

ANNEXURE-III

CAREER ADVANCEMENT SCHEME – 2006

Proposed Score Card for Assessment of ASSISTANT PROFESSORS in the Pay Band of `15600-39100

(i) to move from AGP `6000 to AGP ` 7000

(ii) to move from AGP ` 7000 to AGP ` 8000

I. Specific Achievements in Teaching/ Research/ Extension work during Assessment Period Max. Marks: 50

1. Teaching	
a)(i) UG / PG / Diploma / Certificate courses / Experiential Learning/ offered in his /her HQ	1.00 mark per contact hour
(ii) UG / PG / Diploma / Certificate courses / Experiential Learning courses offered outside in his /her HQ	1.50 mark per contact hour
(iii) HOT / Industrial Training	0.25 contact hour per credit hour
b) Guidance to PG students as Chairman of the Advisory Committee	
i) M.Sc. students	1.00 mark for each student
ii) Ph.D. students	1.50 marks for each student
c) As Member of the Advisory Committee of M.Sc. and Ph.D. degree students	0.50 mark for each student
d) Teaching aids developed (laboratory manuals, RHWE manuals, AV Aids, e- notes/ lecture notes developed etc.)	0.50 mark for each activity per year
e) Acting as External Examiner for UG/PG examinations (which includes paper setting, paper corrections, conducting viva-voce etc.)	0.50 marks for each activity per year

* Certificate issued by competent authority

2. Research	
a) i) Trials/Experiments/Studies conducted / Testing trials /testing implements successfully conducted ii) Nucleus / Vegetable/ Spice/ Flower seeds upto a quintal iii) Breeder seeds per ton iv) Foundation/Certified/TL Seeds/Bioagents produced per ton v) Planting material produced per 1000 vi) Processed products per 100 (kg/numbers)	2.00 marks per activity / year 2.00 marks 2.00 mark (Max. 10.00) 1.00 mark (Max. 10.00) 1.00 mark/ (Max. 10.00) 1.00 mark (Max. 10.00) 50% marks for Co-PI/Members
b) Ad-hoc Projects (Externally funded) - for each project total outlay i) For projects which have been obtained by the teacher on competitive mode ii) For institutional projects assigned by the University	0.50 mark/lakh outlay (Max. 10 marks) 0.25 mark/ lakh outlay (Max. 10 marks) * Full marks for PI / Scientist & 50% marks for Co-PI / Members / Associate Scientist
c) i) Patents / variety / hybrid developed and released ii) Prototypes / Modules/ technology developed iii) endorsement of notified varieties	PI – 5.0 marks for each Co-PI– 2.5 marks for each PI – 4.0 marks for each Co-PI– 2.0 marks for each PI – 3.00 marks for each Co-PI– 1.50 mark for each
d) Establishment of institutional facilities from external funds (one lakh and above and other than 2 b. i & ii)	Leader -3.0 marks per facility Co-Leader– 1.50 mark per facility
e) Compilation / preparation of annual research report / QRT report/ Monitoring team report	1.00 mark per year

* Certificate issued by competent authority

3) Extension	
a) Transfer of Technologies i) Farm Trials/ Demonstrations/ On-Farm Testing / Campaign ii) Field Days/ Krishi Melas/Exhibitions/Seed Mela/ Discussion Meetings / FFS and similar works iii) Consultancy services (based on endorsement by controlling officer)	1.0 mark for each activity organized and 0.5 mark for participation 1.0 mark for each activity organized and 0.50 mark for participation 0.25 marks per consultancy (Max. 5.00 marks)
b) Training programmes / workshop / group meet organized i) Up to one week duration	i. Coordinator-1.0 mark each ii. Assoc. Coordinator – 0.5 mark each
ii) For more than one week duration	i. Coordinator-2.0 marks each ii. Assoc.Coord.-1.00 mark each
c) As Resource Person in the Training Programme / Refresher Course/ Winter/ Summer Schools/NSS/RHWE etc.	0.50 mark for each lecture delivered
d) Participating as Resource Person in bi-monthly Technical Workshop / campaign	0.50 mark per workshop/ campaign attended
e) Diagnostic visit to farmers fields / family units / Radio / Television Talk	0.5 mark for each
f) Feedback to research based on which research formulations have been made	0.5 mark for each
g) Profit generated out of Revolving Fund a) Up to ` 50,000 b) `50,001 to `1,00,000 c) `1,00,001 to `2,00,000 d) More than ` 2,00,000 (Mutually exclusive from 2, a, iii, iv, v & vi)	1.00 mark/year 1.50 marks/year 2.00 marks/year 3.00 marks/year
h) Development of video/radio programmes on Agril. Technologies	0.5 mark for each

* Certificate issued by competent authority

4) Designated Corporate Activities	
<p>Farm Superintendent/Farm Incharge/ External examination co-ordinator – Associate co-ordinator / Asst. Horticulturist / Sr.Technical Assistant/ Technical Officer / Asst. Professor (Documentation)/ Asst. Editor/ Assoc. Editor/Information Specialists/ Audio Visual Specialist/ Asst. Professor of Physical Education/ Asst. Director of Student Welfare/ Asst. Professor/ Assoc.Professor/Professor in PPMC/Curator/ Manager ATIC/Training or Extension consultant / Technical Assistant D.E. & D.R's Office personnel / controller and co-ordinator of extension / Teachers and Co-ordinator-Bakery Training Unit, Technical Officer at Dean Office/Teachers works in Dept. Kannada/ Teachers works (Agri. Clinic and Agri. business centre and corporate works/teachers involved in selection and documentation.</p> <p>Any other corporate activities certified by the University authority.</p>	<p>Based on the evaluation by the immediate superior/controlling officer, marks may be allotted for performance in the designated activity of the teacher at the rate of 8 marks per year.</p>

