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**AGRICULTURE UNIVERSITY, KOTA**

**Proforma for Performance Based Appraisal System (PBAS)**

**Assistant Professor stage II to Assistant Professor stage III (AL-11 to AL 12)**

**General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name | : |  |
| 2 | Father’s/Husband’s name | : |  |
| 3 | Mother’s name | : |  |
| 4 | Designation | : |  |
| 5 | Subject/ Discipline | : |  |
| 6 | Present place of posting with full official and residential address along with phone numbers and e-mail address | : |  |

**1. Academic Background:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Degree** | **Subject** | **Year of Passing** | **Univ./ Institute** | **OGPA/ Percentage** | **Proof No.** | **Candidate’s score** | **Scrutiny committee’s score** |
| 1.1 | Bachelor's |  |  |  |  |  |  |  |
| 1.2 | Master's |  |  |  |  |  |  |  |
| 1.3 | Ph.D. |  |  |  |  |  |  |  |
| 1.4 | Post Doctorate |  |  |  |  |  |  |  |

**Note:** If the University/Board gives grading instead of percentage, the equivalent percentage shall be as declared / certified by the concerned University/Board and the certificate/declaration shall be compulsorily enclosed with the application.

**1.5 Special Training abroad related to subject of specialization**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Title of Training** | **Host Institute & Country** | **Duration** | | **Proof No** | **Candidate’s score** | **Scrutiny committee’s score** |
| **From** | **To** |
|  |  |  |  |  |  |  |  |

**2. Experience & Annual Assessment Report**

**2.1 Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Post held** | **AGP/ Pay Level** | **Period** | | **Proof No.** | **Candidate’s score** | **Scrutiny committee’s score** |
| **From** | **To** |
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\*Attach certificate from last Employer

**2.2 Annual Assessment (To be filled by the scrutiny committee from the confidential report)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic Year** | **Overall rating given by Reporting officer** | **Any specific Remarks by Reviewing officer** | **Any specific Remarks by Accepting officer** | **Scrutiny committee’s score** |
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**3. Awards & Recognitions received:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Name of award** | **Conferred by**  **(Name of Body / Organization)** | **Year of award** | **Whether, Individual/ Team award\*** | **Proof No.** | **Candidate’s score** | **Scrutiny committee’s score** |
| 3.1 | Jawaharlal Nehru award for Ph.D. thesis |  |  |  |  |  |  |
| 3.2 | Best thesis award |  |  |  |  |  |  |
| 3.3 | Gold medal |  |  |  |  |  |  |
| 3.4 | **Awards and recognition during the period of assessment** | | | | | | |
| (a) | Awards at university level / district level |  |  |  |  |  |  |
| (b) | Individual/ team award by central Govt. organization such as ICAR, CSIR, UGC, BDT, DST, National Institutes, FAO/ state government |  |  |  |  |  |  |
| (c) | Fellow/ Award/ recognition by recognized national academies/ professional societies |  |  |  |  |  |  |

\* For team award also specify the status, e.g., Leader or Associate

**4. Teaching/Research /Extension attainments (during the period of assessment)**

**4.1 Details of UG/ PG courses taught:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Semester | Details of courses taught | Single/ jointly | Proof No. | Candidate’s score | Scrutiny committee’s score |
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**Note: Add more lines if needed**

**4.2. Students Guided**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Degree** | **Number of students guided as** | | **Proof No.** | **Candidate’s score** | **Scrutiny committee’s score** |
| **Major advisor** | **Co-Advisor** |  |  |  |
| 1 | Master's degree |  |  |  |  |  |
| 2 | Ph.D. degree |  |  |  |  |  |

