

**Guidelines for Career Advancement Scheme (CAS)
UTTAR BANGA KRISHI VISWAVIDYALAYA**

[in accordance with G.O. No. 1197(28)- Edn (U)/1U-41/11(Pt), dated 31.12.12]

The Career Advancement Scheme in UBKV will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will be guided by the G.O. No. 1097-(17)-Edn (U)/1U-41/11(Pt), dated 14.11.2014. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 175-Edn(U)/1U-7/99 dated 25.02.1999.

The Viswavidyalaya considers a number of activities for each item in the categories I and II of APPENDIX – I; TABLE – I of the G.O. No. 1197(28)- Edn(U)/1U-41/11(Pt), dated 31.12.12 as detailed below.

CATEGORY 1: ACADEMIC PERFORMANCE INDICATORS

SL. No.	Nature of Activity	Activities included
1	Lectures, seminars, tutorials, practical, contact hours undertaken taken as percentage of lectures allocated	Activities: Classes and/or research trials and field demonstrations allocated.
2	Lectures or other teaching duties in excess of the UGC norms.	Activities: educational tours, field trips for educational purpose, delivering lectures on scientific gathering/farmers/unemployed youths/govt. trainees and similar activities
3	Preparation and Imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students	Activities: Additional references, study materials, laboratory manual preparation, AV aids, booklets, etc., extension literature, software development, farmer's variety, facilitating modules and RAWE/RHWE/ Industrial training. Expert to other institutes, Government Committees, Ph.D. & M.Sc. external examiner, question setter and examiner of answer scripts of other universities, institutes, etc.
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	Activities: Attending workshops/ discussion/ conference/group meeting/review meetings and/ or interface meetings for the projects, etc.
5	Exam duties (Invigilation; question paper setting, evaluation/assessment	Activities: Examination duties (Invigilation; question paper setting, evaluation/

CATEGORY 2: CO-CURRICULAR AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES, CONTRIBUTION TO INSTITUTIONAL CORPORATE LIFE AND OTHER ACADEMIC ENVIRONMENT

Sl. No.	Nature of Activity	Activities included
1	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)	Activities: Training Organizing, Method Demonstration, Survey, TV & Radio talk, Resource Person in Capacity building, other HRD issues attended with Govt., Farmers & other stake holders/ agribusiness, etc.
2	Contribution to Corporate life and management of the department Institution through participation in academic and administrative committee and responsibilities.	Activities: Sports administration, member of statutory bodies – BOS, BRS member, EC, Court, Faculty Council, Academic Council, additional administrative work, member of PG research advisory committee, provost ship, etc.
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles (other than those included in Category 3)	Activities: Rapoteur, fellow, member of scientific societies/associations, member of farmers club, reviewer/editorial board member of journal, organizing seminars, workshops, conference, training courses as one of the members, etc.

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

As mentioned in TABLE – I of the G.O. No. 1197(28)- Edn(U)/1U-41/11(Pt), dated 31.12.12.