II. Published Work during the Assessment Period

Max. Marks: 10

a) For each full length article published in refereed journal	2.0 marks	
b) For each book published / edited		
i) Recognized publishers with ISBN	2.0 marks	
ii) Chapters in standard books with ISBN	1.0 mark	
iii) Published individually	0.5 mark	
iv) Research/ Extension Bulletin	0.5 mark	
c) i) For each research note/ communication in a journal	1.0 mark	(Max. 5 marks)
ii) abstract in symposium/ seminar/ workshop/ training manual/ proceedings of the workshop	0.5 mark	
iii) Popular article/ leaflet	0.25 mark	
d) Any other publications –		(Max. 5 marks)
i) As Author / Compiler of POP /Editor	0.5 mark each	
ii) As Assoc. Editor / Asst. Editor/Publisher/ Compiler of other publications	0.25 mark each	

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.

III. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Symposia/ Seminar/ Workshop/ Conference **Max. Marks: 6**

a) For Organizing each activity as in the title i) Up to 10 days ii) More than 10 days 50% for course co-director	2 marks 3 marks
b) For participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration	1 mark each
c) For participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences / Workshops / etc. (except Annual Workshop)	0.5 mark each
d) Other members involved in group meet organization of above activities	0.5 mark each

IV. International Exposure **Max. Marks: 1**

International visits/training/courses (outside India only)	1 mark per activity
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V. Awards/ Distinctions Received **Max. Marks: 3**

a) International Award	2.5 marks for each
b) National Award	2.0 marks for each
c) State Award	1.5 mark for each
d) University Award	1.0 mark for each
e) Professional Society Award	0.75 mark for each

Note: Best paper award/Best poster presentation award / Best paper presentation award in any journal/ conference/ seminar/ symposium etc. will be treated as Professional Society Award.

VI. Corporate / Other Activities **Max. Marks: 13**

a) Activities performed as Head of Office / Farm co-ordinator / Chief Warden / Warden/ Staff Advisor/ Tour Leader and Co-Tour leader (State/All India)/ NSS programme officer / NSS co-ordinator/ Indian Redcross Society Programme Officer/ Coordinator/ NCC Officer/ Farm management / Academic, General, Financial Management (as AO/ DAO/ AAO/ Dy.R/ AR/ DC/ AC/ Dy. Librarian/ Asst. Librarian etc.)/ Scrutinizing UG/PG grades/ P.G.Co-ordinator/ seminar incharge/ Leader / member in monitoring team/ Programme Coordinator/ Crop Coordinator/ Scheme Head/ Unit Head/ Dept. Head / Programmer Officer of Community Radio Station / Training Hostel/ Hostel Management / Transport incharge, etc.	1.0 mark for each activity per year
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<p>b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RHWE – Co-ordinator / Assoc. Coordinator – participation in RHWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students Counselor/ Leader for exposure visit of Farmers/ Liaison Officer for BOM/VIP’s tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of University activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee, Referee for Research Journals/ Appraisal of Research Proposal/ Press meet work/ participation in UG&PG admission/ member involved in organization/ Selection of Farmers / Teachers for nomination to various awards. Member of exam invigilation committee / member of BOS & Academic Council of other Universities, worked as chairperson in the Fund mobilization to support University events (more than `50,000/-), organizing SHGs, commodity groups, Krishi Andolanas, / Melas conducting students association election as returning officer / presiding / polling officer</p> <p>Any other activities duly signed by the controlling officer</p>	<p>0.5 mark for each activity per year</p>
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VIII. Outstation Service
Max.Marks: 5

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| <p>a) A/B Class City - Nil
 b) C Class City – 1.0 mark per year of service
 c) Other Places – 2.0 mark per year of service</p> |
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IX. Annual Evaluation Reports
Max.Marks: 12

Grade	AGP of `6000 to 7000 (4 years)	AGP of `7000 to 8000 (5 years)
a) A+, A, A- Grade	3.0 marks	2.5 marks
b) B+, B, B- Grade	2.5 marks	2.0 marks
c) C Grade	2.0 marks	1.5 mark

Minimum marks to be obtained for promotion from AGP of ` 6000 to `7000 : 60

Minimum marks to be obtained for promotion from AGP of ` 7000 to ` 8000 : 65

Proposed Score Card for Assessment

- (i) For Promotion from ASSISTANT PROFESSOR (Pay Band of ` 15700-39100 + AGP ` 8000) to ASSOCIATE PROFESSOR (Pay Band of ` 37400-67000 + AGP ` 9000) &
- (ii) For Promotion from ASSOCIATE PROFESSOR (Pay Band of ` 37400-67000 + AGP ` 9000) to PROFESSOR (Pay Band of ` 37400-67000 + AGP ` 10000)

