

NAVSARI AGRICULTURAL UNIVERSITY
NAVSARI

APPENDIX - I

Criteria for PBAS based API Score for CAS promotion for teachers and other academic staff of Navsari Agricultural University, Navsari.

- i) Cut-off date for promotion under CAS will be on or **after 31.12.2008**. PBAS based API will be effective w.e.f. July 01, 2010 (UGC letter No. F.3-1/2009 Dated: 30.06.2010 UGC Regulation 2010). Teachers and equivalent who completed eligibility requirements (i.e. Assistant Professor and equivalent– 12 years and Associate Professors and equivalent - 6 years will not require to fulfill the PBAS based API application performa.
- ii) Candidates who fulfill the minimum API score required will be considered eligible for CAS for promotion from STAGE-1 to STAGE-2, STAGE-2 to STAGE-3, STAGE-3 to STAGE-4, STAGE-4 to STAGE-5 and STAGE-5 to STAGE-6.
- iii) For application, 7 copies of Bio-data on prescribed Performa should be submitted to Registrar through proper channel on prescribed date.
- iv) For Associate Professor and equivalent (STAGE-3 to STAGE-4), minimum 03 years of experience with Ph. D. Degree is essential.
- v) Ten percent of the posts of Professor and its equivalent in the Pay Band of Rs. 37,400-67,000 with Academic Grade Pay of Rs.10,000 sanctioned in the set-up, shall be in the higher grade of AGP of Rs. 12,000 Professorship and equivalent (STAGE-5 to STAGE-6) with eligibility conditions prescribed by Government.
- vi) Teachers and equivalent of the University shall be entitled to the benefits of Career Advancement Scheme as per conditions, provisions and fulfillment of education, qualification laid down by Government of India, Ministry of Agriculture Department/ICAR and as approved by the State Government from time to time.
- vii) Candidates shall offer themselves for assessment of CAS promotion, if they fulfill the minimum API scores indicated in ICAR Regulation. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date in any event; the University concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

- viii) CAS promotions being a personal promotion to the incumbent teacher and equivalent holding a substantive sanctioned post, the said post shall revert back to its original cadre on vacating the post by the individual incumbent and equivalent.
- ix) The incumbent teacher and equivalent must be on the role and active service of the Universities/ Colleges on the date of consideration by the Selection Committee for CAS Promotion.
- x) (a) If a candidate apply for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
 (b) If, however, the candidate finds that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
 (c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

In case if a teacher and equivalent refuses to accept promotion, his case shall not be considered for promotion for a period of one year from the date of his refusal or till next vacancies arises, whichever is later.

The upward movement from Assistant Professors and equivalent (STAGE-1), to Professor & Professorship and equivalent (STAGE-6), would be in accordance with evaluation procedure such as the API score card system etc. to be notified by Regulation.

- xi) Assistant Professor and equivalent on completion of three years of service n the AGP of Rs. 8,000 and possessing a Ph.D. degree in the relevant discipline shall be eligible; subject to meeting of the API criteria, to move to the pay band of Rs. 37,400-67,000 with AGP of Rs. 9,000 (STAGE-4) and shall be designated as Associate Professor and equivalent.
- xii) Non-Ph. D. Assistant Professor and equivalent on completion of three years of service in the AGP of Rs. 8,000 shall be eligible; subject to meeting of the API criteria, to move to the pay band of Rs. 37,400-67,000 with AGP of Rs. 9,000 (STAGE-4) and **shall continue to be designated as Assistant Professor and equivalent.** On acquiring Ph.D Degree, the Assistant Professor and equivalent shall be designated as Associate Professor and equivalent.
- xiii) Associate Professor and equivalent on completion of three years of service in AGP of Rs. 9,000 and possessing a Ph.D Degree in the relevant discipline shall be eligible to be appointed/ designated as Professor and equivalent, subject to meeting of the API criteria.

The pay band for the post of Professor and equivalent would be Rs. 37,400-67,000 with AGP of Rs. 10,000 (STAGE-5).

- xiv) **Ten percent of the positions of Professors and equivalent in a University**, with a minimum of ten years of teaching and research experience as professor and equivalent either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship and equivalent Rs. 37,400-67,000 with AGP of Rs. 12,000 (STAGE-6), on satisfying the required API criteria through a duly constituted Expert committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor' and equivalent. As this AGP elevation for Professor and equivalent s applicable to only University Departments, additional credentials are to be evidenced by:-

- (a) post-doctoral research outputs of high standard;
- (b) awards / honours /and recognitions;
- (c) additional research degrees; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in science and technology.

- xv) **Promotion of Assistant Professor and equivalent to Associate Professor and equivalent:** For promotion from the post of Assistant Professor and equivalent to Associate Professor and equivalent; the requirements of research publications shall be as under:

- (a) for those who possess a Ph. D. Degree, a minimum of one publication made during the period of service as Assistant Professor and equivalent;
- (b) for those with a M. Phil. / Master's Degree, a minimum of two publications made during the period of service as Assistant Professor and equivalent; and
- (c) for those without Ph. D. or M. Phil. Degree, at least three publications during the period of service as Assistant Professor and equivalent.

Provided that in so far as teachers in Universities are concerned, three publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor and equivalent to Associate Professor and equivalent.

- xvi) However, the date of promotion will be effective from 01.01.2009 but the subsequent promotion due date will be considered from the date of actual qualification of due date of previous eligibility date or whichever is earlier.

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API's) FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS OF NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI

For Promotion as (Effective from 01.01.2009):

Table 1 Stages and eligibility Criteria for CAS promotion.

