

ANNEXURE-II**PROFORMA FOR SUBMITTING WORK-DONE REPORT FOR
PROMOTION OF TEACHERS UNDER CAS-2006****GENERAL**

1.	Name of the Teacher	
2.	Designation	
3.	Place of work	
4.	Date of appointment in the University	
5.	Date of obtaining Ph.D.	
6.	Date of entry into:	
	i)AGP of ₹.6000	
	ii)AGP of ₹.7000	
	iii)AGP of ₹.8000	
	iv)AGP of ₹.9000	
7.	Assessment period	From:_____ To: _____
8.	Details of work-done during the assessment period (enclosed)	

Place:**Date :****Signature**

WORK-DONE REPORT
(To be filled in by the concerned Teacher)

Important Note:

1. All components of work-done should be listed *year-wise* for the Assessment Period.
2. All claims must be supported by relevant documents/ certificates.
3. Reprints of all publications must be enclosed.
4. In the case of promotion from AGP of ₹.9000 to AGP of ₹.10000 research publications relating to the period after being placed in the AGP of ₹.8000 should be listed and enclosed.

I. Specific Achievements in Teaching/ Research/ Extension work under Assessment Period

1. Teaching

a) Courses offered

Sl. No.	Sem-ester	Year	UG / PG / Diploma / Certificate / Experiential Learning / Hands-on-Training / Industrial Training		Course No.	Offered at place of working or outside	Credit hrs.	Contact hours/ week
			*Shared	Independent				

* Experiential Learning.

b) Guidance to PG students as Chairman of the Advisory Committee

(i) Master's Degree

Sl. No.	Name of the Student	Department	Year of Completion

(ii) Ph.D. Degree

Sl. No.	Name of the Student	Department	Year of Completion

c) As Member of the Advisory Committee of M.Sc. and Ph.D. degree students

Sl. No.	Name of the Student	M.Sc./Ph.D.	Department	Year of Completion

d) Teaching aids developed (laboratory manuals, RHWE manuals, AV Aids etc.)

Sl. No.	Details of Teaching Aids	Course Number	Credit Hours	UG/PG/Diploma/Certificate Course	Year

e) Acting as External Examiner for UG/PG examinations (which includes paper setting, paper corrections, conducting viva-voce etc.)

Sl. No.	Particulars	Period	University	UG/PG

2. Research

a) (i) Trials/ Experiments/ Studies conducted/ Testing trials/ Testing implements (year-wise)

Title	PI / Co-PI	University / AICRP/ Testing trial or Equipment	Year

ii) Nucleus (Vegetable / Spice/ Flower) seeds produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

iii) Breeder seed produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

iv) Foundation seed/ Certified / TL Seeds/ Bioagents produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

v) Planting material produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

vi) Processed products produced

Type of Product	Leader/Co-Leader	Quantity Produced	Year

b) Ad-hoc Projects (Externally funded)

Title of the Project	Competitive/ Institutional	PI/Co-PI	Funding Agency	Period	Total Outlay (Rs.)

c) Patents/ Varieties notified/ Prototype developed/ Varieties endorsed/Technology developed

Title	Details	PI/Co-PI	Meeting in which proposed	Date of approval/ Notification
Patents				
Varieties/ hybrids developed and notified				
Prototype/ Modules developed				
Varieties endorsed				
Technology developed				

d. (i) Establishing institutional / infrastructure / facilities from external funds

(Testing laboratory/ bio-control agents production lab, etc.)

Title	Details	Leader/Co-Leader	Year of establishment

(ii) Managing institutional facilities

Title	Details	Leader/Co-Leader	Period

e. Compilation / preparation of annual research report/ QRT/ Monitoring team report

Title	Details	Leader/Co-Leader	Year

3. Extension

(a) Transfer of Technologies

i) Farm Trials/ Demonstrations/ On-Farm Testing/ Campaign

Particulars	Title	Season / Date	Place	Leader / Associate
1. Farm Trials				
2. Demonstrations				
3. On-Farm Testing				
4. Campaign				

ii) Field Days/ Krishi Melas/ Exhibitions/ Seed Mela/ Discussion Meetings/ FFS, etc

Particulars	Title	Season / Date	Place	Leader / Associate
1. Field day				
2. Krishimela				
3. Exhibition				
4. Seed Mela				
5. Discussion Meetings				
6. FFS				
7. Others (specify)				

iii) Consultancy services (based on documentation) Mobile / Person / Field visits / family visits / units /

Sl. No.	Person/ Organization to whom Consultancy provided	Date	Place

(b) Training programmes organized

Sl. No.	Name of the Training Programme	Duration with dates	Place	Leader / Associate

(c) Participation as Resource Person in Training Programme / Refresher Course/ Winter/ Summer Schools/NSS/RHWE etc.