I. Specific Achievements in Teaching/ Research/ Extension work during Assessment Period **Max. Marks: 45**

1. Teaching	
a)(i) UG / PG / Diploma / Certificate courses / Experiential learning offered in his /her HQ	1.00 mark per contact hour
(ii) UG / PG / Diploma / Certificate courses / Experiential Learning courses offered outside in his /her HQ	1.50 mark per contact hour
(iii) HOT / Industrial Training	0.25 contact hour per credit hour
b) Guidance to PG students as Chairman of the Advisory Committee	
(i) M.Sc. students	1.00 mark for each student
(ii) Ph.D. students	1.50 marks for each student
c) As Member of the Advisory Committee of M.Sc. and Ph.D. degree students	0.50 mark for each student
d) Teaching aids developed (laboratory manuals, RHWE manuals, AV Aids, e-notes / lecture notes developed etc.)	0.5 mark for each activity per year
e) Acting as External Examiner for UG/PG examinations (which includes paper setting, paper corrections, conducting viva-voce etc.)	0.50 mark for each activity per year

* Certificate issued by competent authority

2. Research	
a) i) Trials/Experiments/Studies conducted / Testing trials / testing implements successfully conducted ii) Nucleus / Vegetable/ Spice/ Flower seeds upto a quintal iii) Breeder seeds per ton iv) Foundation seed /Certified / TL Seeds/Bio agents produced per ton iv) Planting material produced per 1000 v) Processed products per 100 (kg/nos.)	2.00 marks per activity 2.00 marks 2.00 mark (Max. 10.00) 1.00 mark (Max. 10.00) 1.00 mark (Max. 10.00) 1.00 mark (Max. 10.00) 50% marks for Co-PI /Members/Assoc. Scientists
b) Ad-hoc Projects (Externally funded) - for each project total outlay i) For projects which have been obtained by the teacher on competitive mode ii) For institutional projects assigned by the University	0.50 mark/lakh outlay (Max. 10 marks) 0.25 mark/ lakh outlay (Max. 10 marks) 50% marks Co-PI/Members/Assoc. Scientists
c) i) Patents / variety / hybrid developed and released ii) Prototypes / Modules/ technology developed iii) Endorsement of notified varieties	PI – 5.0 marks for each Co-PI– 2.5 marks for each PI – 4.0 marks for each Co-PI– 2.0 marks for each PI – 3.00 marks for each Co-PI– 1.50 mark for each
d) Establishment of institutional facilities from external funds (one lakh and above and other than 2 b i & ii.	Leader -3.0 marks per facility Co-Leader– 1.50 mark per facility
e) Compilation / preparation of annual research report / QRT report/ Monitoring team report	1.00 mark per year

* Certificate issued by competent authority

3) Extension	
a) Transfer of Technologies i) Farm Trials/ Demonstrations/ On-Farm Testing / Campaign ii) Field Days/ Krishi Melas/Seed Mela/ Exhibitions/ Discussion Meetings / FFS & similar works iii) Consultancy services (based on endorsement by controlling officer)	1.0 mark for each activity organized and 0.5 mark for participation 1.00 mark for each activity organized and 0.50 mark for participation 0.25 marks per consultancy (Max. Marks 5.00)
b) Training programmes / Workshop / Group meet organized i) Up to one week duration	i. Coordinator-1.0 mark each ii. Assoc. Coordinator - 0.5 mark each
ii) For more than one week duration	i. Coordinator-2 marks each ii. Assoc.Coord.-1.00mark each
c) As Resource Person in the Training Programme / Refresher Course/ Winter/ Summer Schools/NSS/RHWE etc.	0.50 mark for each lecture delivered
d) Participating as Resource Person in bi-monthly Technical Workshop or campaign	0.50 mark per workshop/ campaign attended
e) Diagnostic visit to farmers fields / family units / Radio / Television Talk	0.5 mark for each
f) Feedback to research based on which research formulations have been made	0.5 mark for each
g) Profit generated out of Revolving Fund a) Up to ` 50,000 b) ` 50,001 to ` 1,00,000 c) ` 1,00,001 to ` 2,00,000 d) More than ` 2,00,000 (Mutually exclusive from 2, a, iii, iv, v & vi)	1.00 mark/year 1.50 mark/year 2.00 mark/year 3.00 mark/year
h) Development of video/radio programmes on Agril. Technologies	0.5 mark for each

* Certificate issued by competent authority

4) Designated Corporate Activities	
<p>Farm Superintendent/ Farm incharge/ External examination coordinator – Associate coordinator / Asst. Horticulturist/ Sr. Technical Assistant/ Technical Officer / Asst. Professor (Documentation)/ Asst. Editor/ Assoc. Editor/ Information Specialist/ Audio Visual Specialist/ Asst. Professor of Physical Education/ Asst. Director of Student Welfare/ Asst. Professor/ Assoc.Professor/Professor in PPMC/ Curator/ Manager ATIC/ Training or Extension consultant / Technical Assistant D.E. & D.R's Office personnel / controller and coordinator of extension / External Examination / Teachers and Coordinator- Bakery Training Unit, Technical Officer at Dean Office/ Teachers works in Dept. Kannada/ Teachers works (Agri. Clinic and Agri. business centre) and corporate works/ teachers involved in selection and documentation.</p> <p>Any other corporate activities certified by the University authority.</p>	<p>Based on the evaluation by the immediate superior/controlling officer, marks may be allotted for performance in the designated activity of the teacher at the rate of 10 marks per year.</p>

II. Published Work during the Assessment Period

Max. Marks: 12

a) For each full length article published in refereed journal	2.0 marks	
b) For each book published / edited		
i) Recognized publishers with ISBN	2.0 marks	
ii) Chapters in standard books with ISBN	1.0 mark	
iii) Published individually	0.5 mark	
iv) Research/ Extension Bulletin	0.5 mark	
c) i) For each research note/ communication in a journal	1.00 mark	(Max. 5 marks)
ii) Abstract in symposium/ seminar/ workshop/ training manual/ proceedings of the workshop	0.5 mark	
iii) Popular article/ leaflet	0.25 mark	
d) Any other publications –		
i) As Author / Compiler of POP /Editor	0.5 mark each	(Max. 5 marks)
ii) As Assoc. Editor/Asst. Editor/Publisher/ Compiler of other publications	0.25 mark each	

Note:(i) 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.