CAS Stages	From	To	Minimum Length of Service	Method of Promotion
Assistant Professor and its equivalent STAGE-1 to Assistant Professor and its equivalent STAGE-2	Pay Band: 15,600-39,100 + AGP: 5,400 / 6,000	Pay Band: 15,600-39,100 + AGP: 7,000	Assistant Professor and its equivalent in STAGE-1 and completed FOUR years of service with Ph. D. or FIVE years of service who possesses M. Phil. / M. Tech. / M.Sc. (Ag) / M. V. Sc. / M.F. Sc. / M. Sc. Degree or SIX years of service who do not possess Ph. D. or M. Phil or a Master Degree	Screening Committee
Assistant Professor and its equivalent STAGE-2 to Assistant Professor and its equivalent STAGE-3	Pay Band: 15,600-39,100 + AGP: 7,000	Pay Band: 15,600-39,100 + AGP: 8,000	Assistant Professor and its equivalent who completed service of FIVE years in STAGE-2	Screening Committee
Assistant Professor and its equivalent STAGE-3 to Associate Professor and its equivalent STAGE-4	Pay Band: 15,600-39,100 + AGP: 8,000	Pay Band: 37,400-67,000 + AGP: 9,000	Assistant Professor and its equivalent* who possess Ph. D. Degree and completed service of THREE years in STAGE-3 . *For those who possess a Ph. D. Degree, a minimum of one publication made during the period of service as Assistant Professor and its equivalent ; for those with a M. Phil. / M. Tech. / M.Sc. (Ag) / M. V. Sc. / M.F. Sc. / M. Sc. Degree, a minimum of two publications made during the period of service as Assistant Professor and its equivalent; and for those without Ph. D. or M. Phil. Degree, at least three publications during the period of service as Assistant Professor and its equivalent .	Selection Committee

			* Non-Ph. D. Assistant Professor and its equivalent on completion of THREE years of service in the STAGE-3 shall be eligible; subject to meeting of the API criteria to move to STAGE-4 and shall continue to be designated as Assistant Professor. On acquiring Ph. D. Degree, the Assistant Professor shall be designated as Associate Professor.	
Associate Professor and its equivalent STAGE-4 to Professor and equivalent and its equivalent STAGE-5	Pay Band: 37,400- 67,000 + AGP: 9,000	Pay Band: 37,400- 67,000 + AGP: 10,000	Associate Professor and its equivalent who completed service of THREE years in STAGE-4	Selection Committee
Professor and its equivalent STAGE-5 to Professor and equivalent STAGE-6 (10 percent of the positions of Professors and equivalent of the University)	Pay Band: 37,400- 67,000 + AGP: 10,000	Pay Band: 37,400- 67,000 + AGP: 12,000	Professor and equivalent and its equivalent who completed TEN years of service (within the University) in STAGE-5	Selection Committee

Table 2 Minimum Academic Performance Indicators for the Promotion of Teachers under Career Advancement scheme (CAS)

Sr. No.		Assistant Professor and equivalent SATAGE-I to Assistant Professor and equivalent STAGE-2.	Assistant Professor and equivalent SATAGE-2 to Assistant Professor and equivalent STAGE-3.	Assistant Professor and equivalent SATAGE-3 to Assistant Professor and equivalent STAGE-4.	Assistant Professor and equivalent SATAGE-4 to Assistant Professor and equivalent STAGE-5.	Professor STAGE-5 to Professor and equivalent STAGE-6 (10 percent of the positions of Professors and equivalent of the University)
1	Category I Teaching-learning, Evaluation Related Activities (Category I) (A/B/C/D)	75 / Year	75 / Year	75 / Year	75 / Year	75 / Year
2	Category II Co-Curricular, Extension and Profession Related Activities (Category II)	15 / Year	15 / Year	15 / Year	15 / Year	15 / Year
3	Minimum Total average annual score under categories I and II	100 / Year	100 / Year	100 / Year	100 /Year	100 /Year
4	Category III Research and Academic Contribution	10 / Year 40 / assessment period of 4 years for Ph. D. candidates. 50 / assessment period of 5 years for Master/M. Phil. Degree holder	20 / Year 100 / assessment period of 5 years	30 / Year 90 / assessment period of 3 years	40 / Year 120 / assessment period of 3 years	50 / Year 500 / assessment period of 10 years

		candidates. 60 / assessment period of 6 years for who do not possesses Ph.D or M.Phil or a Master Degree				
5	Minimum Qualification required apart from API Score Mentioned in Category I, II and III	Two Orientation / Refresher / Training/ Research Methodology/ Soft Skill Development/ Long Term Training/ winter or summer school/ course of at least 3 week duration during assessment period.	One course / programme from among the categories of refresher courses, methodology workshops, training, teaching – learning- evaluation technology programs and Faculty Development Programmes of 2/3 week duration.	At least three publications in the entire period as Assistant Professors (twelve years). One course / program from among the categories of methodology workshops, training, teaching – learning- evaluation technology programs, Soft skills development Program of minimum one week duration.	-Teachers may combine two assessment periods (in STAGE 3 and 4) to achieve minimum API scores in above categories. -A minimum of 5 publication.	Additional credentials are to be given as evidences for Post- Doctoral Research outputs of high standard. Award/ honours/ recognitions/ patents and IPR on products and processes developed/ technology transfer achieved; and Additional research degrees/ degrees, if any.
6	Expert Assessment System	Screening – cum- Evaluation Committee		Selection Committee	Selection Committee	Expert Committee
7	Percentage Distribution of Weightage Points in the Expert Assessment (Total	---N.A.--		30% contribution to Research 50% assessment of	50% - contribution to Research 30% assessment of	50% - contribution to Research. 30% assessment of

	Weightage = 100. Minimum required for promotion is 50)		domain knowledge and teaching practices 10% Annual Assessment Report, 10% Interview performance.	domain knowledge and teaching practices. 10% Annual Assessment Report. 10% Interview Performance.	domain knowledge and teaching practices. 10% Annual Assessment Report. 10% Interview Performance.
8	Date of implementation	1-1-2009 or the date of eligibility whichever is later.			
9.	Selection and Screening-cum-Evaluation Committee	As per Common Statute-2011			

Table 3 Calculation of PBAS based API score for CAS as Associate Professor and Professor

