

PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY

CAREER ADVANCEMENT SCHEME – 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 Level 11 to Academic Level 12) as per PJTAU Teachers (CAS) Regulations – 2011 / 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

(EOLwithout 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 ADVANCEMENT SCHEME– 2016

APPLICATION FORM

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

A. Teaching, Research and Extension

Max. marks: 62.0

I. Teaching

Max. marks: 40.0

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

Max. marks: 32.0

Assessment year	Course No	Credit Hours	Fullin-charge	Semester and Year	No. of Batches	Marks obtained	Proof Pg.No.

UG / Diploma courses: Sole / Full-in-Charge: 3.0 marks / credit hour / semester

PG / Ph.D. Courses: Sole / Full-in-Charge: 1.5 marks / credit hour / semester

Multidiscipline courses with multiple Course-In-charges: 1.0 mark / credit hour / semester

(BICM 101, AGRO 202, EVST 301, AEXT 391, AGBM 101, ELEC 230 (V Deans):

AGRO 102, AGRO 202, AECO 242 and AECO 341 (VI Deans).

- [ii]. Guidance to PG students

Max. marks: 8.0

(Thesis completed, submitted & approved only)

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

M.Sc.: 3.0 marks / student as Chairman; 1.5 marks / student as member

Ph.D.: 5.0 marks / student as Chairman; 2.5 marks / student as member

II. Research / Projects

Max. marks: 40.0

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

Max. marks: 10.0

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

Principal Investigator and Co-Principal Investigator: 2.0 marks for each 5.0 lakh rupees

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 the University (Collaborative and network projects only) / Experiments conducted as per the approved technical programme of the University)

Max. marks: 15.0

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

Principal Investigator and Co-Principal Investigator: 3.0 marks for each 10.0 lakh rupees

Experiments conducted as per approved technical programme of the University

Lead scientist: 2.5 marks / experiment

[iii]. Development and release of new crop varieties / hybrids / patents / GI etc.,/ Max. marks: 15.0

Technologies developed

(Only released and notified varieties, granted patents / GI etc., will be considered)

Assessment year	Crop	Variety / Technology / IP	Lead/ Associate	Marks obtained	Proof Pg. No.

Lead Scientist: 3.0 marks / activity / year; Associated Scientist: 2.0 marks / activity / year

III. Research / Scientific Publications

Max. marks: 22.0

[NAAS Rating of year of publication will be considered]

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

Max. marks: 12.0

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

First author - NAAS Rating (> 8.0 – 5.0 marks / article; 6.0 – 8.0 – 3.0 marks / article)

Second author - NAAS Rating (> 8.0 – 2.5 marks / article; 6.0 – 8.0 – 1.5 marks / article)

[b].Research / Scientific Publications as first / second author with 4.0 – 5.99 NAAS Rating

Max. marks: 5.0

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

NAAS Rating: 4.0 – 5.99 – First author - 2.0 marks / article; Second author – 1.0 mark/article

Note: No article shall be repeated in both

[c]. Research / Scientific Publications as Co-author

Max. marks: 5.0

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

Co-authors: NAAS Rating (4.0 – 5.99 – 0.5 marks / article; > 6.0 – 0.75 marks / article)

IV. Extension / Outreach Programmes

Max. marks: 40.0

[i]. Technology Assessment and Refinement (OFT) as per approved Technical programme / FLDs/ Minikits /Training of trainers / Extension Impact& evaluationstudy/ Field Diagnostic Visits of KVKs / TRVKs

Max. marks: 10.0

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

2.5 marks / activity; Training of trainers: > 2.0 weeks: 2.0 marks / training; 1 – 2 weeks: 1.0 mark / Training

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

Max. marks: 8.0

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

> 2 Weeks - 2.0 marks / programme; 1 – 2 Weeks: 1.0 mark / programme; 4 – 7 days: 0.75 marks / programme; Up to 3 days: 0.5 marks / programme

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

Max. marks: 5.0

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

2.0 marks / Rs. 50,000/- generated (Marks to be claimed with direct receipts as documentary evidence)

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

Max. marks: 4.0

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

Radio talk / TV programme: 1.0 mark / programme

[v]. Involvement in RAWEP / AELP / Student Clubs

Max. marks: 3.0

Assessment year	Name of the Activity	Role in RAWEP / AELP / Students club	Semester / Year	Marks Obtained	Proof Pg.No.

