# CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL, MANIPUR

### APPLICATION FORMAT FOR PLACEMENT IN HIGHER PAY

FROM THE POST OF:…………………………. TO THE POST OF …………………………………………………

1. **Name in full (in block capital letters)** : ...…………………………………………………………………

2. **Designation** : ………………………………………………………………

3. **Department** : ………………………………………………………………

4. **Field of specialization in Master's degree** : ………………………………………………………………

5. **Date of birth in Christian era** : ………………………………………………………………

6. **Date of joining in CAU as teaching faculty** : ………………………………………………………………

7. **Whether temporary/permanent post** :………………………………………………………………

8. **Date of joining in the present permanent post** : ………………………………………………………………

9. **Date of confirmation of the present post** :………………………………………………………………

10. **Date of eligibility for promotion** :………………………………………………………………

11. **Present Pay Band, Band Pay and AGP** :………………………………………………………………

12. **Effective dates of present Pay Band, Band Pay and AGP** :………………………………………………………………

13. **Details of Academic Qualifications (Attach photocopies)** :………………………………………………………………

| Exam. Passed | Year of passing | Division/Class | Percentage of marks | Name of the Board/University | Rank and Remark, if any |
|---|---|---|---|---|---|
| Matriculation/HSLC | | | | | |
| PU/ HSSLC | | | | | |
| Graduation | | | | | |
| Post Graduation | | | | | |
| Ph. D. | | | | | |
| Others (please specify) | | | | | |

14. **Particulars of NET/GATE (enclose photocopies):**

| Name of the Test | Name of the organization | Month and Year | Roll No. | Subject | Score, where applicable |
|---|---|---|---|---|---|
| | | | | | |

15. **Details of past services in Teaching posts in Colleges /Universities/ National Laboratories/ CSIR/ICAR/UGC etc. (pl. enclose supporting documents):**

| Items | Post-I | Post-II | Post-III | Post-IV | Post-V | Post-VI |
|---|---|---|---|---|---|---|
| **Name of the post held** | | | | | | |
| **Name of the Institution** | | | | | | |
| **Period (from.........to .......... = .........yrs....... month............ days)** | | | | | | |
| **Scale of pay/Pay band/ band pay/ AGP, as applicable** | | | | | | |
| **Temporary/Permanent/Ad-hoc etc.** | | | | | | |
| **Nature of duties** | | | | | | |
| **Minimum qualification required** | | | | | | |
| **Remark, if any** | | | | | | |

**API SCORE ON THE BASIS OF THE PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)**

[ Notes:

(a) Please read the CAU regulations on minimum qualifications for appointment of teacher in Colleges and measure for maintenance of standards on Higher Education issued by UGC and ICAR .

(b) Please add additional sheets where necessary.

(c) Please submit photocopies of all the supporting documents for evaluation of the score.]

16. **CATEGORY- I : TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES**:
    **(Attach proof)**

| Sl. No. | Nature of activity | Details of the activity to be provided by the applicant | Maximum score | Score to be awarded by the University (not to be filled in by the applicant)# |
|---|---|---|---|---|
| i | Lectures, seminars, Tutorials, practical, contact hours undertaken as percentage of lectures allotted $ | | 50 | |
| ii | Lectures or other teaching duties in excess of UGC norms | | 10 | |
| iii | (a) preparation and imparting of knowledge/instruction as per curriculum; (b)Syllabus enrichment by providing additional resources to students | | 20 | |
| iv | Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement etc. | | 20 | |
| v | Examination duties (Invigilation, question paper setting, evaluation/ assessment of answer scripts0 as per allotment | | 25 | |
| | | | **Total Score** | |

# Score awarding criteria of the University: For (i): below 80% = no score, 80-85 % = 35, 86-90% = 40, 91-95% = 45, 96 – 100 % = 50; for (ii) : below 2 = no score, 2 to 4 = 8, above 5 = 10; for (iii) (a) = 10; for (iii) (b)= 10; for (iv): if used = full score and for (v): Invigilation = 5, question paper setting = 10,evaluation/assessment of answers scripts = 10, **Minimum score required = 75 out of a total = 125**

$ **Note**: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80% for (i) and (v) above, below which no score may be assigned in these sub-categories.