(ii) For movement from AGP of ` 8000 to ` 9000, all publications after appointment as Assistant Professor shall be considered.

(iii) For movement from AGP of ` 9000 to ` 10000, all publications after being placed in the AGP of ` 8000 will be considered.

III. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Symposia/ Seminar/ Workshop/ Conference **Max. Marks: 4**

a) For Organizing each activity as in the title i) up to 10 days ii) more than 10 days 50% for course co-director, co- coordinator	2.0 marks 3.0 marks
b) For participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration	1 mark each
c) For participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences / Workshops / group meet etc.	0.5 mark each
d) other members involved in organization of above activities	0.5 mark

IV. International Exposure **Max. Marks: 1**

International visits/training/courses (outside India only)	1 mark per activity
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V. Awards/ Distinctions Received **Max. Marks: 3**

a) International Award	2.5 marks for each
b) National Award	2.0 marks for each
c) State Award	1.5 mark for each
d) University Award	1.00 mark for each
e) Professional Society Award	0.75 mark for each

Note: Best paper award/Best poster presentation award / Best paper presentation award in any journal/ conference/ seminar/ symposium etc. will be treated as Professional Society Award.

VI. Corporate / Other Activities **Max. Marks: 8**

a) Activities performed as Head of Office / Farm Coordinator/ Chief Warden / Warden/ Staff Advisor/ Tour Leader and Co-Tour leader (State/All India)/ NSS Programme Officer – NSS Coordinator/ Indian Redcross Society Programme Officer/ Coordinator/ NCC Officer/ Farm Management/ Academic, General, Financial Management (as AO/ DAO/ AAO/ Dy.R/ AR/ DC/ AC/ Dy. Librarian/ Asst. Librarian etc.)/ Scrutinizing UG/PG grades / Programme Officer of Community Radio Station / Training Hotel Manager / P.G. coordinator/ seminar incharge/ Leader / member in monitoring team/ Scheme Heads/ Units Heads/ KVK Heads/ Dept. Heads/ Overall Incharge/ Crop Coordinator/ Transport Incharge/ Farm Coordinator/ Etc.	1.0 mark for each activity per year
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<p>b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RHWE Coordinator/ Assoc. Coordinator – participation in RHWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students Counselor/ Leader for exposure visit of Farmers/ Liaison Officer for BOM/VIP’s tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of University activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee, Referee for Research Journals/ Appraisal of Research Proposal/ Press meet work/ participation in UG&PG admission/ member involve in organization, Selection of farmers / Teachers for nomination to various awards. Member of exam invigilation committee / member of BOS & Academic Council of other Universities, worked as chairperson in the Fund mobilization to support University events (more than `50,000/-), organizing SHGs, commodity groups, Krishi Andolanas/ Melas conducting students association election as returning officer / presiding / polling officer.</p> <p>Any other activities duly signed by the controlling officer</p>	<p>0.5 mark for each activity per year</p>
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VII. Outstation Service
Max. Marks: 5

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|---|
| <p>a) A/B Class City - Nil
 b) C Class City – 1.0 mark per year of service
 c) Other Places – 2.0 marks per year of service</p> |
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VIII. Annual Evaluation Reports during the assessment period
Max. Marks: 12

a) A+, A, A- Grade	- 4 marks
b) B+, B, B- Grade	- 3 marks
c) C Grade	- 2 marks

IX. Performance in Interview
Max. Marks: 10

Minimum marks to be obtained for promotion from AGP of ` 8000 to `9000 : 70

Minimum marks to be obtained for promotion from AGP of `9000 to `10000 : 70

Proposed Score Card for Assessment of ASSISTANT PROFESSOR Physical Education in the Pay Band of `15600-39100

(i) to move from AGP ` 6000 to AGP ` 7000

(ii) to move from AGP ` 7000 to AGP ` 8000

I. Performance/ contribution during the assessment period of Max. Marks: 50 corporate work

a)	Organizing various inter campus/ inter University Tournaments	2 marks per event per year
b)	Serving as a team Manager/ Coach of the college Sports/ Cultural teams in the Inter Campus/ Local Tournaments	1 mark per event per year
c)	Accompanying the University Sports/ Cultural team as a Manager/Coach	1 mark per event per year
d)	Attending as-sports team selection committee member (State/University/District/ Taluk Teams)	1 mark per event per year
e)	Serving Sports and Cultural Council as Member of the College	1 mark per event per year
f)	Serving as Technical Official/Experts outside the University	2 marks per event per year
g)	Attending as Committee Member of Field Day/ Krishimela/ Convocation/ National Festival/ HSC/ Disciplinary Committee or any other activities assigned by the College / University.	1 mark per event per year
h)	Other works attended by Physical Education Teacher i. Developing Sports Infrastructure like outdoor Games/ Gymnasium and indoor games. ii. Conducting sports activities in connection with the College day, Hostel day and during any other occasions.	1 mark per event per year