RAWEP In-Charge from TRVK / KVK: 3.0 marks / activity / Sem; AD Representative: 1.5 marks / Activity / Sem. AELP Director / PAMP In-charge: 3.0 marks / activity / Sem.; Student Clubs: Chairman / Convener: 1.0 mark / year; Member: 0.5 marks / year

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

Max. marks: 10.0

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

Vyavasaya Panchangam: 3.0 marks / issue, Vyavaasayam: 2.0 marks / issue (**Max. marks: 5.0 marks / year**); PJTAU Journal: (3.0 marks / year); Preparation of Convocation Reports / PJTAU News letter : 2.0 marks / activity; Folders / Bulletin/Booklet/Leaflet: 0.5 marks / activity (**Max. marks: 3.0 marks / year**); Popular articles: 0.5 marks / article (**Max. marks: 3.0 marks / year**), DVD: 1.5 marks, Success story: 1.5 marks, Production of Radio /TV programmes / Video Footage / Clippings: 0.5 marks (**Max. marks: 3.0 marks / year**); Recording of Radio talk: 1.0 mark, T.V Phone in live programmes: 1.5 marks, Story board preparation for DVD/Short films: 1.0 mark, Jingles: 0.5 marks, You tube: 0.5 marks, Blog/Website: 2.0 marks (**Max. marks: 3.0 marks / year**), Books with ISBN Number: Single / first author: 2.0 marks / book, Co-author: 1.0 mark /book; Book chapters in edited book with ISBN Number: First author: 1.0 mark / chapter, Second author: 0.5 marks / chapter; Abstracts / Conference papers: 0.5 marks (**Max. marks: 3.0 marks / year**)

B. Administration and Related Activities

Max. marks: 38.0

1. Administrative Responsibilities / Support to Administration

Max. marks: 10.0

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

Max. marks: 5.0

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

2.5 marks / activity / year

[ii]. Institutional development

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

Max. marks: 3.0

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

1.5 marks / activity / year

[iii]. Confidential duties (Scrutiny of applications for awards / CAS / Admissions) / Publication committee

Max. marks: 2.0

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

1.0 mark / activity / year

2.Co-curricular activities& Significant Achievements

Max. marks: 28.0

[a]. Co-curricular Activities

Max. marks: 15.0

1. Functionaries & other related activities

Max. marks: 10.0

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

NSS / NCC / OIAM / PG (Academic i/c) / Farm i/c / Warden / OISA (4.0 marks / activity / year); Placement Officer / SC - ST Cell i/c (2.5 marks / activity / year); JRF Cell / Women Protection Cell / Village Adoption Programme (Chairman: 2.0 marks / Year; Member: 1.0 mark / year) / Coordinator of Chenukaburlu Radio programme / Zonal Seed Production 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 i/c /Assistant Placement Officer / Addl. Farm i/c: (2.0 marks / year / activity); Kisan Melas / Exhibitions organized by KVKs / TRVKs, Mega Kisan Melas (ATIC), Team Leaders for Educational Tours /Youth Festivals / All India Sports & Games Meet: 2.0 marks / activity / year; Exposure visits: 0.5 marks / visit

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

2. Professional developmental activities / other institutional activities Max. marks: 5.0

Thesis evaluation, External Examiner for Viva-voce of PG/Ph.D. students (1.0 mark / activity / year); Chairman / Member in Editorial Board (Public organizations / Societies only), Selection committees (Chairman: 1.0 mark; Member: 0.5 marks); Fellow / member in Scientific Societies (Fellow: 1.0 mark; Member: 0.5 marks); Chairman /Member in various committees at University / Institution level viz., Monitoring teams, ZREAC / SLTP / REAC / Convocation / Accreditation / Inter-Collegiate Events, Annual Report Preparation, Physical Verification, Purchase Committee, Auction Committee, QRT teams and Faculty Board / Academic Council Meetings only (Chairman: 1.0 mark / activity / year; Member: 0.5 marks / activity / year)

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

[b]. Significant Achievements

Max. marks: 13.0

1. Awards / honours / recognitions

Max. marks: 6.0

[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	Marks obtained	Proof Pg. No.

International: 4.0 marks / award; National: 3.0 marks / award; State: 2.0 marks / award;

District: 1.0 mark / award

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

Max. marks: 4.0

Assessment Year	h-index	Marks obtained	Proof Pg. No.

3 – 4: 1.5 marks; 5 – 8: 3.0 marks; Above 8.0: 4.0 marks

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

Max. marks: 3.0

Assessment year	Overall Grading	Marks obtained	Proof Pg.No

Outstanding: 3.0 marks; Very good: 2.5 marks; Good: 2.0 marks

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 candidates who are eligible up to 31.12.2024 will be assessed as per PJTAU Teachers (CAS) Regulations 2011, unless the candidate specifically mention for evaluation under PJTAU Teachers (CAS) Regulations 2021. However, the candidates who are eligible w.e.f. 01.01.2025 to 30.06.2025 shall be assessed as per PJTAU Teachers (CAS) Regulations 2021 only.
2. The performance of the candidate should be consistently satisfactory as obtained in the annual appraisal (confidential) reports.
3. 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.
4. Evaluation of Research Publication shall be as per prescribed score card. Popular articles if any, published by the candidates shall be considered only in the concerned discipline/assigned work. Appropriate weightage for such publication shall be given as per score card.
5. CAS promotions from a lower stage or 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.