Criteria/Activities	API Score Obtained	API Score to be converted on the scale of
<p>Category I Teaching (T), Research (R), Extension (E) and Technical Administration (T. A.) (from either of any single activity i.e. A or B or C or D* or any combination of them)</p>	<p>75/Year (minimum) _____ (Obtained from summary table of API obtained in Category –I)</p>	<p>_____ per year converted from 450 Formula = (API score obtained in Col. 2 x 450) / 125.</p>
<p>Category II Co-curricular and Professional Development Related Activities</p>	<p>15/Year out of 50 _____ (Obtained from summary table of API obtained in Category –II)</p>	<p>_____ per year as obtained out of 50</p>
<p>Total Minimum API Score required in Category I+II</p>	<p>100</p>	<p>_____ per year obtained from 500</p>
<p>Category III Research and Academic Contribution</p>	<p>As per above Table-2</p>	<p>_____ per year converted from 300</p>
<p>Annual Assessment Report</p>	<p>10% (out standing-10 marks, Very Good-08 marks and Good-06 marks)</p>	<p>_____ converted from 100</p>
<p>Interview performance</p>	<p>10 %</p>	<p>_____ converted from 100</p>

*Meaning of A/B/C/D

A	Stands for Teaching and related activities
B	Research and related activities
C	Extension and related activities
D	Technical Administration and related activities

I. Specific Achievements In Teaching/ Research/ Extension/Technical administration work under Assessment Period								
A. Teaching and Related Activity		Max. Score/Year	Assessment Years					
			1st	2nd	3rd	4th	5th	6th
A 1	Course Number, Credit / contact hours (Theory + Practical), Full Time / Associate (One practical credit hour or contact hours = 3 theory hours) (e.g. 2T+1P credit = 5 credits) OR Tutorials. (year means total credits taught in I and II semester together) API Weightage: 3 Marks / contact hour	45						
A 2	Preparation of new teaching/ learning material including transition bridge material study pack or similar addition resource for students and Type of Teaching material Developed (Slides/ Charts/ Videos/ VCD/ DVD) Educational Video. Distribution of Weightage: 10 Marks for PPT per course / year 3 Marks for PPT of the course for subsequent years 3 Marks for 10 Charts 3 Marks for 10 Slides 10 Marks for 10 min video 5 Marks for 10 min video	30						
A 3	Examination Duties (Invigilators, Question Paper Setting, Assessment of Answer Sheets) Acting as an Internal examiner (within the university) for UG / PG / Diploma / Certificate course including paper setting, assessment, evaluation, Viva-voice] API Weightage: 05 marks per activity	20						
A 4	UG/PG/Diploma Academic In charge / Co-ordinator or Co-coordinator OR Post-Graduate Seminar Co- ordinator / Co-Coordinator / SRC chairman or Co-Chairman / Rector or Assistant Rector API Weightage: 02 marks per activity per year	10						
A 5	Invited/ Guest Lecure Delivered in Seminars/ Conferences/ Symposia/ training School/ Programme/ Workshop OR Lectures or other teaching duties in access of UGC/ICAR norms. API Weihtage : 2 Marks for each activity/ year	10						

Teaching and Related Activity		Max. Score/ Year	Assessment Years					
			1 st	2 nd	3 rd	4 th	5 th	6 th
A 6	1) Under guidance of Teacher (a) If student has won any National level competition/quiz/contest of similar activities (once in entire life). (b) If the Thesis of student has received National level/ State level awards.	10						
	2) Performance of the students (a) No. of students obtained distinctions (Minimum 15% of the class) (b) No. of students obtained first class (minimum 35% of the class)							
	3) Designing a special course towards student career development							
	4) Teaching innovation, innovative methodologies adopted/ designed for teaching							
	5) Use of anonymous students feedback on the quality of class room teaching							
	6) Guidance to students for competitive examination Viz., NET/JRF/ SRF/GPSC/UPSC/PG entrance & ICAR examination etc.							
	7) Learning evaluation skill							
	8) e-teaching (lecture note prepared and placed on web portal, TV/radio talk)							
	9) Guidance to students for professional development activities viz. participation in seminar/ symposia/ conference, etc.							
	10) Preparing/ encouraging the students for station level research/review writing/ HRD programme. <i>API Weightage: 2.5 Marks for each activity / year</i>							
Total		125						

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B. Research and Related Activity		Max. Score/Year	Assessment Years						
			1st	2nd	3rd	4th	5th	6th	Total
B 1	Project leader in Research Project / Experiments as per the approved technical programme of work API Weightage: 10 Marks per each experiment / project as project leader 08 Marks per each experiment/ project as other associates	40							
B 2	Variety Release / Recommendations / technology developed/m / popularized / prototype commercialized / protocol developed / Policy implicated / Price forecasting / Innovative technology developed / Software Development /Diseases Diagnosis API Weightage: 05 mark per activity / year	20							
B 3	Seed Production (MT), Planting / Propagating Materials (no.1000), Chicks (no.1000), Calves / Lamb / Kids (no.10), Bio agent (no.1000), Bio Pesticide (100 L), Germ Plasm collection (Plant/Animal), Bio Fertilizer (no.100), Dairy Product (100 kg/l), Sample Testing (no. 25) Bakery Products (100 Kg.) / Biological Sample Analysis (no.25) / Chemical Sample Analysis (no. 50) / Pesticide / Herbicide Residue (no.25) / Bio Diversity mapping / Post Mortem Examination (no. 10) / Blood – Faecal – Urine – Milk – Feed sample analysis (no. 30) / surgical operations: Large animals (no. 10) / Small animals (no. 20) / any other samples. API Weightage: 03 marks per activity / year	15							
B 4	Registration for Patents / varieties notified / vaccine developed / Technology/ Protocol Developed/ National level research committee member. API Weightage: 05 mark per each / year	20							
B 5	Special assignment: Centre of Excellence and infrastructure created, Establishment of Institutional facilities (Seed / Soil testing laboratories / Bio-control laboratory, Bio-pesticides laboratory, Bio-fertilizer production laboratory / Bio-diesel / Food Testing Laboratory / Incubation Centres / Packaging Material testing / Weather Station / Laboratory Clinic / Banana pseudo stem laboratory / Modernization of laboratories / Farm, CIL, Semen Station, PHT Unit, Educational Museum./ Departmental Laboratory/ Crop cafeteria etc. API Weightage: 05 mark per each / year, API Weightage: 02.5 marks for associates	20							
B 6	Farm Management / Manager API Weightage: 2.5 mark per year At defined remote station services: Farm Management/Manager or Research Station head API Weightage: 5.0 mark per year and other services = 2.5 mark per year	10							
Total		125							