* Certificate issued by competent authority

II. Published Work during the Assessment Period Max. Marks: 10

a)	For each full length article published in refereed journal	2.0 marks	
b)	For each book published / edited		
	i) Recognized publishers with ISBN	2.0 marks	
	ii) Chapters in standard books with ISBN	1.0 mark	
	iii) Published individually	0.5 mark	
	iv) Research/ Extension Bulletin	0.5 mark	
c)	i) For each research note/ communication in a journal	1.0 mark	(Max. 5 marks)
	ii) abstract in symposium/ seminar/ workshop/ training manual/ proceedings of the workshop	0.5 mark	
	ii) Popular article/ leaflet	0.25 mark	

d) Any other publications – i) As Author / Compiler of POP /Editor ii) As Assoc. Editor / Asst. Editor/Publisher/ Compiler of other publications	0.5 mark each 0.25 mark each	(Max. 5 marks)
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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.

III. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Symposia/ Seminar/ Workshop/ Conference **Max. Marks: 6**

a) For Organizing each activity as in the title i) Up to 10 days ii) More than 10 days	2 marks 3 marks
b) For participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration	1 mark each
c) For participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops etc. (except Annual Workshop)	0.5 mark each
d) other members involved in organization	0.5 marks per activity

IV. International Exposure **Max. Marks: 1**

International visits/training/courses (outside India only)	1 mark per activity
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V. Awards/ Distinctions Received **Max. Marks: 3**

a) International Award	2.5 marks for each
b) National Award	2.0 marks for each
c) State Award	1.5 mark for each
d) University Award	1.0 mark for each
e) Professional Society Award	0.75 mark for each

Note: Best paper award/Best poster presentation award / Best paper presentation award in any journal/ conference/ seminar/ symposium etc. will be treated as Professional Society Award.

VI. Corporate / Other Activities**Max. Marks: 13**

<p>a) Activities performed as External Examination Coordinator – Associate Coordinator/ Chief Warden / Wardens/ Staff Advisor/ Tour Leader and Co-Tour leader (State/All India)/ NSS Programme Officer – NSS / Indian Redcross Society Programme Officer/ Coordinator/ NCC Officer/ Farm Management/ Academic, General, Financial Management (as AO/DAO/AAO Dy.R/AR/DC/AC/Dy. Librarian/Asst. Librarian etc.)/ Scrutinizing UG/PG grades .P.G.co-ordinator/seminar incharge. Leader / member in monitoring team.</p>	1.0 mark for each activity per year
<p>b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RHWE – Assoc. Coordinator – participation in RHWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students Counselor/ Leader for exposure visit of Farmers/ Liaison Officer for BOM/VIP's tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of UNIVERSITY activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee, Press meet work/ participation in UG&PG admission/ member involve in organization, selection of farmers / Teachers for nomination to various awards.</p>	0.5 mark for each activity per year
<p>Any other activities duly signed by the controlling officer</p>	

VII. Outstation Service**Max.Marks: 5**

a) A/B Class City - Nil
b) C Class City – 1.0 mark per year of service
c) Other Places – 2.0 mark per year of service

VIII. Annual Evaluation Reports during the assessment period**Max. Marks: 12**

Grade	AGP of `6000 to 7000 (4 years)	AGP of `7000 to 8000 (5 years)
a) 'A' Grade	3.0 marks	2.5 marks
b) 'B' Grade	2.5 marks	2.0 marks
c) 'C' Grade	2.0 marks	1.5 mark

Minimum marks to be obtained for promotion from AGP of `6000 to `7000 : 60

Minimum marks to be obtained for promotion from AGP of `7000 to `8000 : 65

Proposed Score Card for Assessment of teachers in Physical Education:

- (i) For Promotion from ASSISTANT PROFESSOR (Pay Band of `15600-39100 + AGP `8000) to ASSOCIATE PROFESSOR (Pay Band of `37400-67000 + AGP `9000) &
(ii) For Promotion from ASSOCIATE PROFESSOR (Pay Band of `37400-67000 + AGP `9000) to PROFESSOR (Pay Band of `37400-67000 + AGP `10000)

I. Performance / Contribution during Assessment period of Corporate work Max. Marks: 45

a)	Organizing various Inter-campus. Inter-University Tournaments	2 marks per year
b)	Serving as a team Manager/ Coach of the college Sports/ Cultural teams in the Inter Campus/ Local Tournaments	1 mark per year
c)	Accompanying the University Sports/Cultural team as a Manager /Coach.	1 mark per year
d)	Serving Sports and Cultural Council as Member of the College	1 mark per year
e)	Serving as Technical Official/ Experts outside the University.	2 marks per year
f)	Attending as Committee Member of Field Day/ Krishimela/ Convocation/ National Festival / HSC/Disciplinary Committee or any other activities assigned by the College/University.	0.5 marks per year
g)	Other works attended by Physical Education Teacher i) Developing Sports Infrastructure like outdoor Games/ Gymnasium and indoor games. ii) Conducting sports activities in connection with the College day, Hostel day and during any other occasions.	1 mark per year