6. Applications for CAS promotions shall be invited twice in a year in the month of September for those who are eligible up to the end of June of that year , similarly in the month of March for the who are eligible up to the end of December of preceding year.
7. 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 or his/her Nominee shall be the Chairperson of the Committee
 - b) The Dean of the Faculty concerned
 - c) The Head/Chairperson of the Department
 - d) One subject expert in the subject concerned nominated by the Vice-Chancellor form the University panel of experts.

Note: The quorum for the committee meeting shall be three including the subject Expert/University Nominee.

8. 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 individual’s incumbent, the said post shall revert back to its original cadre.
9. 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.
10. The overall promotion procedure shall based on transparent, objective and credible methodologyof 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.
11. A teacher shall have earned annual increments regularlyduring the assessment period for CAS promotion.
12. 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
13. Candidates who become eligible first time but do not applyin 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.
14. Teachers who desired to be considered for respective grade promotion shall submit to the Registrar the filled in application form prescribed for the

purpose.

15. 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 shall recommend to the Board of Management about the suitability for the promotion of the candidate(s) under CAS for consideration and approval.
16. Counting of past service: 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 in equivalent cadre, such services will be considered only if he / she applied through proper channel for the said post.

SCORE CARD FOR CAREER ADVANCEMENT SCHEME (2006 / 2016)**Academic Level 10 – 11 and Academic Level 11 – 12**

Name of the Applicant:

Stage for which applied:

Date of eligibility:

Assessment Period:

Teaching/Research/Extension/ Administration		Max marks	I Yr	II Yr	III Yr	IV Yr	V Yr	VI Yr	Total
A. Teaching, Research & Extension		<u>62.0</u>							
I. Teaching									
[i].	UG / Diploma / PG courses Offered	32.0							
[ii].	Guidance to PG students (Thesis completed, submitted & approved only) – (Cumulative for Assessment Period)	8.0							
	Total	40.0							
II. Research / Projects									
[i].	Externally funded projects (Peer reviewed on competitive mode only) – (Cumulative for Assessment Period)	10.0							
[ii].	Externally funded projects assigned by University (Collaborative and Network projects only) / Experiments conducted as per approved technical programme (Cumulative for Assessment Period)	15.0							
[iii].	Development and release of new crop varieties / hybrids / patents / GI etc.,	15.0							
	Total	40.0							
III. Research / Scientific Publications									
[a].	Research publications as first / second author	12.0							
[b].	Research publications as first / second author	5.0							
[c].	Research publications as Co-author	5.0							
	Total	22.0							

IV.	Extension / Outreach Programmes								
[i].	Technology Assessment and Refinement (OFT) as per approved technical programme / FLDs / Minikits / Training of trainers / Extension impact & evaluation study / Field Diagnostic Visits of KVKs / TRVKs	10.0							
[ii].	Training programmes / Capacity building programmes (Offline / Online) / Webinars / Seminars / Symposia / Conferences / Workshops) organized	8.0							
[iii].	Revenue generation with direct receipt to the University (Seed Production / Paid up trails / Consultancy / Sample Analysis / Any other activity	5.0							
[iv].	Radio / TV programmes	4.0							
[v].	Involvement in RAWEP / AELP / PAMP / Student Clubs	3.0							
[vi].	Publication and Knowledge material / e-resources	10.0							
	Total	40.0							
B.	Administration and Related Activities	<u>38.0</u>							
1.	Administrative Responsibilities / Support to Administration								
[i].	Administration / Support to Administration	5.0							
[ii].	Institutional development (Strengthening of infrastructure, creation of new facilities, farm development)	3.0							
[iii].	Confidential duties (Scrutiny of applications for Awards, CAS, Admissions), Publication committee	2.0							
	Total	10.0							
2.	Co-curricular Activities & Significant Achievements								
[a].	Co-Curricular Activities								
1.	Functionaries /other related activities	10.0							
2.	Professional development activities /other institutional activities	5.0							
	Total	15.0							

[b].	Significant Achievements								
1.	Awards / honours / recognitions	6.0							
2.	h-index	4.0							
3.	Assessment Grading	3.0							
	Total	13.0							
A	Teaching / Research / Extension	62.0							
B	Administrative Responsibilities / Support to Administration	38.0							
	Grand Total	100.00							

Place:
Date:

Signature of the Candidate

ABSTRACT

S.No.	Component	Max. marks	Marks Secured / Year						Total Marks	Average Marks
			I	II	III	IV	V	VI		
A. Teaching, Research and Extension (Maximum limited to 62.0)										
I.	Teaching	40.0								
II.	Research / Projects	40.0								
III.	Research / Scientific Publications	22.0								
IV.	Extension / Outreach Programmes	40.0								
	Total (A)	62.0								
B. Administration and Related Activities (38.0)										
1.	Administrative Responsibilities / Support to Administration	10.0								
2.	Co-curricular activities & Significant Achievements	28.0								
	Total (B)	38.0								
	TOTAL	100.0								

Place:
Date:

Signature of the Candidate