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C. Extension and Related Activity		Max. Score/ Year	Assessment Years						
			1 st	2 nd	3 rd	4 th	5 th	6 th	Total
C 1	Organizing Krushi Mela / Pashumela as a chairman / secretary / Krushi Mahotsav / Door step seminar/ dairy product judging contest/ State level event/ national dairy quiz/ cattle camp/ aarogya mela/ farmer training programme/ world food day celebration/ livestock show/ farmers- Students training programme etc. 1. National / State level = 10.0 mark each 2. University level = 8.0 mark each 3. Khedutdin/ Shibir/ Clinical camps/ Exhibition/ Fair/ Emergency duties attended/ Wild life related activities or similar activities = 5.0 mark each API Weightage : 04.0 Marks for each as an associate of any of above mentioned activity or any activities like Krushi Mela/ Pashumela/ Farmer's day/ Shibir/ Farmers week celebration/ clinical camps etc.	40							
C 2	Participation in mentioned in C 1 above 1. National / State level = 5.0 mark each 2. University level = 4.0 mark each Khedut din / Shibir / Clinical camps / Exhibition / Fair or similar activities = 4.0 mark each	30							
C 3	05 marks per 150 farmers call attended 10 marks per Number of crop VCDs / DVDs developed 10 Marks per number of Success stories 03 marks per farmer for farmers counseling for participation at competitions 01 Mark for 10 bulletins for preparation of FAQs for DD / AIR 05 per each preparation of Strategies for research and Extension Plans 05 Marks per Cases/Diagnostic team 05 Marks per press note or article related to extension activity.	25							
C 4	Conducting Front Line Demo. / On Farm Training/ Door Step Seminar/ Demonstrations API Weightage: 2.5 Marks per activity / year	20							
C 5	1) Innovation of technology adoption based on which farmer awarded at	10							

	National/State level= 10.0 mark each 2) Based on motivation of farmers awarded at National/State level by any organization= 5.0 mark each. 3) Help renders to farmers (e.g. Loan, machinery, marketing, value addition, inputs etc.) = 2.50 mark each								
	Total	125							

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D. Technical Administration and Related Activities		Max. Score /Year	Assessment Years						
			1 st	2 nd	3 rd	4 th	5 th	6 th	Total
D 1	<p>Service rendered by carrying out activities to support the Office / University in Academic / Research or General Administration / Head of Office in Government setup / Assistance in Coordination (No.of Institutes/SAUs being handled, Processing for release funds) and Administration as Technical Officer, , DDO / AAO, Planning Officer, Director of IT, Asst. Registrar / Registrar /Comptroller/Audit Officer/ Teaching Staff of SAU Council/ OSD / Asst. Ext. Educationist (Publication)/Head of Research Station, Head of Polytechnics / Head of College wing / Librarian /Asst. Librarian) etc. Involvement for Preparation of Common Statutes of SAUs at Government level.</p> <p>API Weightage: 20 marks for Head of office in Government setup/DDO/Planning Officer/ Director of IT/ Head of Research Station/ Head of Polytechnics/ Head of College Wing/ Librarian/ Registrar/Comptroller for each activity per year.</p> <p>API Weightage: 10 marks for other activity/ year</p>	50							
D 2	<p>a. Preparation of University Documents (Annual Report, Research, Status Report, Vision, Accreditation Report/C-DAP), preparation of budget estimates of council.</p> <p>b. Compilation of such reports including External Agency and compilation work of Council submitted to the Government.</p> <p>c. Preparation of agenda items (Academic / Research Council, PG BoS and BoM / VC Conference / IUCA / ICAR regional committee, SAU council etc.), preparation of speech, monthly reports, academic council agenda, faculty board agenda, examination calendar, academic calendar, transcript, mark sheet preparation etc.</p> <p>d. Annual rate contract proposals processing / tendering including e-tendering,</p> <p>e. Processing Research scheme proposals and scrutiny of Research scheme proposals at University/Government Level.</p> <p>f. Handling files of various committees</p> <p>g. Involvement in admission process, at University/Council Level/ Convocation preparations etc.</p>	40							

	<p>h. Organizing/ attending meetings such as ZREAC / SAU Council / Res. Council / SLTP / College level technical programs / REAC / SLCC.</p> <p>i. Participation in DLCC/SAC meeting of DAATTCs/KVKs/Govt. meeting.</p> <p>j. Work related to annual Plan/ five year plan/ ADP/ Plan Budget/ ICAR development grant for Universities/Govt.</p> <p>k. Technical work related to Planning, execution, monitoring, evaluation report submission of ICAR/ Plan/ Non-Plan and other agency projects.</p> <p>l. MOU preparation procedures.</p> <p>m. Technical work related to preparation of guidelines for PBAS based API for Career Advancement Scheme/ Direct Recruitment at University/ Govt. level.</p> <p>API Weightage: 10 marks per activity / year.</p>							
D 3	<p>Monitoring/ member of selection committee/ administrative duties for plan/ non-plan schemes and other funded Govt. / Non-Govt. schemes of the University/ College/ Govt. etc Scientific assistance to VC/DR/DEE/ Member Secretary (SAU Council)/ Meetings organization, lectures and preparation of speech & drafts prepared reports, proceedings preparation, assembly/ parliament questions handled, Maintenance of files.</p> <p>API Weightage: 2.0 marks / section.</p>	20						
D 4	<p>Establishment, maintenance and updating of network facility/ Website in University/ College/ Unit, coordinating IT activities of ICAR, GOI, GOG, Council/ Preparation of software / ICT related purchase procedures.</p> <p>Planning and purchase regarding ICT/ ERP System Guiding Terachers, staff, students regarding updates in IT & e-library and office.</p> <p>API Weightage: 3.0 marks / section.</p>	15						
	Total	125						

