4. Place of work :
5. Date of Birth :
6. Address for correspondence :
7. Academic qualifications :

Degree/ Diploma	Discipline / Department	College/ University	Month/ Year of passing	Class obtained	Fellowships/ Awards
1	2	3	4	5	6
P.G.					
Ph.D.					
P.D.F.*					

* If anybody obtained PDF from any recognized institution / organization / advanced University shall attach certificate from the concerned institution.

8. Date of obtaining Ph. D Day Month Year
9. Date of joining duty in the University :
10. Date of appointment /placement in the present post :
11. Employment record in the University:

Place of work with full address	Designation / Post held	Scale of Pay	Period		Nature of duties
			From	To	
1	2	3	4	5	6

12. (a) Indicate the stage to which eligible :
- (b) Date of eligibility :
13. Period of deputation from the University :
- (a) For service in other organizations

Organization International/ National/ State	Govt. or Not	Post held/ Designation	Period		Nature of duties	Remarks & Orders of competent authority
			From	To		
1	2	3	4	5	6	7

- (b) For higher studies (Ph. D/PDF)

Institution	Deputed by the University or self study	Period		Degree Awarded	Year	Subject and Field of Specialization
		From	To			
1	2	3	4	5	6	7

14. Particulars of leave availed which is counted

	From	To	Total Period
For grant of annual increment (Earned leave etc.) &HPL if any			
(a) Not counted for annual increment (EOL without pay & allowances) /Dies – non etc			
(b) Any other leave			

15. Whether eligible for relaxation of length of service due to study leave (Quoted Authority)

Yes / No

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

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

Certified that the information provided by me is factual and correct to the best of my knowledge and belief.

Signature of the Applicant

Certified that the information was verified with office records

Signature of the Head of the Office

Verified and Approved

Chairman (IQAC)

PART-II

CAREER ADVANCEMENTSCHEME– 2006 / 2016

APPLICATION FORM

(The information to be verified and certified by the competent authority)

A. Teaching, Research and Extension

I. Teaching

[i]. UG/PG /Diploma Courses Offered (List only courses offered as a Full Course In-charge during Assessment Period)

Assessment year	Course No	Credit Hours	Full in-charge	Semester and Year	No. of Batches	Proof Pg.No.

Note: Offering the same course for more than 3 academic years continuously is not desirable for assessment.

[ii]. Guidance to PG students

(Thesis completed, submitted & approved only)

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

II. Research Projects

[i]. Externally funded projects (Peer reviewed on Competitive mode only)

Assessment year	Project code/Title	Funding agency	Lead/ Associate	Year of Sanction	National / International	Proof Pg. No.

Note: If the same project is continued for more than one year, it will be considered as one project till it is completed

[ii]. Externally funded projects assigned by University (Collaborative and network projects only) / Experiments conducted as per the approved technical programme of the University)

Assessment year	Project code/Title	Funding agency	Lead/ Associate	Year of Sanction	National / International	Proof Pg. No.

III. Research / Scientific Publications [NAAS Rating of year of publication will be considered]

[a].Research / Scientific publications as first author with 6.0 and above NAAS Rating

S.No	Name of the author	Title of the Research Article	Year	Name of the Journal	Volume, Page No.	NAAS rating	Proof Pg. No

[b].Research / Scientific Publications as Co-author with 5.0 and above NAAS Rating

S.No	Name of the author(s)	Title of the Research Article	Year	Name of the Journal	Volume, Page No.	NAAS rating	Proof Pg. No

Note: No article shall be repeated in both

IV. Extension / Outreach Programmes

[i]. Technology Assessment and Refinement (OFT) as per approved Technical programme / FLDs/ Minikits / Extension Impact & evaluation study/ Field Diagnostic Visits of KVKs / DAATTCs

Assessment year	Activity	Name of the farmer	Village	Season / Year	Proof Pg. No.

