

APPENDIX-II

(Academic year-----to -----)

**Table 1A :Assessment and Grading for Teaching /Research/ Extension related Activities**

Name of incumbent:.....

Designation: .....

Sl. No	Name of the activity	Grading Criteria	Write Good/ Satisfactory/ Not Satisfactory in concerned activity applicable for you.	Page No.
<b>1.</b>	<b>TEACHING /RESEARCH / EXTENSION ACTIVITIES</b>			
	<b>a. Teaching:</b> (Number of classes taught/total classes assigned) X 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) OR	<ul style="list-style-type: none"> <li>• 80% &amp; above - Good</li> <li>• Below 80% but 70% &amp; above- Satisfactory</li> <li>• Less than 70%-Not satisfactory</li> </ul>		
	<b>b. Research:</b> Numbers of research trials/ Total Research trials assigned X 100% OR			
	<b>c. Extension:</b> Numbers of extension activities/ Total extension activities assigned X 100% OR			
	<b>d. Other Academic officers:</b> those staff not involved in teaching or research or extension education activities (to be evaluated on the basis of CR)	CR Grading <ul style="list-style-type: none"> <li>• A+: Good</li> <li>• A or B+: Satisfactory</li> <li>• B:Not satisfactory</li> </ul>		
<b>2</b>	<b>INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH/ EXTENSION RELATED ACTIVITIES (MANDATORY FOR ALL ACADEMIC STAFF )</b>			
	<b>Name of the activity</b>	<b>Grading Criteria</b>	<b>Write Good/ Satisfactory/ Not Satisfactory in concerned activity applicable for you.</b>	<b>Page No.</b>
	<b>a.</b> Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc	<ul style="list-style-type: none"> <li>• Good - Involved in at least 3 activities</li> <li>• Satisfactory -involved in 1- 2 activities</li> </ul>		
	<b>b.</b> Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. OR			

	Preparation of Research reports, assistance in research projects, attendance in research meetings, presentation of research reports. OR	<ul style="list-style-type: none"> <li>• Not satisfactory – Not involved / undertaken any of the activities.</li> </ul> <p><b>Note:</b> Number of activities can be within or across the broad categories of activities</p>		
	Participation in extension programmes as per allotment (OFT/ FLD/ FFS/ FSF/ extension training programme, farmers rallies, exhibitions, meetings etc).			
	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 OR			
	Patent/ copyright/ recommendations/ variety release/ development of implement of machineries/ product development/ technology development etc. OR			
	Preparation and imparting of knowledge or instruction to the clientele (preparation of notes, hand outs, publication for used of farmers or extension workers)			
	Organizing seminars/conferences/ workshops, other college/university activities.			
	Evidence of actively involved in guiding (Major advisor/ SAC member) PG and Ph.D. students.			
	Conducting minor or major research project sponsored by national or international agencies. OR			
	Initiation, formulation, and execution of product testing experiments, revolving funds etc.			
	At least one single or joint publication in peer-reviewed or UGC /NAAS rated list of Journals			
	<b>Number of activities covered under Sl. no. 2</b>			
	<b>Grading (Good/ Satisfactory/ Not Satisfactory) under Sl.No.2</b>			

<b>SUMMARY OF GRADING FOR THE ACADEMIC YEAR-----to-----</b>		
1. Teaching /Research / Extension Activities/ Other Academic officers		
2. Involvement in the University/College students related activities/research/ extension related activities		
<p><b>Overall grading at Sl. No.1 and Sl.No.2 -----</b></p> <p>Overall grading Calculation-</p> <ul style="list-style-type: none"> <li>• <b>Good:</b> Good in teaching/research/extension and satisfactory or good in activity at Sl.No.2.</li> <li>• <b>Satisfactory:</b> Satisfactory in teaching/research/extension and good or satisfactory in activity at Sl.No.2.</li> <li>• <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading</li> <li>• <b>Overall grading required for Promotion:</b> Good/Satisfactory required during assessment period</li> </ul>		

Signature of Incumbent \_\_\_\_\_

APPENDIX-II

(Academic year-----to -----)

**Table 2A :Academic/ Research score for the Academic Staff in Universities and Colleges**

Name of incumbent:.....

Designation: .....

S.N.	Academic/ Research/ Extension Activities	Faculties of Agriculture/ Agril. Engg. /Fisheries/ Forestry/Horticulture/ Home Science	Max. points for Academic staff	Nos.	Score	Page No.
<b>1.</b>	<b>RESEARCH PUBLICATION</b>					
	i. Research papers published in	i. Peer-Reviewed or UGC listed Journals/NAAS rated journals (National Academic Agricultural Sciences)	8 each publication			
		ii. Technical articles published but not covered above (excluding popular articles)	2 each publication			
	ii. Papers in Conferences or Seminars or Workshops etc	Participation and presentation of research papers (oral or poster) in				
		a) International conference	5 each			
		b) National	3 each			
		c) Regional or State level	2 each			
		d) Local – University or college level	1 each			
<b>2.</b>	<b>RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS, OTHER THAN REFERRED JOURNAL ARTICLES)</b>	Text or reference Books published by International publishers with an established peer review system with ISBN numbers	12 each author and 5Chapter in editedbooks			
		Subjects books by National level publishers/State and Central Govt. Publications with ISBN number	10 each author and 2.5 chapter in edited books			
		Subjects books by other local publishers/e publication	8 each author and 2 chapter in edited books			
		Editor of Book by international Publishers	10 each			
		Editor Book by Indian/ National level publishers.	8 each			