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II. Co-curricular and Professional Development Related Activities		Max. Score /Year	Assessment Years						
			1 st	2 nd	3 rd	4 th	5 th	6 th	Total
1	Institutional Co-curricular activities for students such as field studies / popular lectures / educational tours / industry – implant training and placement activity / Preparation and Imparting knowledge / organizing and conduction of popularization programmes / training courses in computer assisted teaching / web based learning and other participatory learning skills to students / other any similar activity in University and Govt. level. API Weightage: 04 marks per activity / year	08							
2	Placement Officer, Examination Cell / Education Tour leader or Manager / Teaching staff of SAU Council/Co-Tour Leader / Student Councillor / Care Taker / Mentor / Training Hostel Manager / In Charge / or Gymkhana Chairman or SRC Advisor / Member / Student Councillor, Anti Ragging committee member / women anti-harassment Cell / women complaint mechanism cell / Team Member / Co Team Member to sports, SRC, Cultural Activity / NSS / NCC / NSO Activity / In plant training organized / Summer Training (for students of FPT & BE and MBA Faculties) / Students and Staff related socio Cultural and Sports programmes / campus publications etc. / any other similar activity API Weightage: 2 marks per activity / year	08							
3	Maintenance of records / member secretary/convenor of committee/ works committee / purchase committee / auction committee / dead stock verification committee or any other similar departmental / University level committee member/ Supporting staff of such committees. API Weightage: 04 marks per activity / year	08							
4	Member of any scientific society / association / professional associations committee / Boards of studies / Editorial committees of journals / Institutional publication / Faculty board / committee member of Research Journals / magazine etc. / any similar activity. Member in Farmer award selection committee / ATMA / Hariom Ashram Award API Weightage: 02 marks per activity / year	04							
5	External Examination Duties (Invigilators, Question Paper Setting, Assessment of Answer Sheets). Acting as an External Examiner (outside the university) for UG/ PG/	12							

	Diploma/ Certificate course including paper setting, assessment, evaluation, Viva-Voice as superintendent/ assistant superintendent/ centre in-charge/ Liasoning of SAU's Administrative and Academic activities with Govt. etc./ Member in Kisan Mela/ZREAC/AGRESCO Committee. External selection committee member for recruitment/ expert/ thesis/ dissertation evaluation from outside the University.. API Weightage: 03 marks per activity / year								
6	Organizing of Orientation Courses / Refresher courses / Research methodology / Training / Teaching – Learning – Evaluation Technology / Soft Skills Programmes / Faculty Development Programme etc. API Weightage: 2.0 marks per activity / year	04							
7	Professional Development Activity: Participated in Orientation Courses / Short Term Training Programme SSTP (of < 1 week duration) / Refresher courses / Research methodology / Training / Teaching – Learning – Evaluation Technology /NGM / Soft Skills Programmes / Faculty Development Programme / Scientific Exhibition or Show etc. Participated in Seminars / Conferences / Symposia / training School / Programme / Workshop API Weightage: 02 marks per activity / year	06							
	Total	50							

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III. Research and Academic Contributions and Related Activities		API Weightage	Assessment Years						
			1 st	2 nd	3 rd	4 th	5 th	6 th	Total
1	<p>Research Papers Published in Referred Journals* <i>(*A Referred or peer-reviewed journal is one that has submitted most of its published articles for review by experts who are not part of the editorial staff. The numbers and kinds of manuscripts sent for review, the number of reviewers, the reviewing procedures and the use made of the reviewers' opinions may vary, and therefore each journal should publicly disclose its policies in the Instructions to Authors for the benefit of readers and potential authors.)</i></p> <p>1. All the publications mentioned above should have been published as on the last date prescribed for submission of filled-in application. 2. The first three authors in all (he/she above cases will get full marks while the rest of the authors will get 50 per cent of the marks allotted to each item).</p>	25 / publication							
2	<p>Research Papers Published in Non-referred* but recognized and reputed journals / periodicals (having ISBN / ISSN numbers) <i>(*Non-refereed materials such as Trade Journals or Magazines use less rigorous standards of screening prior to publication. In some publications, each article may be only screened by the publication's editor. While knowledgeable, no editor can be an authority on all the subject matter printed in a journal. Other non-refereed materials accept almost anything submitted in order to have something to print.)</i></p> <p>1. All the publications mentioned above should have been published as on the last date prescribed for submission of filled-in application. 2. The first three authors in all (he/she above cases will get full marks while the rest of the authors will get 50 per cent of the marks allotted to each item).</p>	15 / publication							
3	Conference proceeding as full papers (only Abstract accepted not to be considered)	15 / Publication							
4	Research Publications / Books / Chapters / subject special publications	50 marks per							

	a. Books published by International publisher with an established peer review / chapters in knowledge based volumes in National based publications	book / 15 marks per chapter / chapter editor								
	b. Subject books / Text books by National level publishes / local publishers (with ISBN or ISSN numbers) / state and central Govt. publishers through ICAR / University / Institute funded publication	30 marks per book / 10 marks per chapter / chapter editor								
	c. Subject based reading materials or exercise material for courses / proceedings / workshops published by University	20 marks as author or associate								
	d. Practical Manual / Question Bank / Vernacular articles / subject dictionary / booklet etc.	10 marks per activity								
5	a. Research Note / Abstracts / Short communication presented / published in Journal / Seminar / Symposium / Conferences / Training / workshops etc.	05 marks each								
	b. Research Bulletins / Extension Bulletins	04 marks each								
	c. Popular articles published in leading Dailies / Pamphlets / Institutional / Govt. Departmental / Periodicals / College magazine etc.	03 marks each								
6	International awards / Medal / recognition	10 marks each								
	National award/ medal/recognition	05 marks each								
	Best Poster/Oral presentation award at National Seminar/Symposium/Conference	05 marks each								
	Young Scientist Award	15 marks each								
	State (GAAS / PPSG / HSG and alike societies) / University award / medal / felicitation / recognition	05 marks each								
	Best Teacher Award Note: For Team Awards/Medals/ Recognitions the leader gets full marks and each Associate gets 50% of the marks mentioned above.	20 mark each								
7	Assets created for the University Upto Rs. 50,000 = 04 mark/year									

	Rs. 50,001 to Rs. 1,00,000 = 06 mark/year Rs. 1,00,001 to Rs. 2,00,000 = 08 mark/year More than Rs. 2,00,000 = 10 mark/year								
8	Major Advisor / Minor advisor / Advisor / Committee member for PG student allotted	Major Advisor / Advisor = 30 Marks / per student Minor advisor = 20 marks / student Committee member = 10 Marks for each Students							
9	a. Consultancy of the project (modulated with a minimum of Rs. 10 Lakhs)	05 marks per each consultancy							
	b. Consultancy of the project (modulized with more than Rs. 10 Lakhs)	10 marks per each consultancy							
10	c. Preparation/ Amendments of Academic Regulations and General Regulations at Council and Government Level.	20 marks per activity.							

Verified :

<i>Signature, Name, Designation & Office Address of the Candidate</i>	<i>Signature, & Office Seal of the Head of the Department</i>	<i>Signature, & Office Seal of the Unit Head</i>

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAS FROM STAGE – 1 TO STAGE – 6.

PART – A

GENERAL INFORMATION AND TEACHING / RESEARCH / EXTENSION / TECHNICAL ADMINISTRATION (This part is to be filled in by the candidates as per applicability).

Application for _____ (ASSOCIATE PROFESSOR AND EQUIVALENT/ PROFESSOR AND EQUIVALENT)

Please send 7 (SEVEN) copies of duly filled-in Performa

Date of First Appointment: _____

Date of Appointment in Present Cadre: _____

Present Pay scale: _____ Designation: _____

Date of last promotion: _____

Date of appearing before the last selection committee (if appeared) _____

Total self API score calculated _____

Office: _____, College: _____

Discipline and Department: _____,

Centre: _____

1.	Name (in BLOCK LETTERS)	:	_____
2.	Father's Name (in BLOCK LETTERS)	:	_____
3.	Date of Birth	:	_____
4.	Address for Correspondence	:	 e-mail ID: _____ Contact No. : _____

5	Academic Qualifications :				
Sr. No.	Degree / Diploma	University / Board	College /Institute	Month / Year of passing	Class /Grade obtained
1	Ph. D.				
2	M. Phil.				
3	M. Sc. /M.V. Sc. / M. Tech.				
4	B. Sc. / B.V. Sc. / B. Tech.				
5	HSC or equivalent				
6	SSC				
7	Date of Ph. D. Degree Notification				

6. Employment Record in AAU: (Use Separate sheet if required)

Station / Centre (Place of work with full address)	Designation / Post Held	Scale of Pay	Period		Nature of duties
			From	To	

7. Employment Record Outside University: (Use separate sheet if required)

Station / Centre (Place of work with full address)	Designation / Post Held	Scale of Pay	Period		Nature of duties
			From	To	

8. Period of deputation if any:

For service in other organizations:

Institution / place of work	Govt. / Quasi Govt.	Post held / designation	Period		Nature of Duties	Remarks & Orders of competent authority
			From	To		

For higher studies:

Institution / place of work	Deputed by University or self- study	Period		Degree Awarded	Year	Subject and Field of Specialization
		From	To			

9. Whether eligible for relaxation of length of service due to study leave

(Quote Authority): Yes / No (Please Tick)

If yes, state period of study leave eligible for counting of service:

Institution / place of work	Degree	Period		Total Period (DD/MM/YYYY)
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	

10. Orientation/Refresher Courses attended: (attach certificates):

Sr. No.	Particulars	Place	Duration	Sponsoring Agency	API Score

11. Any other Training Program/ Summer School/Workshop/QIP etc.: (attach certificates):

Sr. No.	Particulars	Place	Duration	Sponsoring Agency	API Score

12. Summary of API Scores

Sr. No.	Criteria	Total API Score / Year	Minimum Required / Year	Total Assessment Period	Total Score for Assessment Period
i.	Category I (A+B+C+D)	125	75		
ii.	Category II	50	15		
iii.	Category I + II	100			
iv.	Category III	As per Table 2			

VERIFICATION OF API SCORE AS PER FACTUAL INFORMATION

For the Assessment Period: _____

Criteria/Activities	Criteria/Activities	API Total (Self-Appraisal)	API Total (Verified)
<u>Category I</u>	Teaching (T)		
	Research (R)		
	Extension (E)		
	Technical Administration (T. A)		
	Subtotal (Maximum)		
	Minimum API Score required (for category I)	75	
<u>Category II</u>	Co-curricular and Professional Development Related Activities		
	Minimum API Score required (for category II)	15	
Total Minimum API Score required in Category I+II		100	
Category III	Score (applicability as per table 2)		

Name of the Applicant: _____

Name of the post for which applied: _____

Present Pay Scale: _____

Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier

Sr. No.	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided is correct as per records available with the University and / or documents enclosed along with the duly filled PBAS Performa.

Date:

Place:

Signature of Applicant

Declaration

Certified that all the information, facts and documents submitted with this application are true and correct and if found incorrect/false, my candidature for the same may be cancelled and the decision of the university shall be final and binding.