[ii]. Training programmes / Capacity building programmes (Offline / Online) / Webinars / Seminars / Symposia / Conferences / Workshops) organized

Assessment year	Title of the programme	Off / On campus	Venue	Duration	Year	Proof Pg. No

[iii]. Revenue generation with direct receipt to the University (Seed Production/ Paid up trials / Consultancy / Sample Analysis/ Any other activity)

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

[iv]. Radio / TV programmes (Permitted by concerned authority)

Assessment year	Name of the programme	Topic/ Theme	Date of broadcast/ Telecast	Agency/ Channel/ Venue	Year	Proof Pg.No.

[v]. Publication and Knowledge material / e-Resources

Assessment year	Name of Knowledge material / publication	Yearly/Half yearly / Quarterly / Monthly	Title of content	Publisher/ Producer	Publication No/Volume No	Year	Proof Pg.No

Vyavasaya Panchangam, Vyavaasayam, Preparation of Convocation Reports / PJTAU News letter/ Folders /Bulletins/Booklets /Leaflets, Popular articles, DVD, Success story, Production of Radio /TV programs / Video Footage /Clippings, Recording of Radio talk, T.V Phone in live programmes, Story board preparation for DVD/Short films, Jingles, You tube, Blog / Website, Books with ISBN Number, book chapter in edited book with ISBN Number / Abstracts / Conference papers.

B. Administration and Related Activities

1. Administrative Responsibilities / Support to Administration

[i]. Designated Heads of the departments / Head of the Research station / Programme Coordinators of KVKs / Coordinators of DAATTCs / Heads of the schemes / Addl. Controller of Examinations / Principal / Vice-Principal of Polytechnics / DDOs

Assessment Year	Name of the Post Held	Duration		Proof Pg.No.
		From	To	

[ii]. Institutional development

(Strengthening of infrastructure; creation of new facilities, farm development etc.,)

Assessment Year	Activity	Net Income generated / Expenditure met (Rs.)	Source of funding	Proof Pg.No.

[iii]. Confidential duties (Scrutiny of applications) / Publication committee

Assessment Year	Name of the Activity	University Approval / HOD Approval	Proof Pg. No.

2. Co-curricular activities & Significant Achievements

[a]. Co-curricular Activities

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

NSS / NCC / OIAM / PG (Academic i/c) / Farm i/c / Warden / OISA / Placement Officer / SC - ST Cell i/c / JRF Cell / Women Protection Cell / Coordinator of Chenukaburulu Radio programme / Village adoption programme / Zonal Seed I/c, Conduct of SFT examinations at University level/Issue of GPA Reports / ODCs, Vehicle i/c / Building i/c / Technical Officer / Additional Warden / Additional academic in-charge / Assistant Placement Officer / Addl. Farm i/c, Thesis evaluation, External Examiner for Viva-voce of PG/Ph.D. students, Chairman / Member in Editorial Board (Public organizations / Societies), Selection committees, Scientific societies, Kisan Melas / Exhibitions organized by KVKs / DAATTCs, Mega Kisan Melas (ATIC), AELP / RAWEP In-Charges, Team Leaders for Educational Tours

Assessment Year	Name of the Activity	University Approval / HOD Approval	Proof Pg. No.

[b]. Significant Achievements

1. Awards / honours / recognitions

[i]. International

(From CGIAR, FAO, UN and Fellowship of ASA, CSSA, SSSA, ASABE, ISHS, Phytopathology)

[ii]. National

(From GOI, ICAR, DBT, DST, Fellowship & Awards of Registered Professional Scientific Academies & Societies viz., NAAS, NAS, ISA, SCS, ISOR, SEE, ISAE, FAI and CSIR)

[iii]. State / District level

(From SAUs, State Government Best Teacher Award, Fellowship & award of TAS)

(Only awards presented by Govt. organizations / Institutions are considered)

Assessment Year	Name of the Award	International / National / State / District	Year	Organization	Proof Pg. No.

2. Development and release of new varieties / patents / GI etc., (Only released and notified varieties and granted patents will be considered) / Technologies developed

S. No.	Variety Released / Granted patents / GI / Technology Developed	Year	Proof Pg. No.

3. h-index (As on date of submission of application)

Assessment Year	h-index	Proof Pg. No.