* Certificate issued by competent authority

II. Published Work during the Assessment Period Max. Marks: 12

a)	For each full length article published in refereed journal	2.0 marks	
b)	For each book published / edited		
i)	Recognized publishers with ISBN	2.0 marks	
ii)	Chapters in standard books with ISBN	1.0 mark	
iii)	Published individually	0.5 mark	
iv)	Research/ Extension Bulletin	0.5 mark	
c)	i) For each research note/ communication in a journal/ abstract in symposium/ seminar/ workshop/ training manual/ proceedings of the workshop	0.5 mark	(Max. 5 marks)
	ii) Popular article/ leaflet	0.25 mark	

d) Any other publications – i) As Author / Compiler of POP /Editor ii) As Assoc. Editor/Asst. Editor/Publisher/ Compiler of other publications	0.5 mark each 0.25 mark each	(Max. 5 marks)
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Note:(i) 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.

(i) For movement from AGP of ` 8000 to ` 9000, all publications after appointment as Assistant Professor shall be considered.

(ii) For movement from AGP of ` 9000 to ` 10000, all publications after being placed in the AGP of ` 8000 will be considered.

III. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Max. Marks: 4 Symposia/ Seminar/ Workshop/ Conference

a) For Organizing each activity as in the title up to 10 days more than 10 days 50% for course co-director, co- co ordinator	2.0 marks 3.0 marks
b) For participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration	1 mark each
c) For participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops, group meet etc.	0.5 mark each
d) other members involved in organization of above activities	0.5 mark

IV. International Exposure Max. Marks: 1

International visits/training/courses (outside India only)	1 mark per activity
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V. Awards/ Distinctions Received Max. Marks: 3

a) International Award	2.5 marks for each
b) National Award	2.0 marks for each
c) State Award	1.5 mark for each
d) University Award	1.00 mark for each
e) Professional Society Award	0.75 mark for each

Note: Best paper award/Best poster presentation award / Best paper presentation award in any journal/ conference/ seminar/ symposium etc. will be treated as Professional Society Award.

VI. Corporate / Other Activities**Max. Marks: 8**

<p>a) Activities performed as External Examination Coordinator – Associate Coordinator/ Chief Warden / Wardens/ Staff Advisor/ Tour Leader and Co-Tour leader (State/All India)/ NSS Programme Officer – NSS / Indian Redcross Society Programme Officer/ Coordinator/ NCC Officer/ Farm Management/ Academic, General, Financial Management (as AO/ DAO/ AAO Dy.R/ AR/ DC/ AC/ Dy. Librarian/ Asst. Librarian etc.)/ Scrutinizing UG/PG grades/ PG coordinator/ seminar incharge. Leader / member in monitoring team.</p>	1.0 mark for each activity per year
<p>b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RHWE – Assoc. Coordinator – participation in RHWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students Counselor/ Leader for exposure visit of Farmers/ Liaison Officer for BOM/VIP's tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of UNIVERSITY activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee, Press meet work/ participation in UG&PG admission/ member involve in organization, selection of Farmers / Teachers for nomination to various awards.</p>	0.5 mark for each activity per year
<p>Any other activities duly signed by the controlling officer</p>	

VII. Outstation Service**Max. Marks: 5**

<p>a) A/B Class City - Nil b) C Class City – 1.0 mark per year of service c) Other Places – 2.0 marks per year of service</p>

VIII. Annual Evaluation Reports during the assessment period**Max. Marks: 12**

a) 'A' Grade	- 4 marks
b) 'B' Grade	- 3 marks
c) 'C' Grade	- 2 marks

IX. Performance in Interview**Max. Marks: 10**

Minimum marks to be obtained for promotion from AGP of `8000 to `9000 : 70

Minimum marks to be obtained for promotion from AGP of `9000 to `10000 : 70

Proposed Score Card for Assessment of ASSISTANT LIBRARIAN in the Pay Band of ₹15600-39100

(i) to move from AGP ₹ 6000 to AGP ₹ 7000

(ii) to move from AGP ₹ 7000 to AGP ₹ 8000

I.	Library Services	Max. Marks 50
	1. Library Services: Services rendered in different sections of the Library like Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference etc.,	5 marks for each activity per year in any one of the section.
	2. Specialized / Additional Services: Services rendered under the following section a. Binding section, b. General T.B.B. c. SC/ST, ST Book Bank, d. Photographic section, e. Institutional Repositories, f. Digital Library, g. Assisting Librarian in Administration.	3 marks per year
	3. Teaching offered for PG students (Non credit course)	One mark per contact hour
	4. Innovative Library Activities: Conducting Library Usage survey, conducting Book Exhibition, Preparation of Reading list for Students, Creation of Databases OPAC. Attending as a member of University Committee Special Lecture as a guest, Institution Building Activities.	One mark per each Activity per year
	5. a) Competitive projects by the individuals b) Project funded by Govt. / University / ICAR 50% marks for Co-PI/ Associates	0.5 mark / lakh 0.25 / lakh

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II. Published Work During the Assessment Period

Max. Marks: 10

a) For each full length article published in refereed journal	2.0 marks	
b) For each book published / edited		
i) Recognized publishers with ISBN	2.0 marks	
ii) Chapters in standard books with ISBN	1.0 mark	
iii) Published individually	0.5 mark	
iv) Research/ Extension Bulletin	0.5 mark	

c) i) For each research note/ communication in a journal	1.0 mark	(Max. 5 marks)
ii) abstract in symposium/ seminar/ workshop/ training manual/ proceedings of the workshop	0.5 mark	
ii) Popular article/ leaflet	0.25 mark	

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.