Date: _____

Signature of the Candidate

Instructions:

1. The PBAS format should be sent only typewritten in a computer. Hand written PBAS or PBAS in any other format will not be accepted. The MS-Word file will be provided on request to registrar@nau.in. All formats are in tables and hence you may add rows in the PBAS format at relevant places while filling up.
2. Guidelines issued by the University should be scrupulously followed while filling up the Performa. Please look for regular updates at www.nau.in in this regard.
3. The HoDs/UOs are requested to ensure that data for Category I and II are provided only for the Assessment period (Separate formats should be filled up for each period) and for Category III. Application with insufficient information will be returned for correction by the individuals concerned.
4. Activities in addition to what has been mentioned may also be provided in the PBAS Performa under any other. Explain these in quantitative terms.
5. For publications, provide only the first page. If you claim as the corresponding author, it should be mentioned clearly in the publications itself. Else, the claim will not be considered.
6. Applicants who were on maternity leave during above period may also clearly mention same in the format for Category I and II along with leave approval letter. The screening committee shall decide on points with the approval of the University.
7. Every page of PBAS must be signed by the applicant.
8. Last date for sending completed PBAS is **23.3.2015**
9. Candidate should read carefully the API scoring system before filling up the API score in the prescribed format.
10. Candidates who fulfill the minimum API score required will be considered eligible for CAS.
11. Candidates shall mention the score/marks (self-assessment) in each column of the category, even if exceeds the maximum score in the respective column/ category.
12. Candidate shall mention the score/marks (self-assessment) in each column of the category, based on the truthful data and the evidence/ certificates and other supporting documents authorized by competent authority.

(Appendix – I)

APPLICATION FOR GRANT OF PAY BAND-2 of Rs. 15,600-39,100 + AGP of Rs. 7,000/- UNDER THE CAREER ADVANCEMENT SCHEME AS PER LETTER NO. 1-32/2006-U.II/U.I(i), DATED 31.12.2008 IN PARA 2, MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPTT. OF HIGHER EDUCATION, NEW DELHI.

1.	Name	:	
2.	Designation with subject	:	
3.	Department / College / Centre	:	
4.	Date of joining in current post	:	
5.	Date of completion of Ph. D. / M. Tech. / M .V. Sc. / M. Sc. / M. Sc. (Agri.) / MBA / Master Degree.	:	
6.	Date of completion of 4/5/6 years of service in AGP of 5,400/- / 6,000/- as applicable.	:	
7.	Cumulative A.P.I. Score during the assessment period (Minimum API score must be completed as per norm every year)	:	
8.	Orientation / Refresher / Trainings / Research Methodology / Soft Skill Development / Long Term Training / winter or summer school / course each of at least 3 week duration during assessment period.	:	
9.	Date on which AGP Rs. 7,000/- falls due	:	
10.	I do certify that I have completed all the above requirements for promotion under CAS		

Signature

Date

*Recommended and forwarded for sanction of AGP Rs. 7,000 in Pay Band-3 Rs. 15,600-39,100 w.e.f.....
to Dr./Shri/Ms.*

Verified

<i>Signature, Name, Designation & Office Address of the Candidate</i>	<i>Signature, & Office Seal of the Head of the Department</i>	<i>Signature, & Office Seal of the Unit Head</i>
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(Appendix – II)

APPLICATION FOR GRANT OF PAY BAND-3 of Rs. 15,600-39,100 + AGP 8,000 UNDER THE CAREER ADVANCEMENT SCHEME AS PER LETTER NO. 1-32/2006-U.II/U.I(i), DATED 31.12.2008 IN PARA 2, MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPTT. OF HIGHER EDUCATION, NEW DELHI.

1.	Name	:	
2.	Designation with subject	:	
3.	Department / College / Centre	:	
4.	Date of joining in current post	:	
5.	Date of completion of Ph. D. / M. Tech. /M .V. Sc. / M. Sc. / M. Sc. (Agri.) / MBA / Master Degree	:	
6.	Date of Grant of AGP Rs. 7,000/-	:	
7.	Cumulative A.P.I. Score during the assessment period (Minimum API score must be completed as per norm every year)	:	
8.	One Orientation / Refresher / Trainings / Research Methodology / Soft Skill Development / Long Term Training / winter or summer school / course each of at least 3 week duration during assessment period.	:	
9.	Date on which AGP Rs. 8,000/- falls due	:	
10.	I do certify that I have completed all the above requirements for promotion under CAS		

Signature

Date

Recommended and forwarded for sanction of AGP Rs. 8,000/- in Pay Band-3 Rs. 15,600-39,100 w.e.f..... to Dr./Shri/Ms.

Verified

<i>Signature, Name, Designation & Office Address of the Candidate</i>	<i>Signature, & Office Seal of the Head of the Department</i>	<i>Signature, & Office Seal of the Unit Head</i>

(Appendix – III)

APPLICATION FOR GRANT OF PAY BAND-4 of Rs. 37,400-67,000 + AGP 9,000 to ASSOCIATE PROFESSOR OR EQUIVALENT UNDER THE CAREER ADVANCEMENT SCHEME AS PER LETTER NO. 1-32/2006-U.II/U.I(i), DATED 31.12.2008 IN PARA 2, MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPTT. OF HIGHER EDUCATION, NEW DELHI.

1.	Name	:	
2.	Designation with subject	:	
3.	Department / College / Centre	:	
4.	Date of joining in current post	:	
5.	Date of completion of Ph. D. / M. Tech. /M .V. Sc. / M. Sc. / M. Sc. (Agri.) / MBA / Master Degree	:	
6.	Date of completion of THREE years service in AGP Rs. 8,000/-	:	
7.	Cumulative A.P.I. Score during the assessment period (Minimum API score must be completed as per norm every year)	:	
8.	a. Details of at least THREE publication in the entire period as Assistant Professor (12 years) b. Duration of One Methodology workshop / Training / Teaching – Learning - Evaluation Technology Programs / Soft Skill Programs etc. (Each of at least 1 week duration)	:	
9.	Date on which Promotion falls due as Associate Professor PB-4 Rs. 37,400-67,000 +AGP Rs. 9,000/-	:	
10.	I do certify that I have completed all the above requirements for promotion under CAS	:	

Signature

Date

Recommended and forwarded for sanction of AGP Rs. 8,000 IN PAY BAND-3 of Rs. 15,600-39,100 + AGP Rs. 8,000 to ASSOCIATE PROFESSOR AND EQUIVALENT PB-4 Rs. 37,400-67,000+ AGP RS 9,000 w.e.f. to Dr./Shri/Ms.