**Note: Enclose final thesis submission certificate showing name of major/ minor advisor as proof.**

**Other Attainments**

| **S. No** | **Attainments** | **No./ No. of days/ years** | **As Team leader / Associate or as PI/ Co PI** | **Proof No.** | **Candidate’s score** | **Scrutiny committee’s score** |
| --- | --- | --- | --- | --- | --- | --- |
| 4.3.1 | Variety developed and released at National level |  |  |  |  |  |
| 4.3.2 | Variety developed and released at State level |  |  |  |  |  |
| 4.4 | Patents granted |  |  |  |  |  |
| 4.5.1 | Experiments conducted for the duration of less than 6 months |  |  |  |  |  |
| 4.5.2 | Experiments conducted for the duration of more than 6 months |  |  |  |  |  |
| 4.6 | Technology developed and included in package of practices |  |  |  |  |  |
| 4.7 | Submission and approval of project costing Rs. **25.0** lacs or more |  |  |  |  |  |
| 4.8 | Testing of each project or project allotted by University/ organization costing Rs. **3.0** lacs or more |  |  |  |  |  |
| 4.9 | Training course of **2 to 6 days** duration conducted as organizer for trainers or officers /stake holders/farmers etc |  |  |  |  |  |
| 4.10 | Training / awareness programme of **one day** conducted as organizer |  |  |  |  |  |
| 4.11 | Training course of **7 to 20 days** duration conducted as organizer for trainers or officers / stake holders/farmers etc |  |  |  |  |  |
| 4.12 | Training course of **more than 20 days** duration conducted as organizer for trainers  or officers / stake holders/farmers etc. |  |  |  |  |  |
| 4.13.1 | Successfully conducted FLDs/ other demonstrations |  |  |  |  |  |
| 4.13.2 | Successfully conducted OFTs |  |  |  |  |  |
| 4.14 | Organization of Kisan Mela at district /division /state/national level for one day or more days |  |  |  |  |  |
| 4.15 | Lecture delivered in trainings / field days / kisan mela etc |  |  |  |  |  |
| 4.16 | Documentary developed |  |  |  |  |  |
| 4.17 | Summer / winter school / refresher course/ orientation course etc. for more than 14 days duration conducted |  |  |  |  |  |
| 4.18 | National level Symposium / seminar / conference / workshop / group meeting organized |  |  |  |  |  |
| 4.19 | Lecture delivered as resource person / Invited lecture in summer / winter school / refresher course / symposium / seminar / conference etc. |  |  |  |  |  |
| 4.20 | Organization of exhibition (exhibits) at other institute |  |  |  |  |  |
| 4.21 | TV/Radio talk |  |  |  |  |  |
| 4.22 | Full time duties of continuous nature other than Teaching / Research / Extension as assigned by the university/competent authority, such as COE, University DDO/ OSD/ Deputy/ Assistant Registrar, Associate/ Deputy/ Assistant Director, O/I of stations orr any other to be decided by screening / scrutiny committee |  |  |  |  |  |
| 4.23 | Part time duties in preparation of annual reports/ self-study report, Research/ Extension Highlights, Vision document, Editor of University periodicals/ newsletter at University/ Directorate/ College level or any other major documents as assigned by the University |  |  |  |  |  |

**Note: Provide a list of project submitted and approved in the prescribed format (Annexure-1)**

**5. Publications: (during the period of assessment)**

| **S. No** | **Particulars** | **First author / Co-authors** | **Proof No.** | **Candidate’s score** | **Scrutiny committee’s score** |
| --- | --- | --- | --- | --- | --- |
| 5.1 | Paper published in journals having NAAS rating 6.0 and above or journals listed in UGC- Care list Group II |  |  |  |  |
| 5.2 | Paper published in journals having NAAS rating from 4.00 to 5.99 |  |  |  |  |
| 5.3 | Paper published in journals having NAAS rating below 4.00 or journals listed in UGC- Care list Group I |  |  |  |  |
| 5.4.1 | Book published by National Institute/ Universities/ Standard publishers having ISBN of more than 100 pages |  |  |  |  |
| 5.4.2 | Each edited book having ISBN/proceedings of conference etc. having more than 100 pages |  |  |  |  |
| 5.5 | Book chapter in books having ISBN/ laboratory or practical manual / extension bulletin/ technical bulletin/ full length paper published in proceedings of National/ International seminar/ symposium/ conference/ research paper published in journals not included in (5.1) to (5.3) categories |  |  |  |  |
| 5.6 | Each short note / communication published in NAAS rated journal |  |  |  |  |
| 5.7 | Each abstract published in proceedings of seminar /symposium /conference or short note papers published in Non- NAAS journals |  |  |  |  |
| 5.8 | Each popular article in reputed magazine / folder/ leaflet |  |  |  |  |