Sl. No.	Name of the Programme	Date	Place	Topic

(d) Participation as Resource Person in bi-monthly Technical Workshop or campaign

Sl. No.	Title of the Meeting	Season	Date	Place

(e) Radio / Television Talk

Sl. No.	Particulars	Season	Date	Place

(f) Feedback to research based on which research formulations have been made

Sl. No.	Details of Feedback provided	Date	Place	Details of Research Formulations

(g) Income generated out of Revolving Fund

Sl. No.	Name of the Activity	PI/Co-PI	Income Generated (Rs.)	Period

(h) Development of Video/Radio programmes on technologies developed by self (Nos.)

Title of Video/Radio Programme	Leader/Co-Leader	Period

4. Designated Corporate Activities

Farm Superintendent/ Farm Incharge/ External examination coordinator- Associate Coordinator/ Asst. Horticulturist/ 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 in PPMC/Curator/ Manager-ATIC/ Training or Extension Consultant/ Technical Assistant to DE and DR's Office personnel/ Controller and coordinator of Extension/ Teachers and Coordinator- Bakery Training Unit, Technical Officer at Dean Office/ Teachers works in Dept. of Kannada and Agri-clinics & Agribusiness Centres/ Corporate works/ Teachers involved in selection and documentation.
Any other corporate activities certified by the University authority.

Sl.No.	Activity	Duration

II. Publications: Papers published during the assessment period

a) Full length papers in refereed journals				
Authors	Year	Title of the paper	Journal and details	
b) (i) Books published by recognized publishers with ISBN				
Authors	Year	Title of the Book	Publishers with ISBN	
(ii) Chapters in standard books with ISBN				
Authors	Year	Title of the Book	Title of the Chapter	Publishers with ISBN
(iii) Books published individually				
Authors	Year	Title of the Book	Publisher	
(iv) Research /Extension Bulletin				
Authors	Year	Title of Bulletin	Publishers	
c) (i) Research Note/ Communication in Journal/ Abstract in Symposium/ Seminar/ Workshop/ Training Manual/ Proceedings of Workshop				
Authors	Year	Title	Details of Journals, Symposia, Workshop, Training etc.	
(ii) Popular Articles /Leaflets				
Authors	Year	Title	Details of publication	

d) Any other publications			
i) As Author / Compiler of POP /Editor			
Sl.No.	Year	Name of the Publication	Title and details of publication
(ii) As Assoc.Edictor/ Asst. Editor/Publisher/ Compiler			
Sl.No.	Year	Name of the Publication	Title and details of publication

III. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Symposia/ Seminar/ Workshop/ Conference

(a) Organizing Summer School/ Winter Schools / Refresher Courses/Special Training/ Symposia/ Seminar/ Workshop/Conference

Sl. No.	Title	Place	Date	Sponsored by	Organizer/ Associate

(b) Participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration

Sl. No.	Title	Place	Dates	Sponsored by

(c) Participation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops etc. (except Annual Workshop)

Sl. No.	Title	Place	Dates	Sponsored by

IV. International Exposure (visits/trainings/courses etc.)

Sl.No.	Place & country visited	Purpose	Date	
			From	To

V. Awards/ Distinctions Received

Sl. No.	Title	Awarded by	Level*	Year of Award

* International / National / State / University / Professional Society

VI. Corporate / Other Activities

- a) Activities performed as Head of Office/ Farm coordinator/ Chief Warden/ Wardens/ 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/ PG Coordinator/ Seminar incharge/ Placement Cell incharge / Leader-member in monitoring team/ Programme coordinators/ Crop coordinator/ Scheme Head/ Unit Head/ Dept. Head/ Programme Officer of Community Radio Station/ Training Hostel Manager/ Hostel Management/ Transport incharge, etc.
- 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 proposals/ Press meet work/ Participation in UG and PG admission/ member involved in organizing and selection of farmers/ teachers for nomination to various awards/ Member of Exam Invigilation Committee/ Member of BOS and 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 Andolans/Melas/ conducting Students' Association election as Returning Officer/ Presiding/ Polling Officer

Any other activities duly assigned by the Controlling Officer

Sl. No.	Name of the Activity	Duration/Date
a) Activities listed under (a) above		
b) Activities listed under (b) above		

VII. Outstation Service (other than A and B Class cities)

Sl. No.	Designation & Office	Place of Work	Duration		City Class (C / Others)
			From	To	

Any other relevant information:

Date:

Signature of the Teacher

Place: