

**PROFESSOR JAYASHANKAR TELANGANA AGRICULTURAL UNIVERSITY**

**CAREER ADVANCEMENT SCHEME – 2016**

**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

**Professor AL 14 to Professor AL 15 (Academic Level 14 – Academic Level 15) as  
per PJTAU Teachers (CAS) Regulations 2011 / 2021**

**PART-I**

**SELFAPPRAISAL 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.	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 ADVANCEMENT SCHEME– 2016

#### APPLICATION

(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 / Sole In-Charge during the Assessment period)

Max. marks: 28.0

Assessment year	Course No	Credit Hours	Full in-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 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: 12.0

(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 Co-Chairman/Member

#### II. Research Projects / Research and Scientific Publications

Max. marks: 40.0

##### 1). Projects

Max. marks: 25.0

- [i]. Externally funded research projects and projects (PI & Co-PI) Peer reviewed and competitive basis projects approved on individual capacity (Excluding AICRP)

Max. marks: 10.0

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

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

- [ii]. University nominated projects / any other projects assigned by University) & collaborative projects / Experiments conducted as per approved technical programme Max. marks: 15.0

Assessment year	Project code/Title	Funding agency	Lead/ Associate	Season / Year	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: Lead Scientist: 2.5 marks / experiment

## 2). Research outcomes

Max. marks: 15.0

- [i]. Development and release of new crop varieties / hybrids / patents / GI etc., (Only released and notified varieties and granted patents will be considered) / Technologies developed / Products – Software Package, Mobile Apps, DSS, New farm machinery, designs, Sensors, Algorithm, Statistical Methodology, Analytical model and other IT tool developed in-house as evident from use

Max. marks: 15.0

S.No.	Variety Released / Granted patent / GI / Product	Year	Marks obtained	Proof Pg.No.

Lead scientist: 3.0 marks; Associated Scientists: 2.0 marks

## III. Research / Scientific Publications

Max. marks: 22.0

### a) Papers published in NAAS rated journals other than PG / Ph.D. student research during the Assessment Period

Max. marks: 15.0

S.No.	Authors, Year & Title	Journal Name, Volume & Page no.	1 <sup>st</sup> Author (Yes/No)	NAAS Rating	Marks obtained	Proof Pg.No.

(NAAS Rating of year of publication shall be taken in to consideration)

NAAS Rating (> 8.0 – 5.0 marks / article; 6.0 – 8.0 – 3.0 marks / article; 4.0 – 5.99 – 2.0 marks / article);

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

### b) Papers from PG / Ph.D. student research work

Max. Marks: 5.0

S.No.	Authors, Year & Title	Journal Name, Volume & Page no.	Author	NAAS Rating	Marks obtained	Proof Pg.No.

For Second author: NAAS Rating (4.0 – 5.99 – 1 mark / article; > 6.0 – 1.5 marks / article)

For third and above authors: NAAS Rating (4.0 – 5.99 – 0.5 marks / article; > 6.0 – 0.75 marks / article)

Note: No article shall be repeated in both

**c) Other Publications**

(Categories –Books, Book Chapters in edited books with ISBN Number, Bulletins, Folders, Pamphlets, Leaflets & Popular articles, Conference papers / Abstracts)

Max. marks: 2.0

Publication category	Authors & Year	Title & No. of pages	Author	Publisher	ISBN or University No.	Marks obtained	Proof Pg. No.

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; 2<sup>nd</sup> author: 0.5 marks/chapter; Abstracts / Conference papers: 0.5 marks (**Max. 3.0 marks / year**); Pamphlet / Folder /Bulletins /Booklet/Leaflet: 0.5marks (**Max. 3.0 marks / year**); Popular articles: 0.5 marks each (**Max. 3.0 marks/year**)

**IV. Extension / Outreach Programmes**

Max. marks: 40.0

- [i]. Trainings / Capacity building programmes – Winter & Summer schools organized and any other capacity building programme with external funding submitted by individual to the different agencies / Conferences / Webinars / Seminars / Workshops / Symposia etc., (Both Online /Offline)

Max. marks: 8.0

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

2.0 marks / programme

- [ii]. Technology Assessment and Refinement (OFT) as per approved Technical programme / FLDs/ Minikits / Training of trainers / Extension Impact & evaluation study / Filed 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

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

Max. marks: 8.0

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.

