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**AGRICULTURE UNIVERSITY, KOTA**

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

**Assistant Professor stage I to Assistant Professor Stage II (AL-10 to AL-11)**

**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.

**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:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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/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. 20.0 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 I to Assistant Professor Stage II 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 Requirements:** An Assistant Professor with complete services of 4 years possessing Ph.D. degree; 5 years possessing M. Phil/ M. Tech and 6 years without Ph.D. degree in AGP 6000 or Pay level **AL 10** 2. One orientation and one refresher / research methodology course of 2/3 weeks duration completed during assessment period. 3. Published one research publication in the peer-reviewed/ NAAS rated or UGC-listed journals during assessment period 4. Minimum API score of 50%   **2. CAS promotion Criteria:**   1. Candidate gets a ‘satisfactory‘ or above grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be 2. The promotion is recommended by the screening-cum evaluation committee. |

**Annexure 1: Details of Research 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.**