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## University of Agricultural Sciences

Administrative Office, GKVK, Bangalore-560065.

### Notification

No. AO/RT/CAS-96/2005-06

Dated: 15<sup>th</sup> July 2005

**Sub:** Implementation of career Advancement Scheme for Teachers in the UAS, Bangalore - Guidelines for Career Advancement Scheme.

- Ref:**
1. Notification No./ R. BD./ Statutes Amendment/ 2000 dated: 13-01-2000 published in the Karnataka Gazette dated: 14-01-2000.
  2. Minutes of the 306<sup>th</sup> meeting of the Board of Regents held on 15-10-2004. Item -8.
  3. Minutes of the 310<sup>th</sup> meeting of the Board of Regents held on 07-05-2005. Part -B, Additional item -1.
  4. Approval of the Vice - Chancellor dated; 15-07-2005.

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On introduction of Career Advancement Scheme (CAS) for Teachers in the University of Agricultural Science, Bangalore vide notification dated: 14-01-2000 (ref 1 above) under Statute 30(4-C) and in pursuance of the decisions of the Board of Regents at its 306<sup>th</sup> and 310<sup>th</sup> meetings (ref. 2 &3 above), the following are the Guidelines for Career Advancement Scheme for Teachers in the University of Agricultural Science, Bangalore under amended Statute 30 (4-C) as per letters (I) F. No. 21 (10) 99-PER. IV dated: 19-07-2000 (II) F. No. 21-10/99-per. IV dated: 19<sup>th</sup> April 2001 of the ICAR, effective from 14-01-2000 (III) F. No. 37(2)/2003 -PER - IV dated 23<sup>rd</sup> June 2003 (IV) No. 9 (13)/2002-PER IV dated: 31<sup>st</sup> July 2003 and (V) F. No. 1 (15)/98- Per . IV dated: 19<sup>th</sup> April 2004.

These guidelines shall apply to the Assistant Professor and equivalent for the grant of the following:

- (i) Placement as Assistant Professor (Senior Scale) in the scale of pay of Rs. 10000-325-15200.
- (ii) Grant of Assistant Professor (Selection Grade) in the scale of pay of Rs. 12000-420-18300.
- (iii) Promotion to the post of Associate Professor/ Equivalent in the scale of Rs. 12000-420-18300.
- (iv) Promotion to the post of Professor/ Equivalent in the scale of Rs. 16400-450-20900-500-22400.

#### 1. CAREER ADVANCEMENT:

- (a) Minimum length of service for eligibility to move into the grade of Lecturer (Senior scale)/ Assistant Professor (Senior scale) would be four years for those with Ph.D., five years of those with M. Phil. And six years

for others as Assistant Professor/ Lecturer and for eligibility to move into the grade of Assistant Professor (Selection Grade)/ Lecturer (Selection Grade)/ Associate Professor / Reader, the minimum length of service as Lecturer (Sr. Scale)/ Assistant Professor (Sr. Scale) shall be uniformly five years.

- (b) For movement into grades of Associate Professor/ Reader and above, the minimum eligibility criterion would be Ph.D. Those teachers without Ph.D. can go upto the level of Assistant Professor (Selection Grade)/ Lecturer (Selection Grade.).
- (c) An Associate Professor / Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.
- (d) The Selection Committee for Career Advancement shall be the same as those for direct recruitment for each category.
- (e) The existing scheme of Career Advancement for non – academic staff namely – Assistant Director of Physical Education/ Assistant Registrar, Assistant Librarian would continue (This Scheme is not implemented in the University).

## **2. ELIGIBILITY CRITERIA:**

### **2.1 Lecturer (Sr. Scale)/ Asst. Professor (Sr. Scale):-**

A Lecturer / Assistant Professor will be eligible for placement in a senior scale through a procedure of selection, if he/ she has:

- (i) Completed 6 years of Service after regular appointment with relaxation of one year and two years, respectively, for those with M. Phil. And Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ ICAR (Those with Ph.D. degree would be exempted from one refresher course).
- (iii) Consistently satisfaction performance/ appraisal reports.

### **2.2 Lecturer/ Assistant Professor (Selection Grade):-**

Lecturer/ Assistant Professor in the Senior scale who do not have a Ph.D. degree or equivalent published work, and do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Reader/ Associate Professor and have a good record in teaching and preferably, have contributed in various ways such as to the corporate life of the institution, examination work or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader/Associate Professor. They will be designated as Lecturers/ Assistant

Professors in the Selection Grade. They would offer themselves for fresh assessment after obtaining Ph.D. and/ or fulfilling other requirements for promotion as Reader/ Associate Professor, if found suitable could be given the designation of Reader/ Associate Professor.