1.0 mark / programme

[v]. 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. 5.0 marks / year**); PJTAU Journal: 3.0 marks; Preparation of Convocation Reports: 2.0 mark; DVD:1.5 marks ; Success story: 1.5 marks; Production of Radio /TV programs / Video Footage /Clippings: 0.5 marks (**Max. 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: 0.5marks ; You tube: 0.5 marks; Blog/Website: 2.0 marks (**Max. 3.0 marks/year**)

## B. Administration and Related Activities

Max. marks: 38.0

### 1. Administrative Responsibilities / Support to Administration

Max. marks: 16.0

[i]. Administration / Support to Administration

UOs/COE /Directors/Associate Deans/Associate Directors of Research / PAIO/ Electronic Wing Coordinator (10.0 marks / activity / year); 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 / i/c University Health Centre, University Computer Centre, TO to University Officers, Officer In-Charge (University SC-ST Cell), DDO, Addl COE – 5.0 M /activity / year; NCC/ Warden / OIAM / OISA / NSS PO, Academic In-Charge (PG), Placement Officer, Farm I/c, Transport I/c (3.0 marks / activity / year); Asst. Placement Officer, JRF Cell / Women Protection Cell / Village Adoption (Chairman: 2.0 marks / year; Member: 1.0 mark / year); Chenukaburlu Coordinator, SC-ST Cell I/c, Report compilation / Publication committee (Chairman: 2.0 marks / activity / year; Member: 1.0 mark / activity / year)

Max. marks: 10.0

Assessment year	Name of the Post Held / Nature of duty	Duration		Marks obtained	Proof Pg.No.
		From	To		

[ii]. Confidential duties

Max. marks: 6.0

Assessment year	Name of the Post Held / Nature of duty	Duration		Marks obtained	Proof Pg.No.
		From	To		

2.0 marks / activity / year

Scrutiny of applications for Awards, CAS, Admissions, Publication committee

(2.0 marks / activity /year)

## 2. Awards / Recognitions & Special Attainments

Max. marks: 22.0

### a) Awards

Max. marks: 6.0

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

#### 1) International (4.0 marks / award)

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

#### 2) National (2.0 marks/ award)

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

#### 3) State / District (State: 2.0 marks / award; District: 1.0 mark/award)

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

**(Only awards presented by Government organizations / institutions are considered)**

### b). Recognition & Special Attainments

Max. marks: 6.0

[i]. Chairman, Member Secretary & Member of International & National Scientific Committees, Task Force, Policy making bodies formed by GOI, ICAR, any public sector International & National Scientific Professional Bodies, Zonal Seed I/c, Member of Selection Committee, External examiner for PG / Ph.D. Viva-voc, Thesis evaluation, Kisan Melas / Exhibitions organized by KVKs / DAATTCs, Mega Kisan Melas (ATIC), AELP / RAWEP In-Charges, Team Leaders for Educational Tours, Conduct of SFT Examinations at University level, Issue of ODCs / GPA Reports 1.0 mark / activity / year ); Student clubs: (Chairman/Convener: 1.0 mark/year ; Member 0.5 marks/year – **Max. 4.0 marks / year**)

Assessment Year	Name of the Post held / Activity	Period		Marks obtained	Proof Pg. No.
		From	To		

[ii]. Chairman, Member Secretary and Member of State Level Committees formed by State Governments; Member of RAC, BOM & Academic Council of other SAUs & ICAR institutes; Chief Editor / Editor / Member of Editorial Board of NAAS Rated Journals; Visiting Scientist & Adjunct Faculty (more than 6 months) (1.0 mark / year / activity – **Max. 2.0 marks**)



Assessment Year	Name of the Post held / Activity	Period		Marks obtained	Proof Pg. No.
		From	To		

