



CENTRAL AGRICULTURAL UNIVERSITY

Imphal, Manipur- 795004

APPLICATION FORMAT FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR ASSISTANT PROFESSOR / SCIENTIST FROM ACADEMIC GRADE PAY 6,000 TO 7,000

Whether Assessed Earlier: Yes or No

If Yes, Date of Assessment by DPC: _____

Assessment Period: From _____ To _____

Please send 3 copies of duly filled-in proforma

1. Name : _____
2. Designation : _____
3. Discipline : _____
4. Department : _____
5. College / Directorate : _____
6. Date of Birth : _____
7. Date of Award of Ph.D. Degree : _____
8. Date of joining the University : _____
9. Date of joining in the academic grade
pay of Rs. 6,000 : _____
10. Date of completion of 4 years (Ph.D)
in the academic grade pay of Rs. : _____
6,000
11. Date of completion of 5 years
(M.Phil) in the academic grade pay of : _____
Rs. 6,000
12. Date of completion of 6 years (No
Ph.D/M.Phil) in the academic grade
pay of Rs. 6,000 : _____

13.(a) Major Function (Full score 30), please tick one option : Teaching / Research /Extension

Minor Function (Full score 15), please tick one option : Teaching / Research /Extension

13.(b) **Highlight Your Significant Contributions;**

in not exceeding two pages: _____

13.(c) **Tabular Summary of Scientific Achievements***

(READ CAREFULLY THE GUIDELINES BEFORE FURNISHING DETAILS BELOW)

	Part I Evaluation of Assistant Professor / Scientist (AGP 6,000)	Duration of Contribution (For Ph. D – 4 yrs, M. Phil/ M.VSc. /M.Tech -5 yrs, Post Graduate (General Science) – 6 yrs)						Marks	
		1 st year	2 nd year	3 rd year	4 th year	5 th year	6 th year	Max	
	Assessment period 4/5/6 years								
TEACHING								30	
A01	<ul style="list-style-type: none"> Teaching. 1 marks for each credit course taught in a semester. For shared course, marks will be shared equally among the course teachers. 							20	
A02	<ul style="list-style-type: none"> Student guide/Member, advisory committee: 1 mark for each Master's Degree awarded as guide, 0.5 mark to Member, Advisory committee. 2 marks for Ph.D degree awarded as guide and 0.5 mark as Member, Advisory Committee. 							5	
A03	<ul style="list-style-type: none"> Teaching aids developed. (Teaching manuals, RAWE manuals AV Aids, e-notes/ e-learning / Instructional materials etc, study tour, industrial visit, field visit arranged) 1 mark for each Acting as external examiner for UG/ PG examinations (which include paper setting, paper corrections, conducting viva-voce etc.) 0.5 mark for each 							5	
RESEARCH								30	
A04	<ul style="list-style-type: none"> Institute projects 2.0 marks for PI, 1 marks for Co-PI AICRP. 2.0 marks for PI, 1 marks for Co-PI for every completed year. External projects of minimum 10 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. Contract research / Consultancy project: 2 marks for PI/Project Leader and 1 mark for Co-PI/Associate for each completed project Other approved research activities under STC/NEH, etc. of minimum 3 lakhs per activity: 1 mark for each activity 							17	
A05	<ul style="list-style-type: none"> Innovative technologies developed, participatory technology developed, prototype, genetic stock, variety, product, vaccine, diagnostic kit, process, concept, methodology, software development/Data base management/Expert system developed/Decision support system /models / e-learning lessons / models developed & any other relevant output.: 4 marks for PI, 3 marks for Co-PI for each output 							8	
A06	<ul style="list-style-type: none"> IPR related activities: For PI and Co-PI, 							5	

	<p>for each patent granted 2 marks; for technology commercialized/popularized(without patent) 3 marks and for patent granted and commercialized/popularized: 5 marks</p> <ul style="list-style-type: none"> Acting as external examiner for UG/ PG examinations (which include thesis evaluation, conducting viva-voce etc.) 0.5 mark for each 								
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EXTENSION								30	
A07	<ul style="list-style-type: none"> External projects of minimum 5 lakh per project: 3.0 marks for PI, 1.5 marks for Co-PI for every completed year. Contract research / Consultancy project: 2 marks for PI/Project Leader and 1 mark for Co-PI/Associate for each completed project Other approved extension activities under STC/NEH, etc. of minimum 3 lakhs per activity: 1 mark for each activity 							8	
A08	<ul style="list-style-type: none"> Front Line Demonstration conducted. 2 marks per demonstration. Max 5 marks. Inter institutional HRD programmes organized/ coordinated/assisted as per Institute mandate (2.0 marks for each assignment per year) (Maximum of 5 marks) Farming system research and extension activities undertaken. 2 marks each. Max 4 marks. Participatory technology development programmes and farmer field schools organized. 2 marks each. Max 4 marks. Field day/ farmers fair, demonstration, exhibitions, Radio talks, TV presentations etc. 1 mark for each. Max 2 marks Farmers interest groups organized/ Commodity interest groups organized (1 mark each) Max 2 marks. Research-Extension-Farmers-interface meetings organized. 1 mark for each. Maximum 2 marks Acted as Resource Person in the Training/Refresher Course/Winter/ Summer School/Model Training Course/NSS/RAWE/Workshop/Campaign etc. (0.5 marks for each lecture delivered) Max 2 marks. Diagnostic visit to farmers' field (0.5 marks for each 10 visits) Max 1 marks. Soil Health Camp/Animal Health Camp, etc. organized (0.5 mark for each activity) Max 2 marks. Development of Video Film on Agro-technologies (0.5 mark for each film) 							17	