### **2.3 Reader/ Associate Professor (Promotion):-**

A Lecturer / Assistant Professor in the Senior Scale will be eligible for promotion to the post of Reader/ Associate Professor, if he/ she has:

- (i) Completed five years of service in the Senior Scale;
- (ii) Obtained Ph.D. degree or has equivalent published work;
- (iii) \*A lecturer (Senior Scale)/ Assistant Professor (Senior Scale) who acquires Ph.D. at any time within 9 years of service is eligible for promotion to the post of Reader/ Associate Professor after completion of 9 years service in Lecturer/ Lecturer (Sr. Scale)/ Assistant Professor/ Assistant Professor (Sr. Scale) or equivalent;
- (iv) Made some mark in the areas of scholarship and research as evidenced e.g. self – assessment, reports of referees, quality of publications, contribution in educational innovation, design of new courses and curricula and extension activities;
- (v) After placement in the Senior Scale, participated in two refresher courses/ summer institutes of approved duration or engaged in other appropriate continuous education programmes of comparable quality as may be specified or approved by the University Grants Commission/ ICAR.  
and
- (vi) Possesses consistently good performance appraisal reports.

**2.4** Promotion to the post of Reader/ Associate Professor will be through a process of selection by a Selection Committee to be set up under the Statutes/ Ordinances of the University or other similar Committees set up by the appointing authorities.

### **2.5 Professor (Promotion):-**

In addition to the sanctioned position of Professors which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader/ Associate Professor to that of Professors after 8 years of service as Reader/ Associate Professor.

*\*Since 8 years of service as Associate Professor/ Reader is mandatory for being considered for the post of Professor, a Lecturer/ Assistant Professor (Selection Grade) would be promoted as Professor only after he completes eight years service after he becomes Associate Professor/ Reader on acquiring Ph.D. degree. A Professor already appointed under direct recruitment is not eligible for promotion under Career Advancement.*

The Selection Committee for Promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader/ Associate Professor to Professor, the following method of promotion may be followed.

The candidates should present himself / herself before the Selection Committee with the following.

- (a) \*\* Self – appraisal reports for the period including five years before the date of eligibility.
- (b) Research Contribution/ books / articles published.
- (c) Any other academic contributions.
- (d) \*\* *A minimum of five research publications out of which two could be books, must be submitted along with self - appraisal report, separately for assessment. The candidate should submit these in 3 sets with the application.*
- (e) Seminars/Conferences attended.
- (f) Contribution to teaching/academic environment/Institutional corporate life.
- (g) Extension and field outreach activities.

The requirement of participation in orientation/refresher courses/ summer institutes, each of at least 3 to 4 weeks duration and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer (Senior Scale)/ Assistant Professor (Sr. Scale) to Lecturer (Selection Grade)/Assistant Professor (Selection Grade). Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2002. (Since the Scheme is yet to be implemented, two years time can be given from the date of notification of the Scheme in the University).

The requirement for completing these courses would be as follows:

- (i) For Lecturer /Assistant Professor to Lecturer (Senior Scale)/ Assistant Professor (Sr. Scale), one orientation course would be compulsory for University and College teachers. These without Ph.D. would be required to do one refresher course in addition.
- (ii) Two refresher courses for Lecturer (Sr. Scale)/ Assistant Professor (Sr. Scale) to Lecturer (Selection Grade)/Assistant Professor (Selection Grade).
- (iii) The Senior teachers like Readers/ Associate Professors/ Lecturers (Selection Grade)/Assistant Professor (Selection Grade) and Professor may opt to attend two Seminar / conferences in their subject area and present paper as one aspect of their promotion/ Selection to higher level or attend refresher course to be offered by ASCs for this level.

- 2.6 If the number of years required in a feeder cadre are less than those stipulated in notification, thus entailing hardship to those completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years. \* **A Lecturer / Assistant Professor has to be first placed in the Senior Scale and then may be considered for promotion as lecturer (Selection Grade)/ Assistant Professor (Selection Grade)/ Reader/ Associate Professor after putting in a total of 9 years of service in Lecturer/ Lecturer (Sr. Scale)/ Assistant Professor / Assistant Professor (Sr. Scale).**

This situation is likely to arise as in the earlier Scheme, the number of years required in feeder cadre were much more than those envisaged under this notification.