17. **CATEGORY – II: CO-CURRICULAR, EXTENSION AND PROFESSION- RELATED ACTIVITIES:**

**Brief Explanation:** Based on the teacher's self-assessment, Category II API score are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by the teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one among a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectivity verified criteria and will be finalized by the screening/selection committee.

| Sl. No. | Nature of activity | Details of the activity to be provided by the applicant | Maximum score | Score to be awarded by the University (not to be filled in by the applicant)@ |
|---|---|---|---|---|
| i | Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) | | 20 | |
| ii | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | | 15 | |
| iii | Professional Development activities (such as participation in seminars, conferences, short term training courses talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | | 15 | |
| | | | **Total Score** | |

@ **Score awarding criteria of the University: For (i) = 20 ; for (ii) = 15; for (iii) = 15, Minimum score required = 15 out of a total = 50**

18. **CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS:**

**Brief Explanation**: Based on the teacher's self-assessment, API score are proposed for research and academic contributions. The minimum API required by the teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

| III (A) | RESEARCH PAPERS PUBLISHED: | | | | |
|---|---|---|---|---|---|
| | Title of the research paper published | Nature of publication: Journal or Conference proceedings as full paper (Abstract no to be included) | Type of journal: Refereed * or Non-refereed (Name the journal also) | If Non-Refereed, is it recognized and reputable journal/ periodical having ISBN/ISSN numbers | Score to be awarded by the University ( not to be filled in by the applicant) ☐ |
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*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii)papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points. The evidence of Impact factor must be submitted by the applicant.

☐ **Score awarding criteria of the University**: for refereed journal = 15/ publication; for non-refereed but recognized and reputable journal and periodicals having ISBN/ISSN numbers = 10/publication; for conference proceedings as full paper (abstract not to be included) = 10/publication.

| III (B) | **RESEARCH PUBLICATIONS (Books, chapters in books, other than refereed journal articles):** |

| Nature of activity | Details of the activity to be provided by the applicant (Name the book, chapter etc. as applicable and the publishers and address) | Score to the awarded by the University (not to be filled in by the applicant) **£** |
|---|---|---|
| (a) Text or Reference Books Published by International Publishers with an established peer review system | | |
| (b)Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers | | |
| (c ) Subjects Books by other local publishers with ISBN/ISSN numbers | | |
| (d) Chapters contributed to edited knowledge based volumes published by International Publishers | | |
| (e) Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories | | |

**£ Scoring awarding criteria of the University**: For (a)   = 50/ sole author and 10/chapter in an edited book; for (b) =25/ sole author and 5/ chapter in edited books; for (c) = 15/sole author and 3/chapter in edited books; for (d)= 10/chapter; for (e)=5/chapter

| III (C ) | **RESEARCH PROJECTS:** | | | |
|---|---|---|---|---|
| | Nature of activity | Details of activity | Details of the activity to be provided by the applicant (title of the project and name of the funding agency to be given) | Score to be awarded by the University (not to be filled in by the applicant ☐ |
| | (i) Sponsored Projects carried out/ ongoing as PI or Co.PI : | (a) Major Projects amount mobilized with grants above Rs. 30.0 lakhs (Agri./Fisheries/ Vety. Sc./Horti./ Home Sc./Agri. Engg.)<br><br>OR<br>Major Projects amount mobilized with grants above Rs. 5.0 lakhs<br>(AS APPLICABLE) | | |
| | | (b) Major projects amount mobilized with grants above Rs. 5.0 lakhs up to Rs. 30.00 lakhs (Agri./Fisheries/ Vety. Sc./Horti./ Home Sc.)<br>OR<br>Major Projects amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.0 lakhs<br>(AS APPLICABLE) | | |
| | | (c) Minor projects (Intramural/Extramural) amount mobilized with grants above Rs. 50,00 up to Rs. 5.00 lakhs (Agri./Fisheries/Vety. Sc./Horti./ Home Sc.)<br>OR<br>Minor Projects amount mobilized with grants above Rs. 25,000 up to Rs. 3.00 lakhs<br><br>(AS APPLICABLE) | | |
| | (ii) Consultancy projects carried out/ongoing: | Amount mobilized with minimum of Rs. 10.00 lakhs (Agri./Fisheries/Vety. Sc./Horti./ Home Sc.)<br>OR<br>Amount mobilized with minimum of Rs. 2.00 lakhs<br>(AS APPLICABLE) | | |
| | (iii) Completed projects: Quality Evaluation: | Completed projects report ( Accepted by funding agency) | | |

| | (iv) Projects: Outcome/Outputs: | Patent/ Technology Transfer/ Product/ Process (Agri./Fisheries/Vety. Sc./Horti./ Home Sc.) OR Major Policy document of govt. Bodies at Central and State level (AS APPLICABLE) | | |
|---|---|---|---|---|