	<p>Max 1 mark.</p> <ul style="list-style-type: none"> • Net Profit generated out of revolving fund -Up to Rs. 25000.00 (1 mark for each year) -Rs. 25001.00 to Rs. 50000.00 (1.5 marks for each year) -Rs. 50001.00 to Rs. 100000.00 (2 marks for each year) -More than Rs. 100000.00 (3 marks for each year) <p>Max 2 marks.</p> <ul style="list-style-type: none"> • Training programmes/Workshop/ Group meet organized -Up to 1 week duration (1 mark for coordinator and 0.50 mark for co-coordinator for each activity) • -More than 1 week duration (2 marks for coordinator and 1mark for co-coordinator for each activity) Max 2 marks. 								
A09	<ul style="list-style-type: none"> • Extension Teaching aids developed. (Teaching manuals, Instructional materials etc) 0.5 mark for each (Maximum of 2 marks) • Activities related to e-extension services, mobile advisory system and promotion of ICT based extension programmes. 2 marks each. Max 4 marks. 							5	
Score obtained in as Major Function out of 30									
Score obtained in as Minor Function out of 30 multiplied by 0.50									
B	Capacity building / monitoring/ evaluation / reporting and institution building							10	
B01	<ul style="list-style-type: none"> • Technology inventory prepared, technology evaluation, monitoring of field /adaptation trials, reporting of feedback / success stories/ cases etc. (0.5 marks each) Max 2 marks • Customized instruction materials, ready reckoners, research monographs, advisories simulation model/ programmes etc. developed in relation to the institutional mandate. (0.5 marks) Max 2 marks • Institution building (Only clearly defined major contributions as a Member Secretary RAC/ SRC / QRT /PME Cell / CPC / IPR Cell/ Technical Cell / Editors of Annual and AICRP Reports / I/c of Central Facilities like ARIS Cell / video conferencing, HRD Cell etc.) (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Activities performed as Registrar/OSD/ Deputy Registrar/ DDI/ DDR/ DDEE/ Asst. Ref/ Asst/ Compt/ In-charge Academic/ Head of Office/ HeAD OF Department or Section/ Farm-in-charge/ Warden/ NSS programme officer/ NSS co-ordinator/ Indian Red Cross Society Programme Officer or Co-ordinator/ NCC Officer/ In-charge Library/ Store-in-charge/ Transport-in-charge/ Seminar-in-charge/ 							10	

	<p>IT-in-charge/ In-charge Technical Cell/ In-charge central instrumentation lab/ security-in-charge/ In-charge students counseling cell/ In-charge Sports/ In-charge cultural activities/ In-charge KVK/ RAWE Co-ordinator/ Experiential learning in-charge/ Industrial training in-charge and any other extra duty assigned. (0.5 mark per year for each assignment) (Maximum 3 Marks only)</p> <ul style="list-style-type: none"> • Engagement in different committees like CRAC, College level Extn. Edn. Committee, purchase, farm management, examination, disciplinary, anti-ragging, editorial board, etc. (0.5 mark per year for each assignment) (Maximum 2 Marks only) • Works related to germ plasm collection, documentation and conservation (0.5 mark for each year of involvement) Max 2 marks • Service providing activities related to production, processing and distribution of seeds and planting material, In-charge of cattleyard, fish & fish seed production, hatchery etc. (0.5 mark per year for each assignment) (Maximum 3 Marks only) • Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher course of duration 3-5 days: 1 mark each; 6 to 20 days: 2 mark each; 21 days or more: 3 marks each (Maximum 3 Marks only) • Other HRD programmes organized / coordinated / assisted as per institutional mandate. (0.5 marks for each assignment) Max 2 marks • Revenue generated other than farm produces (1 mark for each 5 lakhs generated) Max 2 marks 							
C	PUBLICATIONS							25
C01	<p><u>For Candidates principally involved in Teaching / Research as major function</u></p> <p>Research Papers (Full score for the First Author/Corresponding Author, 0.75 score each for rest of the authors). Three best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 20.0, totaled and divided by 1.2</p>							15