### 3. COUNTING OF PAST SERVICE:

Previous service, without any break as a lecturer or equivalent, in a University college, National laboratory or other scientific organization e.g. CSIR, ICAR, UGC, DRDO, ICSSR, ICHRI and as a UGC Research Scientist, should be counted for placement of lecturer Senior Scale/ Selection grade provided that;

- (i) The post was in an equivalent grade/ scale of pay as the post of a Lecturer/ Assistant Professor.
- (ii) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer / Assistant Professor.
- (iii) The candidates who apply for direct recruitment should apply through proper channel.
- (iv) The concerned Lecturers/ Assistant Professors possessed the minimum qualification prescribed by the UGC.
- (v) The post was filled in accordance with prescribed selection procedure as laid down by the University/ State Government/ Central Government/ Institution's regulation.
- (vi) The appointment was not Adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided: a) the Adhoc service was of more than one year duration, b) the incumbent was appointed on recommendation of duly constituted Selection Committee; and c) the Incumbent was selected to the permanent post in continuation of the adhoc service, without any break.
- (vii) \* *The past service rendered as Reader, Associate Professor in the pay scale of Rs. 3700-5700 (Pre – revised) or Rs. 12000-18300 (revised) in any other recognized University/ College under National Academy of Agricultural Sciences (NAAS) be counted for promotion to the post of professor under Career Advancement Scheme.*

#### 4. MERIT PROMOTION:

Merit promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion Scheme of 1987 would be eligible for full scale Professor with effect from 01-01-1996. The University can discuss in its Academic body and decide *inter – se* seniority between the merit promotees and direct recruits based on the date of selection, and as per the existing / amended Acts and Statutes of the University.

#### 5. PROFESSOR OF EMINENCE:

- (i) The proposal relating to supertime scale for Professor of eminence will be taken up after the scheme in respect of UGC is finalized and implemented.
- (ii) Meritorious teachers who may not have M.Phil./Ph.D./ M. Tech., but who have made outstanding contributions would be rewarded and recognized as per the scheme to be approved by the MHRD/ ICAR.

#### 6. REDRESSAL OF ANOMALIES:

Anomalies arising after implementation of this order/ notification shall be brought to the notice of the ICAR which will be considered in consultation with DOPT/ Dept. of Expr. Ministry of Finance.

\* *Included as per the letter F. No. 1(15) 98-per. IV dated: 19<sup>th</sup> April 2004 (Annexure –V).*

\*\* *Including as per the letter No. F. 37(2) 2003-per IV dated: 23<sup>rd</sup> June 2003 (Annexure – III)*

#### 7. PROCEDURER FOR ASSESSMENT:

- (1) Teachers on fulfilling eligibility criteria are required to apply / send their bio-data in the prescribed proforma (five sets) **by 30<sup>th</sup> June every year** for considering for promotion to the cadre of Assistant Professor (SS), Assistant Professor (SG), Associate Professor, Professor as the case may be.
- (2) A teacher applying for **promotion to the cadre of Professor shall send the five best research publications out of which two could be books, separately (three sets)** along with the application/ bio-data.
- (3) The controlling Officer/ Director shall verify the correctness of the eligibility criteria mentioned in the proforma by the teacher and forward the same to the Administrative Officer by **31<sup>st</sup> August of every year**.
- (4) No teacher will be granted senior scale, selection grade and promotion to the post of Associate Professor/Equivalent and Professor/ Equivalent, if he/ she does not offer himself/ herself for assessment on the prescribed date in a particular year, on his/ her becoming eligible, the responsibility for which shall rest upon the teacher concerned.

(5) In case of Career Advancement for Assistant Professor (Senior Scale) / Assistant Professor (Selection Grade) and Associate Professor (Promotion), the Assessment Committee will take the following into consideration while assessing the suitability of teachers.

- (a) Self - appraisal reports and annual confidential reports for assessment period as prescribed in the eligibility criteria.
- (b) Material furnished in the Assessment Proforma submitted by the teacher concerned.
- (c) The Assessment Committee shall assess the teachers for promotion by adopting the score card developed for the purpose.

The Assessment Committee shall be as follows:

Chairman: An Outside expert nominated by the Vice- Chancellor.

- Members
1. One outside expert in the concerned subject nominated by the Vice – Chancellor.
  2. Director of Instruction/ Director of Research/ Director of Extension as the case may be.
  3. Concerned Head of the Department.

