



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

C I R C U L A R

In pursuance of Career Advancement Scheme for Teachers/Scientists as per SKUAST-Statutes, all the Teachers/Scientists who are eligible for promotion/placement under Career Advancement Scheme (CAS) upto **31.07.2023** in the following stages, shall submit their self appraisal for evaluation latest by **10.07.2023** in the prescribed format for CAS enclosed as **Appendix-I** (Table 1-2) and **Appendix-II** (Application Form, Part-B Table-1A to 1C, Part-E & Table-3) notified vide University Notification No. 14 (Secy) of 2022 dated 02.08.2022 issued under endorsement no. AUJ/Secy/22-23/F-101(P-II)/3786-3855 dated 02.08.2022. The stages are as under:

- (i) Assistant Professor/Jr. Scientist and equivalent with AGP of ₹6000/- (Stage-1) to Assistant Professor/Jr. Scientist (Sr. Scale) & equivalent with AGP of ₹7000/- (Stage-2).
- (ii) Assistant Professor/Jr. Scientist (Sr. Scale) and equivalent with AGP of ₹7000/- (Stage-2) to Assistant Professor/Jr. Scientist (Selection Grade) & equivalent with AGP of ₹8000/- (Stage-3).
- (iii) Assistant Professor/Jr. Scientist (Selection Grade) and equivalent with AGP of ₹8000/- (Stage-3) to Associate Professor/Sr. Scientist & equivalent with AGP of ₹9000/- (Stage-4).
- (iv) Associate Professor/Sr. Scientist and equivalent with AGP of ₹9000/- (Stage-4) to Professor/Chief Scientist & equivalent with AGP of ₹10000/- (Stage-5).

The promotion/placement of the Teachers/Scientists in the above stages shall be strictly as per the guidelines of above said notified Career Advancement Scheme for Teachers/Scientists.

The applicants shall furnish all proofs and documents in support of their claim to be evaluated by the screening Committee.

By Order

**Sd/-
Registrar**

No: AUJ/Secy./2023-24/F-55(Part-IV)/178-213

Date: 12.06.2023

Cc:

- All Directors/Deans of SKUAST-Jammu with the request to circulate the same among the Teachers/Scientists under their administrative control.
- Dr. Manish Sharma, Professor & Head (Agril. Stat.) & I/c Data Centre for uploading the same on the University Website.
- All I/c KVKs/Stations/Sub-Station for information & n.a.
- SVC for kind information of the Hon'ble Vice Chancellor.


Jt. Registrar (Secy.)

12/06/2023

Appendix-I (Table-1)

Assessment Criteria and Methodology for University Teachers/Scientists & Equivalentents		
	Activities	Grading Criteria
1	<p>Teaching (Number of classes' taught/ total classes assigned)x100%</p> <p>(Classes taught includes sessions on tutorials, lab and other teaching related activities)</p> <p>Research: (Number of experiments laid/Total experiments assigned as per annual action plan of a research unit x 100%)</p> <p>Extension: (Number of extension activities performed/Total extension activities assigned as per approved action plan x 100%)</p>	<p>80% & above = Good</p> <p>Below 80% but 70% & above = Satisfactory</p> <p>Less than 70% = Not Satisfactory</p>
2	<p>Involvement in the University students related activities / research activities:</p> <p>(a) Administrative responsibilities such as Head, Chairperson / Dean/ Director /Coordinator, Warden etc.</p> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examinationpaper evaluation.</p> <p>(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>(d) Organizing seminars / conferences / workshops, other college / university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D.students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer reviewed or UGC list of Journals.</p> <p>(h) Farmers related activities, outreach activities such a field days, farmers trainings (on-campus/off- campus), Model village/a Seed Village/a Custom Hiring Centre/a Contract Farming Arrangements/a Climate Smart Village</p> <p>(i) Capacity building programmes for farmers and line departments</p> <p>(j) Technology dissemination and its impact as evidenced in peer reviewed journals</p>	<p>Good - Involved in at least 3 activities</p> <p>Satisfactory - 1-2 activities</p> <p>Not- Satisfactory - Not involved/ undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>

Overall Grading

Good	Good in teaching / research /extension or good in activity at Sl. No. 2
OR	
Satisfactory	Satisfactory in teaching / research /extension and good or satisfactory in activity Sl. No. 2
Not Satisfactory	If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher/scientist and equivalent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher/scientist and equivalent shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching/research/extension responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures under rules.