**III. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Max. Marks: 6
Symposia/ Seminar/ Workshop/ Conference**

a) For Organizing each activity as in the title	
i) Up to 10 days	2 marks
ii) More than 10 days	3 marks
b) For participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration	2 mark each
c) For participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops etc. (except Annual Workshop) 50% marks for Co-Cordinator & Members	1 mark each

IV. International Exposure Max. Marks: 1

International visits/training/courses (outside India only)	1 mark per activity
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V. Awards/ Distinctions Received Max. Marks: 3

a) International Award	2.5 marks for each
b) National Award	2.0 marks for each
c) State Award	1.5 mark for each
d) University Award	1.0 mark for each
e) Professional Society Award	0.75 mark for each

Note: Best paper award/Best poster presentation award / Best paper presentation award in any journal/ conference/ seminar/ symposium etc. will be treated as Professional Society Award.

VI. Corporate / Other Activities**Max. Marks: 13**

<p>a) Activities performed as External Examination Coordinator – Associate Coordinator/ Warden/ Staff Advisor/ Tour Leader and Co-Tour leader (State/ All India)/ NSS Programme Officer – NSS / Indian Redcross Society Programme Officer/ Coordinator/ NCC Officer/ Farm Management/ Academic, General, Financial Management (as AO/ DAO/ AAO/ Dy.R/ AR/ DC/ AC/ Dy. Librarian/ Asst. Librarian etc.)/ Scrutinizing UG/PG grades/ PG coordinator/seminar incharge. Leader / member in monitoring team.</p>	1.0 mark for each activity per year
<p>b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RHWE – Assoc. Coordinator – participation in RHWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students Counselor/ Leader for exposure visit of Farmers/ Liaison Officer for BOM/VIP's tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of UNIVERSITY activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee, Member in monitoring team/ Press meet work/ participation in UG&PG admission/ member of monitoring team / member involve in organization, selection of Farmers / Teachers for nomination to various awards.</p> <p>Any other activities duly signed by the controlling officer</p>	0.5 mark for each activity per year

VII. Outstation Service**Max.Marks: 5**

<p>a) A/B Class City - Nil b) C Class City – 1.0 mark per year of service c) Other Places – 2.0 mark per year of service</p>
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VIII. Annual Evaluation Reports (during the assessment period)**Max.Marks: 12**

Grade	AGP of `6000 to 7000 (4 years)	AGP of `7000 to 8000 (5 years)
a) 'A' Grade	3.0 marks	2.5 marks
b) 'B' Grade	2.5 marks	2.0 marks
c) 'C' Grade	2.0 marks	1.5 mark

Minimum marks to be obtained for promotion from AGP of `6000 to `7000 : 60**Minimum marks to be obtained for promotion from AGP of ` 7000 to ` 8000 : 65**

Proposed Score Card for Assessment for Promotion from ASSISTANT LIBRARIAN (Pay Band of `15600-39100 + AGP `8000) to DEPUTY LIBRARIAN (Pay Band of `37400-67000 + AGP `9000)

I	Services Rendered under different sections of the Library	Maximum 45 marks
	<p>Acquisition Section:-</p> <ol style="list-style-type: none"> 1. Listing of indented Books for Library Committee meeting. 2. Procuring of books from different firms. 3. Taking entries of books into the accession register. 4. Attending Audit queries. 5. Sending list of books to the indented Departments. 	<p>One mark for each activity per year</p>
	<p>Periodical Section:-</p> <ol style="list-style-type: none"> 1. Subscribing Indian and Foreign Periodicals. 2. Receiving Gift and Exchange of Periodicals. 3. Sending Reminders. 4. Sending Journals for binding section. 5. Attending Audit quires. 	<p>One mark for each activity per year</p>
	<p>Technical Section:-</p> <ol style="list-style-type: none"> 1. Classification of Books & Journals. 2. Cataloguing of Books & Journals. 3. Technical Processing of Books & Journals. 4. Preparation of Catalogue Cards & Merging with existing catalogue. 5. Maintenance of Shelf List / OPAC 	<p>One mark for each activity per year</p>
	<p>Circulation Section:-</p> <ol style="list-style-type: none"> 1. Library Membership- issuing Computerized ID Cards for Students, Teachers and Researchers. 2. Supervision of Charging System and Discharging system. 3. Overdue collections. 4. Issuing No-dues certificates for Teachers and Students. 5. Inter Library Loan / Allotment of Research Cubicles. 	<p>One mark for each activity per year</p>
	<p>Reference Section:-</p> <ol style="list-style-type: none"> 1. Providing reference service to the users of the Library with print and non print sources. 2. Acquisition of Reports and Theses. 3. Classification and cataloguing of Reports and Theses. 4. Offering orientation courses of UG and PG Students. 5. Maintenance of Reference Section, Report Section and Theses Section. 	<p>One mark for each activity per year</p>