☐ **Scoring awarding criteria of the University**: For (i) (a) = 20/ project; for (i) (b) =15/ project ; for (i)(c) = 10/project; for (ii)= 10/Rs. 10.00 lakhs and 2.00 lakhs respectively; for (iii) = 20/ major project and 10/ minor project; for (iv) = 30/ national level output or patent and 50/international level

| III (D ) | **RESEARCH GUIDANCE:** | | | |
|---|---|---|---|---|
| | **Nature of activity** | **Details of activity** | **Details of the activity to be provided by the applicant ( brief title of the thesis and name of the student to be given)** | **Score to be awarded by the Univer-sity (not to be filled in by the applicant )**☐ |
| | (i) M. Sc. | Degrees awarded only | | |
| | (ii) M. Phil. | Degrees awarded only | | |
| | (iii) Ph. D | Degree awarded | | |
| | (iv) Ph. D | Thesis submitted | | |
| | (v) Ph. D | Ongoing | | |

☐ For (i) = 2 per candidate ; for (ii) = 3 per candidate ; for (iii) = 10 per candidate ; for (iv) = 7 per candidate; for (v) = 5 per candidate

| III (E ) | TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS: | | | |
|---|---|---|---|---|
| | **Nature of activity** | **Details of activity** | **Details of the activity to be provided by the applicant (name of the student to be given)** | **Score to be awarded by the University (not to be filled in by the applicant ) ¥** |
| | (i) Refresher courses, Methodology workshops, Training, Teaching- Learning-Evaluation Technology Programmes, Soft Skills development programmes, Faculty Development Programmes ( Max: 30 points) | (a) Not less than two weeks duration | | |
| | | (b)One week duration | | |
| | (ii) Papers in Conferences/Seminar/Workshop etc. ** | (a) Participation and presentation of research papers (Oral/Poster) in International Conference | | |
| | | (b) Participation and presentation of research papers (Oral/Poster) in National Conference | | |
| | | (c ) Participation and presentation of research papers (Oral/Poster) in Regional/state level Conference | | |
| | | (d) Participation and presentation of research papers (Oral/Poster) in Local-University level Conference | | |
| | (iii) Invited Chair/ lectures or presentation for conferences/ symposia | (a) International | | |
| | | (b) National level | | |

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication [ III (a) ] and not under presentation [ III (e)(ii)].


**¥ Scoring awarding criteria of the University**: For (i)(a)  = 20/ each 9Maximum= 30);  for (i) (b) =10 each (Maximum=30); for  (ii)(a) = 10 each ; for (ii)(b)= 7.5 each; for (ii)(c)=5 each; for (ii)(d)= 3 each; for (iii)(a)=10 each; for (iii) (b) = 5 each

**Notes:**

i.    It is incumbent on the Coordination Committee proposed in the Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

ii.   The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

**19. Declaration:**

I hereby declare that I have carefully read and understood the instructions and regulations referred here in and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

**Signature of the applicant**

**Date:...........................................**          **Name in full:..........................................................................**

**Designation/Department:.....................................................**

20. **Forwarding of concerned Head of the Department:** ..........................................................................

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**Signature of the HOD**..............................................

Memo no................................................................          Office Seal

Date:......................................................................

21. **Forwarding of concern Dean of Faculty**: ...............................................................................

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**Signature of the Dean......................................**

Date:........................................................          Office Seal

22. **Receipt and dispatch details of the establishment Branch**:

Date of receipt from the Dean of Faculty:......................................................................................................

Date of dispatch to Registrar:.........................................................................................................................

**Signature of the Dy. Registrar (Acad.)** ....................................................

Memo No. .....................................................................        Office Seal

Date: ...........................................................................

23. **Remark of the Registrar of the University**: .........................................................................................

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**Signature of the Registrar :** ...................................................................

Date: ...........................................................................        Office Seal