4. Assessment Grading by Reporting Officer and confirmed by Reviewing Officer

Assessment year	Overall Grading	Proof Pg. No

Note: The grading awarded by Reporting Officer with proper justification shall be reviewed by reviewing authority, the decision of reviewing authority is final)

MINIMUM API SCORE FOR PROMOTION TO DIFFERENT ACADEMIC LEVELS

Sl. No.	Minimum API Marks/ Score	From Academic Level 10-11 with rationalized entry pay of Rs.68,900/-)	From Academic Level 11-12 with rationalized entry pay of Rs.79,800/-)
1.	Over All Score: (Teaching, Research, Extension, Administration & Related Activities)	100	100
2.	Minimum percentage required as per UGC CAS Regulations 2010 / PJTAU (CAS) – 2011 Regulations	50%	50%
3.	Minimum percentage required as per UGC CAS Regulations 2018 / PJTAU (CAS) – 2021 Regulations	60%	65%

Assessment Criteria and Methodology

1. The performance of the candidate should be consistently satisfactory as obtained in the annual appraisal (confidential) reports.
2. The process of promotions should involve inviting the biodata with duly filled comprehensive application based template and reprints of requisite number of publications of candidate wherever necessary. All supporting documents shall be verified and certified by the Head / Reporting Officer.
3. CAS promotions from a lower stage to higher stage of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” based on the comprehensive evaluation of individual achievements / competency levels during the assessment period.
4. The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professor from Academic Level 10 to 11 of Rs.68,900-2,05,500 and from Academic level 11 to 12 of Rs.79,800-2,11,500 shall consist of
 - a) The Vice-Chancellor as the Chairman
 - b) One of the Directors/Deans-Member
 - c) The concerned University Head of the Department*– Member
 - d) One expert in the concerned subject nominated by the Vice-Chancellor

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

* In the absence of University Head of the Department, any other Professors or persons of the department nominated by the Vice Chancellor.

5. CAS promotion being a personal promotion to the incumbent teachers holding a substantive sanctioned post he/she has to take the work load of the post. On superannuation of the individuals incumbent, the said post shall revert back to its original cadre.
6. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
7. The overall promotion procedure shall be based on transparent, objective and credible methodology of analysis of the merit and credentials of the applicants keeping performance indicators as specified in the CAS guidelines as key approach for the assessment and his / her achievements / individual competency levels during the assessment period.
8. A teacher shall have earned annual increments regularly during the assessment period for CAS promotion.
9. The candidates who do not succeed in the first assessment, he/she shall have to be reassessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
10. Candidates who become eligible first time but do not apply in the event of overseas leave / deputation in foreign organizations / medical leave and any other such circumstances, when he / she applied in subsequent CAS for promotion, their date of eligibility shall be from the actual date of eligibility.
11. Teachers who desired to be considered for respective grade promotion shall submit to the Registrar the filled in application form prescribed for the purpose. ***The teacher shall present their justification based on their work carried out during the assessment period for consideration to the next promotion level along with supporting documents to the selection committee***
12. The composition of the Selection Committee for promotion from Academic Level 12 to 13A of Rs.1,31,400 - Rs. 2, 17,100 and from Academic Level of 13A to 14 of Rs. 1,44,200- Rs. 2,18,200, Academic level 14 to 15 Rs. 1,82,200-Rs. 2,24,100 shall be similar to that for direct recruitments.
13. The Screening cum Evaluation Committee on verification / evaluation of performance indicators secured by the candidates through comprehensive assessment system (Academic Level 11 and Academic Level 12) and the recommendations of the selection committee (Academic Level 13A, 14 and 15) shall recommend to the Board of Management about the suitability for the promotion of the candidate(s) under CAS for consideration and approval.
14. Previous regular service if any before entering the University will be considered if he / she served in academic / research institutions of public sector and drawn UGC pay scales, such services will be considered only if he / she applied through proper channel for the said post.