Appendix-I
(Table-2)
(Methodology for University Teachers for calculating
Academic/Research/Extension Score)

(Assessment must be based on evidence produced by the teacher/scientist and equivalent such as; copy(ies) of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' PG and Ph.D. award letter, etc.)

S.N.	Academic/Research/ Extension Activity	Faculty of Sciences /Engineering / Agriculture /Medical/Veterinary Sciences	Score obtained
1.	Research Papers in Peer-Reviewed or UGC listed Journals	8 per paper	
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	
	National Publishers	10	
	Chapter in Edited Book	05	
	Editor of Book by International Publisher	10	
	Editor of Book by National Publisher	08	
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	
	Book	08	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	
	(b) Design of new curricula and courses	02 per curricula/course	
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	
	MOOCs (developed in 4 quadrant) per module/lecture	05	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	

	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	
	e-Content (developed in 4 quadrants) per module	05	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	
	Editor of e-content for complete course/ paper /e-book	10	
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	
	M.Phil./P.G dissertation	02 per degree awarded	
	(b) Research Projects Completed		
	More than 10 lakhs	10	
	Less than 10 lakhs	05	
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	
	Less than 10 lakhs	02	
	(d) Consultancy	03	
5	(a) Patents		
	International	10	
	National	7	
	(b) *Policy Document (Submitted to an International body/ organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	
	National	07	
	State	04	
	(c) Awards/Fellowship		
	International	07	
	National	05	
6	*Invited lectures / Resource Person/ paper presentation in Seminars / Conferences/full paper in Conference Proceedings (Paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	
	International (within country)	05	
	National	03	
	State/ university	02	

7.	Extension		
	New Extension Models developed and implemented	2	
	Value Chain/ Model Villages Contribution made for the development and establishment of a Value Chain/a Model Village/a Seed Village/a Custom Hiring Centre/a Contract Farming Arrangement/a Climate Smart Village.	5 per activity	
	Innovative Extension Methodologies or Approaches adopted in at least 5 villages/Farmer Field Schools/Farmer Interest Groups established and documentation of success stories:	8	
	Involvement in technology application programs through technology assessment and refinement/On-farm testing:	3	
	Capacity Development	2	
	Technology dissemination and its impact as evidenced in peer reviewed journals	4	

NOTE :

The Research Score for research papers would be augmented as follows: Peer Reviewed NAAS rated or UGC listed journals (Impact factor to be determined as per Thomas Reuters List)

	Papers in refereed journals without impact factor	5 Points
	Papers with impact factor less than 1	10 Points
	Papers with impact factor between 1 and 2	15 Points
	Papers with impact factor between 2 and 5	20 Points
	Papers with impact factor between 5 and 10	25 Points
	Papers with impact factor >10	30 Points
	Two authors	70% of total value of publication for each author

	More than two authors	70% of total value of publication for First/ Principal / Corresponding author and 30% of total value of publications for each of the joint authors
	Joint Projects	Principal Investigator and Co-Investigator would get 50% each
NOTE :		
	<ul style="list-style-type: none"> • Paper presented if part of edited book or proceeding then it can be claimed only once 	
	<ul style="list-style-type: none"> • For joint supervision of research students the formula shall be 70% of the total score for Major Advisor and 30% of the total score for Advisory Committee 	
	<ul style="list-style-type: none"> • For purpose of calculating research score of the teacher, the combined research score from the categories of 5(b) Policy Documents and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent (30%) of the total research score of the teacher concerned • The research score shall be from the minimum of three categories out of seven categories (Categories 1 to 7) • The extension score shall be from the minimum of three categories out of seven categories (Categories 1 to 7) Category : 7 is the compulsory category for the scientists working in extension system of the University. 	