3. EXTERNALLY FUNDED PROJECT						
i.	Sponsored Projects carried out or ongoing	a) Major project amount mobilized more than Rs. 1 crore.	10 each project			
		b) Major project amount mobilized with grants Rs. 30.0 lakhs to 1 crore.	4 each project			
		c) Major project amount mobilized with grants above Rs. 5.0 lakhs upto Rs. 30.0 lakhs.	3 each project			
		d) Minor project(amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakhs.	2 each project			
ii.	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. Fifty thousand only.	3 per every Rs. Fifty thousand only			
iii.	Revolving fund	25% above than target. 35% above the target.	1 points 2 points 1 points for 10% more than the target			
iv.	Product testing	Product or chemicals or equipment/ machine, etc. testing	1 points each			
v.	Completed projects Quality evaluation	Completed project report (Acceptance from funding agency)	4 each major project and 2 each minor project			
vi.	Project Outcome or outputs	Variety released or Technology or products or process developed or Recommendations or Software's or models or gadgets	4 each for state level/ 6each for National Level			
vii.	Registration under IPR	Patent or GI or Trademark or copy right etc	10 each			

<b>4</b>	<b>RESEARCH GUIDANCE</b>					
	i. M.Sc. or M. Tech. or M.F.Sc.	Degree awarded	3 each candidate			
		Member Advisory committee (Degree awarded)	2 points each candidate			
	ii. Ph.D.	Degree awarded – Major Advisor	10 each candidate			
		Co-major Advisor	7 points			
		Member of advisory committee	5 each candidate			
<b>5</b>	<b>TRAINING COURSES AND CONFERENCE/SEMINARS/WORKSHOP PAPERS</b>					
	i. Participated in Refresher courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes	a) Not less than two weeks duration	10 each			
		b) Two weeks duration (Not less than 10 days)	5 each			
	ii. Organized the refreshers course or seminar or symposium or workshop etc.	Convener	10 each			
		Co-convener or secretary	5 each			
	iii. Lecture delivered as resources person in seminar / symposium / workshop, refreshers course / training etc.	International	10 each			
		National	7 each			
		State level	3 each			
		University	2 each			

	iv. Worked as chairman/rappor-teurs in seminars/ symposium/w orkshop / conferences etc.	a) Chairman International National State	10 each 5 each 3 each			
		b) Rapporteurs International National State	5each 3 each 2 each			
<b>6</b>	<b>TEACHING</b>					
	i. Teaching as per the prescribed norms		15 per year			
	ii. Expert lecture or guest faculty or adjunct faculty	Within the University	3 each			
	iii. Visiting professor to other organization or university		2 each lecture			
	iv. Evaluation of Ph.D. thesis		5 each.			
	v. Evaluation of Masters thesis		3 each.			
	vi. Curriculum Development	University level	5 each			
		National Level	7 each			
	vii. Creation of ICT mediated Teaching Learning pedagogy and content and		5 each			

	development of new and innovative courses and curricula					
<b>7.</b>	<b>MEDALS/ AWARDS AND HONORS</b>					
	International		7 each			
	National		5 each			
	State level		3 each			
	Fellow		3 each			
	Post Doctoral fellow		10 each			
	National Professor		10 each			
	National Scientist		10 each			
	Best oral presentation		5 each			
	Best poster presentation		5 each			
	Appreciation letter by University authority		1 each			
<b>8</b>	<b>ADMINISTRATIVE</b>					
	i. Officers those who are working as officer-In-Charge / ADR /Superintendent of School / Director of Farm / HOD / Associate Dean		5 each year			
	ii. Additional charge held more than six month's duration	Same post	1 each			
		Higher post	2 each			



	iii. Worked as Chairman /Member for selection committee Chairman Member.	Chairman	3 each			
		Member	2 each			
	iv. QRT Member		3 each			
<b>9.</b>	<b>EXTENSION ACTIVITIES</b>					
	i. OFT or FLD or FFS or FSF or Extension training programme implemented or extension methodology developed.		1 each			
	ii. Coordinated mass media programme		1 each			
	iii. Development or production of ICT tools		1 each			
<b>10.</b>	<b>INFRASTRUCTURE DEVELOPMENT</b>					
	i. Land acquisition development		2			
	ii. Moderation or Lab.	1 to 5 lakhs	1			
		5 to 50 lakhs	2			
		50 to 100 lakhs	3			
		More than 1 crore	4			
<b>11.</b>	<b>SPECIAL CONTRIBUTIONS</b>					
	Special contributions not covered above i.e. Avishkar, Ashwamegh, Indradhnushy		2 each			

	a, Avhan, leadership development, soft skill, etc. Duly certified by competent authority					
	<b>TOTAL ACADEMIC/ RESEARCH SCORE IN THE ACADEMIC YEAR-----to-----</b>					

Signature of Incumbent \_\_\_\_\_