**Note: Provide a list of all publication in each category in the prescribed format (Annexure-II)**

**6. Additional duties / Institution building: (during the period of Assessment)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Additional duties** | **Name of additional work and capacity in which associated** | **Period** | | **Proof No.** | **Candidate’s score** | **Scrutiny committee’s score** |
| **From** | **To** |
| **6.1** | Additional duties of continuous nature as Incharge of Department, farm Incharge, Chief hostel Warden, Hostel warden, DDO of Units, ADSW, Incharge, NSS/ NCC/ Games & Sports/ placement Cell/ website/ Establishment/ pool/ accounts/ technical cell/ Central Store/ Students section/ Academic/ Asstt. Examination Suptd./ Library/ Central lab/ land scaping etc. or other additional duties of continuous nature assigned by the University/Competent authority, to be decided by screening/ scrutiny committee |  |  |  |  |  |  |

**7. A brief statement to highlight your outstanding achievements in 200 words** **(during the period of assessment)**

**Remark – Attach proof for Point No. 1 to 6**

**DECLARATION**

I………………………………………… solemnly declare that the above information is true and correct to the best of my knowledge and belief. And that I have not suppressed/ distorted any fact. I have read the provisions of the relevant rules and instructions given in the circular carefully and I hereby undertake to abide by these.

If at any time the information given by me is found wrong, then my appointment shall be liable to summarily termination without any notice / compensation & disciplinary action may be initiated against me as per rules.

I also declare that I have not been punished in any judicial case or disciplinary proceedings by any agency/ court.

**Signature of Candidate**

|  |
| --- |
| **Eligibility and criteria**  CAS promotion from Assistant Professor Stage II to Assistant Professor Stage III shall be conducted by a Screening Cum Evaluation Committee adhering to the criteria laid out as API score in PBAS.  **Note:**  **1. Minimum Eligibility:**   1. Service requirement**:** Minimum 5 years of service on the post of Assistant Professor in stage II in AGP 7000/- or Pay level **AL 11**. 2. A Ph.D. degree in the subject concerned/allied/relevant discipline. 3. One course / programme from among the categories of Methodology, workshops, training, teaching-learning-evaluation technology programme, soft skills development programmes and faculty development programmes of minimum one week duration. 4. Published three research papers in the peer-reviewed /NAAS rated or UGC-listed journals during assessment period. 5. Minimum API score of 50%   **2. CAS promotion Criteria:**   1. Candidate gets ‘satisfactory’ or above grade in the annual performance assessment reports of at least four of the last five years of the assessment period 2. The promotion is recommended by the Screening-cum-evaluation committee. |

**Annexure 1: Details of Projects Handled (During the assessment period)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Project Title** | **Capacity in which associated (PI/Co-PI )** | **Funding agency** | **Budget of the project**  **(Rs.)** | **Location** | **Duration** | | **Proof No.** |
| **From** | **To** |
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**Note: Marks of this table be given in point no. 4.7/ 4.8 of PBAS**

**Annexure-2: List of publications (During the assessment period)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Author(s)\*** | **year of publication** | **title of publication** | **publisher** | **Proof No.** |
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**Note: Marks of this table be given in point no. 5 of PBAS**

**\*Applicants name shall be typed in bold letters.**