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

Max. marks: 4.0

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

3 – 5: 1.5 mark; 6 – 10: 2.5 marks; Above 10.0 – 4.0 marks

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

Max. marks: 2.0

Assessment year	Overall Grading	Marks obtained	Proof Pg.No

Outstanding: 2.0 marks; Very good: 1.5 marks; Good: 1.0 marks

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

5). Institutional development

Max. marks: 4.0

(Strengthening of infrastructure; Revenue generation; Farm development etc.,)

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

(1.0 mark / year / activity)

\* \* \*

#### MINIMUM API SCORE FOR PROMOTION TO DIFFERENT ACADEMIC LEVELS

Sl. No.	Minimum API Marks/ Score	From Academic Level 14-15 with rationalized entry pay of Rs.1,82,200/-)
1.	Over All Score	70
2.	Interview Marks	30
3.	Minimum percentage required as per UGC CAS Regulations 2010 / PJTAU (CAS) – 2011 Regulations	50%
4.	Minimum percentage required as per UGC CAS Regulations 2018 / PJTAU (CAS) – 2021 Regulations	75%

#### 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 to higher stage of Professor (AL-14) to Professor (AL-15) shall be recommended by the selection committee constituted in accordance with the CAS Regulations.
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 Selection Committee for CAS promotion of Professor (AL-14) to Professor (AL-15) shall consist of
  - a) The Vice-Chancellor shall be the Chairperson of the Committee
  - b) Dean (not below the rank of Senior Professor/Professor with 10 years' experience) of the faculty wherever applicable
  - c) Head (not below the rank of Senior Professor/Professor with 10 years' experience) or Senior most Professor (not below the rank of Senior Professor/Professor with 10 years' experience) of the Department
  - d) Three experts not below the rank of a Senior Professor/Professor with a minimum of 10 years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of the names approved by the relevant statutory body of the University.
  - e) An academician (not below the rank of Senior Professor/Professor with 10 years' experience) representing SC/ST/OBC/Minority/Women/Differently abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the members of the above selection committee does not belong to that category.
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 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 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.
11. A teacher shall have earned annual increments regularly during 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 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.
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. ***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***
15. The composition of the Selection Committee for promotion from Academic Level 14 to 15 of Rs. 1,82,200-Rs. 2,24,100 shall be similar to that for direct recruitments

16. The recommendations of the selection committee (Academic Level 15) shall recommend to the Board of Management about the suitability for the promotion of the candidate(s) under CAS for consideration and approval.
17. 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.



**Academic Level 14 -15**

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**Name of the Applicant:**

**Opted for: 2011 / 2021**

**Stage for which applied:**

**Date of eligibility:**

**Assessment Period:**[illegible]

[illegible]

[illegible]



	Committees etc.,												
	<b>Total</b>	<b>6.0</b>											
3).	h-index	<b>4.0</b>											
4).	Assessment Grading	<b>2.0</b>											
5).	Institutional development (Strengthening of infrastructure, creation of new facilities, farm development)	<b>4.0</b>											
	<b>Total</b>	<b>100.0</b>											

**Place:**

**Date:**

**Signature of the Candidate**

**ABSTRACT OF SCORE CARD ACADEMIC LEVEL 14 to 15**

*Name of the Applicant:*

*Designation:*

*Department:*

S.No.	Component	Max. marks	Marks Secured / Year										Total Marks	Average Marks
			I	II	III	IV	V	VI	VII	VIII	IX	X		
A. Teaching, Research and Extension (Maximum limited to 62.0)														
I.	Teaching	40.0												
II.	Research / Projects	40.0												
III.	Extension / Outreach Programmes	40.0												
	Limited to 40.0													
IV.	Research / Scientific Publications	22.0												
	Sub Total limited to 62.0	62.0												
B. Administration and Related Activities (Maximum limited to 38.0)														
1.	Administrative Responsibilities / Support to Administration	16.0												
2.	Awards / Recognitions & Special Attainments	22.0												
	Sub Total limited to 38.0	38.0												
	TOTAL	100.00												

**Place:**

**Date:**

**Signature of the Candidate**