	<p><u>For Candidates principally involved in Extension as major function</u></p> <p>Research Papers (Full score for the First Author/Corresponding Author, 0.75 score each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of Scientific Journals, on a scale of 1.0 to 20.0, totaled and divided by 1.2</p>							10	
C02	<p><u>For Candidates principally involved in Research/Teaching as major function</u></p> <p>Other publications:</p> <ul style="list-style-type: none"> • Books authored (minimum 100 pages): 1 mark for each author. (Max marks limited to 2) • Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) • Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 2) • Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 2) • Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 2) • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 2) • E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks) • Policy paper/policy brief published by institute/university of international/ national repute (0.5 marks for each Max. 1 marks) 							10	

	<p><u>For Candidates principally involved in Extension as major function</u></p> <p>Other publications:</p> <ul style="list-style-type: none"> • Books authored (minimum 100 pages): 1.0 mark for each author. (Max marks limited to 2) • Books edited (minimum 100 pages): 0.5 mark for each editor (Max marks limited to 2) • Technical/extension bulletin, Training manual (minimum 25 pages) 0.5 mark for each author (Max marks limited to 3) • Conference Proceedings and newsletter edited: 0.5 marks for editor and co-editors (Max marks limited to 3) • Book chapters/ Extension leaflets/folders: 0.5 mark for author and co-authors (Max marks limited to 3) • Technical/ popular Articles : 0.25 mark for author and co-authors (Max marks limited to 4) • E-publication, Technology inventory and concept series published (0.5 marks for each Max. 3 marks) • Policy paper/policy brief published by institute/university of international/ national repute (0.5 marks for each Max. 1 marks) 							15	
D	Student Welfare Activities							5	
	<ul style="list-style-type: none"> • Organizing campus interviews (1.0 mark for each activity) Max 2 marks • Coaching/counseling for JRF/SRF/ARS/Civil service/IFS/Bank or any competitive exams (0.25 mark for each activity) Max 1 mark • Organizing games/sports activities and accompanying students (i) Inter-collegiate (0.5 mark per activity) (ii) Inter-University (1 marks per activity) Max 2 marks • Organizing Cultural events (i) Inter-collegiate (0.5 mark per activity) (ii) Inter-University/Youth festival/Agri Uni Fest (1 mark per activity) Max 2 marks • Organizing Educational Tours (i) Within the state (0.25 mark for each activity) (ii) Within the North East (0.50 mark for each activity) (iii) All India (1 mark for each activity) Max 2 marks 								
E	PEER RECOGNITION							3	
E01	<ul style="list-style-type: none"> • International and National Awards / National Academy fellow: 2 marks each. • Post-Doctoral Fellowships: 1 mark. • Institutional or recognized professional societies award / fellowship / journal editor : 1 mark each (maximum 2 								

	marks) <ul style="list-style-type: none"> • Best Paper, Best Posters 0.5 marks each (maximum 1 mark). • Conference prizes / medals, 0.5 each max 1.0 <p>Note: Award/fellowship from Professional societies publishing NAAS rated journal will only be considered. Similarly, editorship of journals having NAAS Score or Thomson Reuters Impact Factor will only be considered.</p>								
E02	<ul style="list-style-type: none"> • Oral presentation in International seminars / symposia / conference/ workshops : 1 mark each (Maximum of 2 marks) • Oral presentation in National seminars / symposia / conference/ workshops: 0.5 mark each. (Maximum of 2 marks) 								
E03	<ul style="list-style-type: none"> • Special assignments (International organizations, overseas and special national assignments/ consultancies not covered anywhere else in the application: 1.0 mark for each (maximum marks limited to 2) • International seminars / symposia / conference/ workshops/ attended: 0.5 mark each (Maximum of 2 marks) 								
F	ANNUAL ASSESSMENT REPORTS (Any four years-best out of 5/6 years)							12	
F01	Period of assessment: 4 years 3.0 marks for Outstanding, 2.0 marks for Very Good, 1.0 marks for Good, 0.5 marks for Average and 0.25 marks for Below Average. Grading to be awarded for each year.								
G	Presentation and Interview							---	
	TOTAL							100	

*Enclose supporting documents for each of the above items.

Date: _____

 SIGNATURE OF THE APPLICANT

Certificate (To be filled in by the office)

- i. Verified that the information furnished by the Assistant Professor / Scientist with regard to service particulars and achievements / publications etc. are correct.
- ii. For the assessment period (From _____ to _____)

Dr. _____ is clear from vigilance angle.

- iii. No minor / major penalty has been imposed on him / her during the said assessment period.
- iv. The work and conduct of Dr. _____ as observed from the annual Assessment Report for the said assessment period has been found to be satisfactory.
- v. APAR grading for the assessment period are given below

Assessment Period								
Grading by the Reporting officer								
Grading by the Reviewing Officer								

- vi. Remarks of the Competent Authority of the University about the Potential of the Assistant Professor / Scientist in the field of Teaching / Research /Extension:

SIGNATURE OF THE COMPETENT AUTHORITY