

**PROFORMA FOR SUBMITTING WORK-DONE REPORT FOR
PROMOTION FROM THE CADRE OF PROFESSOR (ICAR/UGC
PAY SCALE- Rs. 37400-67000+10000 AGP) TO PROFESSOR
HIGHER ACADEMIC GRADE (HAG) (ICAR/UGC PAY SCALE-
Rs. 37400-67000+12000 AGP) UNDER CAS-2006 IN UHS,
BAGALKOT**

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	
	v)AGP of ` 10000	
7.	Assessment period	From:_____ To: _____
8.	Details of work-done (enclosed)	

Place:
Date :

**Signature and Designation
with seal**

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
			Independent	*Shared				

b) New courses designed

Sl. No.	Year	UG / PG Courses		Course No.	Credit hrs.	Title	As leader / associates	Date of approval in BOS
		Independent	Shared					

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

(i) Master's Degree

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

(ii) Ph.D. Degree

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

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

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

e) Member of the Board of Studies UG/PG, Academic Council etc., of other universities.

Sl. No.	Particulars	From	To	Total (Years & Months)

f) Teaching aids developed (laboratory manuals, RAWE manuals, AV Aids etc.)

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

g) Acting as External Examiner for UG/PG examinations of other universities (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)

Sl. No.	Title	PI / Co-PI	University / AICRP/ Testing trial or Experiment	Year

ii) Nucleus / Vegetable / Spice/ Flower seeds produced

Sl. No.	Type of Seed	Leader/Co-Leader	Quantity Produced	Approximate value	Year of production

iii) Breeder seed produced

Sl. No.	Type of Seed	Leader/Co-Leader	Quantity Produced	Approximate value	Year of production

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

Sl. No.	Type of Seed	Leader/Co-Leader	Quantity Produced	Approximate value	Year of production

v) Planting material produced

Sl. No.	Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Approximate value	Year of production

vi) Processed products produced

Sl. No.	Type of product	Leader/Co-Leader	Quantity Produced	Approximate value	Year of production

b) Ad-hoc Projects (Externally funded) - for each project total outlay

Sl. No.	Title of the Project	Competitive/ Institutional	PI/Co-PI	Funding Agency	Period	Outlay (Rs.)

c) Patents/ Varieties notified/ Prototype developed/ Varieties endorsed/Technology developed and included in POP

Sl. No.	Title	Details	PI/Co-PI	Meeting in which proposed	Date of approval/ Notification
1	Patents				
2	Varieties/ hybrids developed and notified				
3	Prototype/ Modules developed				
4	Varieties endorsed				
5	Variety/ Technology developed and entered into seed chain and its impact				

d) Establishing institutional facilities from external funds

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

Sl. No.	Title	Agency Details	Leader/Co-Leader	Year of establishment

3. Extension

(a) Transfer of Technologies

i) Farm Trials/ Demonstrations/ On-Farm Testing/ Campaigns organized

Particulars	Title	Season / Date	Place	Result	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., Organized (other than RHWE)

Particulars	Title	Season / Date	Place	Leader / Associate
1. Field day				
2. Krishimela				
3. Exhibition				
4. Seed Mela				
5. Discussion Meetings				
6. FFS and others				

iii) Consultancy services (As per the extension record book) Mobile/ person/ Field Visit/ Family Visits/ Units/ organization of SHG/ Youth groups etc.

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

(b) Training programmes organized (District/ State/ National Level only)

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

(c) Resource Person in Training Programme / Refresher Course/ Winter/ Summer Schools etc., outside the University.

Sl. No.	Name of the Programme	Name of organisation	Date	Place	Topic

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

Sl. No.	Title of the Meeting	Season	Date	Place

(e) Diagnostic visits to farmers fields / family/ units / Radio / Television Talk

Sl. No.	Particulars / Topics	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

(i) Other

Sl. No.	Particulars	Title	Date	Place	Details
1	Contingency plans / zilla/ mandal plans				

	developed				
2	Call centre FAQs for University Magazine				
3	Messages / content developed for ICT models				
4	New projects designed/Enterprises developed				
5	New format designed for monitoring extension activities				

(ii) 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 (within first 3 Authors)

Authors	Year	Title of the Book	Publishers with ISBN

(ii) Chapters in standard books with ISBN (within first 3 Authors)

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 / Folders (within first 3 Authors)

Authors	Year	Title of Bulletin	Publishers

c) (i) Research Note/ Communication in Journal / Training Manual			
Authors	Year	Title	Details of Journals, Symposia, Workshop, Training etc.
(ii) Popular Articles /Leaflets (within first 3 Authors)			
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 / Sports & Cultural meets at National Level

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

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. Administration

a) Administrative Activities as officer of the University

Sl. No.	Post	Nature of work	From	To	Total (Years & Months)	Remarks

b) Special Attainments

Sl. No.	Particular	Year	Remarks

c) Member of the QRT Monitoring team/ Advisory committee of other Universities/ Institutes / State / National Bodies etc.,

Sl. No.	Particulars	From	To	Total (Years & Months)

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/ 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/ RAWE – Coordinator/ Assoc. Coordinator – participation in RAWE 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 UAS 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/ organizing Commodity Groups/Krishi Andolans/Melas.

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	

VIII. Any specific Attainments & Achievements having impact along the development path way (Not exceeding 200 words)

IX. Applicant vision for reshaping the University (Not exceeding 200 words)

X. Any other relevant information:

Date:

Signature of the Teacher

Place:

**Sd/-
(REGISTRAR)
UHS, Bagalkot**

APENDIX-I
MINIMUM SCORE TO BE SCORED BY INDIVIDUAL TEACHER, APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN THE UNIVERSITY, AND WEIGHTAGES FOR EXPERT ASSESSMENT FOR HAG

Sl. No	Particular	Professor (stage 5) to Professor (Stage 6)
I	Teaching Learning, Evaluation Related Activities (Category - I)	75/Year
II	Co-curricular, Extension & profession related activities (Category - II)	15/ Year
III	Minimum total average annual score under Categories I & II	100/ Year
IV	Research and Academic Contribution (Category III)	50/ Year (500/assessment period)
	Expert Assessment System	Expert Committee
V	Percentage Distribution of weightage points in the Expert Assessment (Total weightage= 100. Minimum required for promotion is 50)	The Expert committee has to evaluate the performance in Teaching, Research, Extension and other activities for a total of 100 marks.

*Teachers have to achieve the minimum score of 50 per cent to become eligible.