	Documentation Section:- <ol style="list-style-type: none"> 1. Preparation of recent addition(Monthly). 2. Compilation of Current Catalogue of Periodicals. 3. Compilation of Bibliographies. 4. Compilation of Catalogue of Theses. 5. Technical Information Services and Reading lists. 	One mark for each activity per year
	Maintaining of Books / Periodicals Section:- <ol style="list-style-type: none"> 1. Maintenance of Books stacks. 2. Maintenance of Periodicals. 3. Removal Books for Binding and repair. 4. Providing Reader guides and bay guides. 5. Providing reference service. 	One mark for each activity per year
	Computer Section:- <ol style="list-style-type: none"> 1. Providing Internet Service to the readers. 2. Subscription of CD-ROM Databases. 3. Subscription of Online Journals. 4. OPAC (Online Public access catalogue) 5. Over all maintenance of Computer Section. 	One mark for each activity per year
	Teaching offered for PG students(Non credit course)	One mark per contact hour
Specialized Library Services		
	Reprographic Section:- <ol style="list-style-type: none"> 1. Procurement of materials for Reprographic section. 2. Maintenance of the Xerox Machines. 3. Maintenance of the printers. 	One mark for each activity per year
	General Text Book Bank:- <ol style="list-style-type: none"> 1. Procurement of Text Books for TBB 2. Issue and return of the Text books to Students. 3. Issuing No due Certificates for the Students. 	One mark for each activity per year
	SC/ST Book Bank:- <ol style="list-style-type: none"> 1. Procurement of Text Books to SC/ST Book Bank. 2. Issue and return of the Text books to SC/ST Students. 3. Issuing No due Certificates for SC/ST Students. 	One mark for each activity per year
	Binding Section:- <ol style="list-style-type: none"> 1. Procurement of Materials for the Binding Section. 2. Arranging for Books, Journals, Reports for Binding. 3. Supervision of the Binding Section. 	One mark for each activity per year
	Photographic Section:- <ol style="list-style-type: none"> 1. Procurement of Materials for the Photographic Section. 2. Collection of fees for ID Cards. 3. Distribution of photo ID Cards. 	One mark for each activity per year

	Adopting information and Technologies (ICT) 1. Video Library maintenance 2. Digitalization of documents 3. E-Learning	One mark for each activity per year
	Adhoc projects 1. Competitive projects by individuals 2. Project funded by Govt. / University/ ICAR 50% marks for Co-PI/ Associates	0.5 mark / lakh 0.25mark / lakh

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II. Published Work During the Assessment Period **Max. Marks: 12**

a) For each full length article published in refereed journal	2.0 marks	
b) For each book published / edited		
i) Recognized publishers with ISBN	2.0 marks	
ii) Chapters in standard books with ISBN	1.0 mark	
iii) Published individually	0.5 mark	
iv) Research/ Extension Bulletin	0.5 mark	
c) i) For each research note/ communication in a journal/ abstract in symposium/ seminar/ workshop/ training manual/ proceedings of the workshop ii) Popular article/ leaflet	0.5 mark 0.25 mark	(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.

III. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Symposia/ Seminar/ Workshop/ Conference **Max. Marks: 4**

a) For Organizing each activity as in the title up to 10 days more than 10 days 50% for course co-director, co- co ordinator	2.0 marks 3.0 marks
b) For participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration	1 mark each
c) For participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops, group meet etc.	0.5 mark each
d) other members involved in organization of above activities	0.5 mark

IV. International Exposure **Max. Marks: 1**

International visits/training/courses (outside India only)	1 mark per activity
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V. Awards/ Distinctions Received **Max. Marks: 3**

a) International Award	2.5 marks for each
b) National Award	2.0 marks for each
c) State Award	1.5 mark for each
d) University Award	1.00 mark for each
e) Professional Society Award	0.75 mark for each

Note: Best paper award/Best poster presentation award / Best paper presentation award in any journal/ conference/ seminar/ symposium etc. will be treated as Professional Society Award.

VI. Corporate / Other Activities **Max. Marks: 8**

a) Activities performed as External Examination Coordinator – Associate Coordinator/ Chi Wardens/ Staff Advisor/ Tour Leader and Co-Tour leader (State/All India)/ NSS Programme Officer – NSS / Indian Redcross Society Programme Officer/ Coordinator/ NCC Officer/ Farm Management/ Academic, General, Financial Management (as AO/DAO/AAO Dy.R/AR/DC/AC/Dy. Librarian/Asst. Librarian etc.)/ Scrutinizing UG/PG grades .P.G.co-ordinator/seminar incharge. Leader / member in monitoring team.	1.0 mark for each activity per year
b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RHWE – Assoc. Coordinator – participation in RHWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students Counselor/ Leader for exposure visit of Farmers/ Liaison Officer for BOM/VIP's tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of University activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Stock verifying Officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee, Member in monitoring team/ Press meet work/ participation in UG&PG admission/ member of monitoring team / member involve in organization, selection of Farmers /Teachers for nomination to various awards.	0.5 mark for each activity per year
Any other activities duly signed by the controlling officer	

VII. Outstation Service**Max. Marks: 5**

- | |
|---|
| a) A/B Class City - Nil |
| b) C Class City – 1.0 mark per year of service |
| c) Other Places – 2.0 marks per year of service |

VIII. Annual Evaluation Reports (during the assessment period)**Max. Marks: 12**

a) 'A' Grade	- 4 marks
b) 'B' Grade	- 3 marks
c) 'C' Grade	- 2 marks

IX. Performance in Interview**Max.Marks: 10**

Minimum marks to be obtained for promotion from AGP of `8000 to `9000 : 70