(Note: Atleast three members including chairman and an outside Expert shall form the quorum for the meetings of the Assessment Committee).

(6) The assessment criteria for promotion from the cadre of Associate Professor to Professor cadre shall be as follows:

- (a) Assessment of the five research publications including two books shall be done by three eminent experts in the subject. In case of recommendation of one of the three experts is negative, the research publications be sent to the fourth expert for evaluation. In all, there has to be minimum of three positive recommendations.
- (b) There must be separate column in the evaluation report of the expert where the research publication and book are evaluated as **“GOOD STANDARD PUBLICATION” OR “NOT GOOD STANDARD PUBLICATIONS”**.
- (c) The University shall start the assessment process and hold interviews for promotion only for those candidates who are cleared by obtaining three positive recommendations from three experts on the research publications/ books.
- (d) Interview has to be conducted inviting the three experts of the concerned subject.
- (e) The promotion from Associate Professor to Professor under the Career Advancement Scheme being personal to candidate and not against the sanctioned post, the teaching/ research/ extension workload of him/ her be carried forward by the promotee even in the case of Professor.

## **8 SELECTION COMMITTEE:**

The Selection Committee shall use the score card developed for the purpose of evaluating the performance of the candidates for promotion from the cadre of Associate Professor to Professor. The Selection Committee shall be as follows:

- a) Vice – Chancellor as the Chairman.
- b) Three experts in the concerned subject/ field out of the list recommended by the Vice- Chancellor and approved by the Board of Regents.
- c) An academician nominated by the Chancellor and
- d) The concerned Dean/ Director of the faculty of the University.

(**Note:** Atleast four members including two outside experts must constitute the quorum for the Selection Committee Meeting).

## **9 RE-ASSESSMENT:**

A teacher who has not been recommended for grant of Senior Scale, Selection Grade or promotion to Professor after assessment shall be entitled to offer himself/ herself for re- assessment after a lapse of one year from the date of his/ her last assessment.

## **10 METHOD OF PLACEMENT/ GRANT / PROMOTION:**

On receipt of the recommendations of the Assessment/ Selection Committee, the Board of Regents will consider the same for acceptance or otherwise. When the board of Regents decide to accept the recommendations of the Assessment/ Selection Committee, the University will convey the placement to the teacher in the selection grade/ promotion by upgrading the post presently held him/ her.

## **11 FIXATION OF PAY:**

Pay, on grant of selection grade and promotion to the post of Associate Professor/ Equivalent and Professor/ Equivalent, will be fixed according to University / UGC/ ICAR Rules.

## **12 EFFECTIVE DATE OF PROMOTION:**

A teacher, if found suitable, will be granted Selection Grade from the date of completion of the required service. Similarly, the promotion will take effect from the date when a teacher becomes eligible and applies for promotion and is promoted under rules. A teacher who does not apply on becoming eligible in a particular year shall not be considered for grant of senior scale, selection grade and for promotion from the due date when he/ she was eligible but will be considered eligible from the first day of the subsequent year in which he/ she submits his/ her application.

When the teacher is not considered by the Assessment Committee, he/ she has to apply after a lapse of one year when he/ she becomes eligible for re- assessment. The effective date of promotion shall be from the date of eligibility of re- assessment.

### 13 ANY OTHER ITEMS:

A suitable honorarium has to be paid to the outside experts and the outside chairman of the Assessment/ Selection Committees and experts evaluating records/publications/contributions of teachers and other assignments connected with the implementation of CAS. The honorarium is as follows:

- (i) Rs. 250-00 to the Chairman & RS. 200-00 to the Expert per day.
- (ii) Rs. 150-00 for evaluation of each report/ publication / contributions etc./ in addition to postal expenses.

### 14 SCORE CARDS:

1. The detailed score card for promotion of Teachers under CAS – 96 Scheme from Assistant Professor to Assistant Professor (senior scale) and from Assistant Professor (Senior scale to Assistant Professor (Selection grade)/Associate Professor grade will be notified internally in the University.
2. Minimum marks to be obtained for promotion from the Cadre of

a.	Assistant Professor to Assistant Professor (Senior Scale)	65 Marks out of 100
b.	Assistant Professor (Sr. scale) to Assistant Professor (Selection grade)/ Associate Professor.	70 Marks out of 100
c.	Associate Professor to Professor cadre.	75 Marks out of 100

**By Order**

**Sd/-**

**Administrative Officer.**