

**APPENDIX-I**

**TABLE 1**

**Assessment Criteria and Methodology for University Teachers**

S. No	Activity	Grading Criteria
1.	<p><b>Teaching and/or research trials and field demonstrations /production or survey allocated: (Number of classes taught or Research trials or demonstrations or survey undertaken/total classes or trails or demonstrations or survey assigned)x100%</b> (Classes taught include sessions on tutorials, lab and other teaching related activities like Additional references, study materials, laboratory manual preparation, hand-out, lesson plan, AV aids, virtual lab, engineering implement model and hub, instructional farm and models, booklets, extension literature etc.)</p>	<p>80% &amp; above – Good Below 80% but 70% &amp; above -Satisfactory Less than 70% - Not satisfactory Note: Relevant papers/certificates/ invitation letter And/or CAS application</p>

		duly verified and endorsed by the unit Head and certified by the controlling officer.
2.	<p><b>Involvement in the University students related activities/research activities:</b></p> <p><b>(a) Administrative responsibilities such as Head, Chairperson/ Dean/Director/ Co-ordinator, Warden etc.</b> <u>Activities include:</u> Member of statutory bodies – BOS, BRS member, EC, Court, Faculty Council, Academic Council, additional administrative work (HOD, In-Charge etc.), Departmental committee, In-charge of Central Facilities like CIC/Computer lab/Placement cell/other laboratories, RRS research/farm improvement or any other committee, provost ship, serving in outstation, Alumni Activities, Coordination of Institute level activities, representing the Institute-level Committees, Annual Events</p> <p><b>(b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.</b> <u>Activities include:</u> Examination duties (Invigilation; question paper setting of Mid-term and End Term, evaluation of Mid Term, End term Answer scripts and conducting Practical exam). External examiner, question setter and examiner (except thesis evaluation) of answer scripts of other universities, institutes, etc. Attending evaluation discussion/conference/group meeting/review meetings and/ or interface meetings for the projects, evaluator/expert in farmers' fair/exhibition etc.</p> <p><b>(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.</b> <u>Activities include:</u> Conduction of educational tours, field trips for educational purpose, Coordinating visit of school/local farmers club, Delivering lectures on scientific gathering/farmers/unemployed youths/govt. trainees, Guest faculty/Visiting faculty, Adjunct faculty and similar activities/student advisory for higher education/farmers advisory services/other teaching assignment, Organizing Training/mentoring/other institutional events, Competitive examination preparation, Method Demonstration, Survey, TV &amp; Radio talk, Documentary, Resource Person in Capacity building, other HRD issues attended with Govt., Farmers &amp; other stake holders/ agribusiness, etc.</p> <p><b>(d) Organising seminars/ conferences/ workshops, other college/university activities.</b> <u>Activities include:</u>Preparation of annual reports, convocation documents, compilation of institute accreditation and ranking documents, Customized instruction materials, ready reckoners, technical bulletins, newsletter, Conference proceedings research monographs, Electronic Media Coverage, articles published in News Papers and Magazines, Popular articles / Bulletins / Pamphlets / Leaflets :, advisories, simulation model/ programmes etc. developed in relation to the institutional mandate, Rapporteur, fellow, member of scientific societies/associations, member of farmers club, reviewer/editorial board member of journal, organizing seminars, workshops, conference, certificate course, Winter School, Convener or co-convener or organizing/ co-organizing secretary or course director / co-course director /coordinator of seminars / symposia / workshop / discussion /conference / summer or winter school / training programme / refresher</p>	<p>Good – Involved in at least 3 activities Satisfactory – 1-2 activities Not-satisfactory – Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities Note: Relevant papers/certificates/ invitation letter And/or CAS application duly verified and endorsed by the unit Head and certified by the controlling officer.</p>

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course, any other HRD activities, training courses or any other event as one of the members, etc.

**(e) Evidence of actively involved in guiding M.Sc/ Ph.D students.**

Activities include: Major advisor/Chairman of M.Sc/PhD students, Member of student advisory committee, Supervision of Project/In-plant/Industrial training, facilitating modules and RAWE/RHWE/ Industrial training/Hands on training etc.

**(f) Conducting minor or major research project sponsored by national or international agencies.**

Activities include: Carrying out projects as PI/CoPI

**(g) At least one single or joint publication in peer reviewed or UGC/NAAS listed of Journals.**

Activities include: Any kind of publications.

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.

**Or**

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at 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 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 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 responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.