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APPENDIX-II
APPLICATION FORM TO BE FILLED BY THE TEACHER/SCIENTIST &
EQUIVALENT FOR PLACEMENT/PROMOTION UNDER CAREER ADVANCEMENT
SCHEME FOR TEACHERS / SCIENTISTS-(2018)

Part-A: General Information and Academic Background

1	Name (in Block Letters)	
2	Father's Name	
3	Present Place of Posting:	
4	Name of the Faculty	
5	Name of the Division	
6	Name of the Research Station/ Institute/ KVK	
7	Current Designation & Level of Pay:	
8	Whether held under direct recruitment or promotion under CAS (Quote U.O. and date)	
9	Date of Last Promotion under CAS, if any	
10	Stage for which you are an applicant for promotion under CAS	
11	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
12	Date and Place of Birth	
13	Nationality	
14	Marital Status	
15	The Category you belongs to (SC/ST/OBC/GEN)	
16	Address for Correspondence (with Pin Code)	
17	Permanent Address (with Pin Code)	
18	Telephone No., Mobile No., E-mail Address	

17. Academic Qualifications:

18. Research Degree (s):

Degree(s)	Title of Dissertation /Thesis	Year of Award	University
M.Sc			
M.Phil.			
Ph.D.			
Any Other			

19. Appointment prior to joining SKUAST

Designation	Name of Employer	Nature of Appointment	Date of Joining	Date of Leaving	Salary with Grade Pay/ Level	Reasons for Leaving

Period of teaching experience:P.G. Classes (in years)

..... U.G. Classes (in years).....

Research Experience:.....

Extension Experience.....

(Applicants are required to count the minimum experience required for promotion in view of clause 3.11 of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 UGC Regulations, 2018 as amended from time to time)



20. Details of Orientation and Refresher / Research Methodology Course attended:

Name of the Course	Duration	Name of Academic Staff College /Human Resource Development Centre	Sponsoring Agency

21. Research Publications

S.No	Title of the paper	Authors	Journal Name	Year of publication



PART-B

(CAS Application Form for Promotion of Assistant Professor / Associate Professor and Professor in accordance with UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education Regulations-2018 in SKUAST – Jammu and SKUAST – Kashmir)

Table-1A (Assessment Criteria and Methodology)

Activity 1: Teaching (For teachers/ scientists for whom Teaching is major activity)

Year	Course / Paper	Level (UG,PG, Ph.D)	Mode of Teaching	Total Classes Assigned	Number of Classes taught as per documented record	Number of Classes taught / Total classes assigned) x 100% Classes	Grading	ANNEXURE NO.
<p>* Lecture (L), Practical (P) , Training 80% & above – Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory</p>								

Table-1B (Assessment Criteria and Methodology)

Activity 1: Extension (For scientists and equivalent cadre for whom Extension is major activity)

Year	Name of extension activities as per Action Plan	On campus/off campus	Total Extension activities assigned	Number of extension activities conducted as per documented record	(Number of extension activities conducted/Total extension activities assigned x100) %	Grading	ANNEXURE NO.

Table-1C (Assessment Criteria and Methodology)

Activity 1: Research (For scientists and equivalent cadre for whom Research is major activity)

Year	Name of experiment/ trial as per Action Plan	Mode of experiment / trial (off campus, on campus)	Total experiments/ trials assigned	Number of experiments / trials conducted as per documented record	(Number of experiments / trials conducted / Total extension activities assigned x100) %	Grading	ANNEXURE NO.

Activity 2: Involvement in Students-Related Activities/ Research Activities/Extension Activities:

- (a) Administrative responsibilities such as; Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation. (c) Student related co- curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of being actively involved in guiding Ph.D. students. (f) Conducting minor or major research project (s) sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

Year	Detail of Activities	Categories	Number of Activities during Assessment Period	Grading	Annexure No.

Part - E

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)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) as contained in these regulations (based on UGC Regulations 2018) and as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working as..... in the Division/Institute/Unit of since.....

The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Division/Institute/Unit

Endorsed by the Director/Dean concerned



Observations / Recommendations of Dean / Director

✓

TABLE:3

Summary of Grading Criteria and Academic-Research-Extension Scores (Except for Senior Professor):

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity-1: Teaching Score						
Activity-2: Involvement in the students related activities / research activities						
Activity-3: Extension Score						
Total of Activity-1, Activity- 2 and Activity-3						
Table-2: Academic, Research and Extension Score (after applying cap, wherever applicable)						