Verified

<i>Signature, Name, Designation & Office Address of the Candidate</i>	<i>Signature, & Office Seal of the Head of the Department</i>	<i>Signature, & Office Seal of the Unit Head</i>
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(Appendix – IV)

APPLICATION FOR THE PROMOTION UNDER CAS FROM ASSOCIATE PROFESSOR OR EQUIVALENT IN PAY BAND-4 OF RS. 37,400-67,000+ AGP RS. 9,000 TO PROFESSOR OR EQUIVALENT IN PAY BAND-4 OF RS. 37,400-67,000+ AGP RS. 10,000 UNDER THE CAREER ADVANCEMENT SCHEME AS PER LETTER NO. 1-32/2006-U.II/U.I(i), DATED 31.12.2008 IN PARA 2, MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPTT. OF HIGHER EDUCATION, NEW DELHI.

1.	Name	:	
2.	Designation with subject	:	
3.	Department / College / Centre / Section	:	
4.	Date of completion of Ph. D. Degree	:	
5.	Date of FIRST appointment in the University	:	
6.	Date of Joining in the present post / position	:	
7.	Cumulative A.P.I. Score during the assessment period (THREE years i.e. PB-4 of Rs. 37,400-67,000+ AGP Rs. 9,000)	:	
8.	Date of Completion of THREE years service in AGP Rs. 9,000/-	:	
9.	a. Details of at least THREE publications since the teacher is in Designated as Associate Professor and equivalent OR b. Details of at least FIVE publications since the teacher is placed in STAGE-3 (AGP of Rs. 8,000) / Last SIX Years	:	
10.	Actual date on which Promotion falls due as Professor and equivalent as per VI th pay (i.e. completion of SIX years as Associate Professorship) PB-4 Rs. 37,400-67,000 + AGP Rs. 10,000/-	:	
11.	Effective date of promotion	:	01.01.2009
11.	I do certify that I have completed all the above requirements for promotion under CAS	:	

Signature

Date

Recommended and forwarded for sanction of ASSOCIATE PROFESSOR AND EQUIVALENT PB-4 Rs. 37,400-67,000+ AGP Rs. 9,000 to PROFESSOR AND EQUIVALENT IN PB-4 OF RS. 37,400-67,000+ AGP Rs. 10,000 w.e.f. to Dr./Sri/Ms.

Verified

<i>Signature, Name, Designation & Office Address of the Candidate</i>	<i>Signature, & Office Seal of the Head of the Department</i>	<i>Signature, & Office Seal of the Unit Head</i>
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(Appendix – V)

APPLICATION FOR THE PROMOTION UNDER CAS FROM PROFESSOR AND EQUIVALENT IN PAY BAND-5 OF RS. 37,400-67,000 + AGP Rs. 10,000 TO PROFESSOR (HGP) AND EQUIVALENT IN PAY BAND-6 OF RS. 37,400-67,000+ AGP RS. 12,000 UNDER THE CAREER ADVANCEMENT SCHEME AS PER LETTER NO. 1-32/2006-U.II/U.I(i), DATED 31.12.2008 IN PARA 2, MINISTRY OF HUMAN RESOURCE DEVELOPMENT, DEPTT. OF HIGHER EDUCATION, NEW DELHI.

1.	Name	:	
2.	Designation with subject	:	
3.	Department / College / Centre / Section	:	
4.	Date of completion of Ph. D. Degree	:	
5.	Date of FIRST appointment in the University	:	
6.	Date of Joining in the present post	:	
7.	Cumulative A.P.I. Score during the assessment period (TEN years i.e. PB-5 of Rs. 37,400-67,000+ AGP RS 10,000)	:	
8.	Date of Completion of TEN years service in AGP Rs. 10,000/-	:	
9.	Additional credentials are to be evidence by a. Post Doctorate Research output of high standard b. Awards / honours / recognition / patents and IPR on products and processes developed / technology transfer c. Additional research degrees like D. Sc. / D. Litt. / LLB etc.	:	
10.	Date on which Promotion falls due as Professor or equivalent PB-6 Rs. 37,400-67,000 +AGP Rs. 12,000/-	:	
11.	I do certify that I have completed all the above requirements for promotion under CAS	:	

Signature

Date

Recommended and forwarded for sanction of PROFESSOR AND EQUIVALENT PB-5 Rs. 37,400-67,000+ AGP Rs. 10,000 to PROFESSOR (HGP) AND EQUIVALENT PB-6 OF RS. 37,400-67,000+ AGP Rs. 12,000 w.e.f. to Dr./Sri/Ms.

Verified

<i>Signature, Name, Designation & Office Address of the Candidate</i>	<i>Signature, & Office Seal of the Head of the Department</i>	<i>Signature, & Office Seal of the Unit Head</i>
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Applications are invited for elevation to Higher Academic Grade Pay as given below under Career Advancement Scheme from the eligible Teachers and Equivalent Cadres of the University in the Performance Based Appraisal System (PBAS) format available in the University website www.nau.in.

1. Assistant Professor (STAGE-1 to 2) - AGP of Rs. 5,400 / 6,000 to Rs. 7,000/-
2. Assistant Professor (STAGE-2 to 3) - AGP of Rs. 7,000 to Rs. 8,000/-
3. Associate Professor (STAGE-3 to 4) - AGP of Rs. 8,000 to Rs. 9,000/-
(Rs. 37,400 – 67,000)
4. Professor (STAGE-4 to 5) - AGP Rs. 10,000/-
(Rs. 37,400 – 67,000)
5. Higher Grade Professor (STAGE-5 to 6) - AGP Rs. 12,000/-
(Rs. 37,400 – 67,000)

The cut-off date for the Qualifications and Experience is 30-6-2010
Completed applications should reach the Registrar, Navsari Agricultural University,
Navsari – 388 110, before 5.00 p.m. on date: **23.3.2015**