



Sher-e-Kashmir
University of Agricultural Sciences & Technology of Kashmir
Main Campus Shalimar Srinagar - 190025

CIRCULAR

In pursuance to Career Advancement Scheme- 2018 for Teachers/Scientists and equivalents adopted vide Notification No. 04 of 2022 dated 10.10.2022, it is notified for information of all the concerned teachers/scientists & equivalents, who are eligible for promotion/placement in the following stages under the said CAS Scheme till **31.10.2026** shall submit their application form(s) (in duplicate) alongwith the requisite credentials/documents as per **Annexure I & II** to this **Circular** duly attested through their Controlling Officer(s) to Registrar, SKUAST-K, Shalimar:

- i. Assistant Professor/Jr. Scientist (Selection Grade/AL-12 Rs.79800-211500) to Associate Professor-cum-Senior Scientist and equivalent (AL-13A Rs.131400-217100)
- ii. Associate Professor-cum-Senior Scientist and equivalent (AL-13A Rs.131400-217100) to Professor-cum-Chief Scientist and equivalent (AL-14 Rs.144200-218200)

The promotion/placement of Teachers/Scientists in the above stages shall strictly be regulated in accordance with the *ibid* Notification and the cut off date for receipt of the CAS cases shall be 31.10.2026.

By Order.

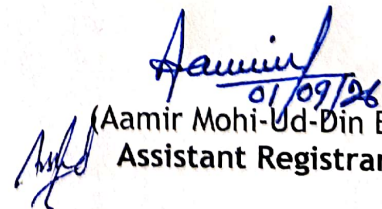
Sd/
(Prof. Azmat Alam Khan)
REGISTRAR

No.Au/Adm/AR(T)/CAS-2018/26//11806-66

Dated: 01.09.2026

Copy to:

- All Officers of the University.
- All HoD's/Regional Research Stations/Faculties/Colleges/Institutes/Units/Centers/ KVK, SKUAST-K.
- Incharge ARIS, Shalimar for uploading on SKUAST-K Website.
- Secretary to Vice-Chancellor, SKUAST-K, Shalimar
- Circular file w.3.s.c


01/09/26
(Aamir Mohi-Ud-Din Bhat)
Assistant Registrar (T)

Appendix-I
(Table-1)

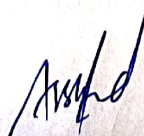
Assessment Criteria and Methodology for University Teachers/Scientists & Equivalents		
	Activities	Grading Criteria
1	Teaching (Number of classes' taught/ total classes assigned)x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) Research: (Number of experiments laid/Total experiments assigned as per annual action plan of a research unit x 100%) Extension: (Number of extension activities performed/Total extension activities assigned as per approved action plan x 100%)	80% & above = Good Below 80% but 70% & above = Satisfactory Less than 70% = Not Satisfactory
2	Involvement in the University students related activities / research activities: (a) Administrative responsibilities such as Head, Chairperson / Dean/ Director /Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing seminars / conferences / workshops, other college / university activities. (e) Evidence of actively involved in guiding Ph.D.students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals. (h) Farmers related activities, outreach activities such a field days, farmers trainings (on-campus/off- campus), Model village/a Seed Village/a Custom Hiring Centre/a Contract Farming Arrangements/a Climate Smart Village (i) Capacity building programmes for farmers and line departments (j) Technology dissemination and its impact as evidenced in peer reviewed journals	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



Overall Grading

Good	Good in teaching / research /extension or good in activity at Sl. No. 2
OR	
Satisfactory	Satisfactory in teaching / research /extension and good or satisfactory in activity 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/scientist and equivalent 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/scientist and equivalent 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/research/extension responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures under



APPENDIX-II
APPLICATION FORM TO BE FILLED BY THE TEACHER/SCIENTIST &
EQUIVALENT FOR PLACEMENT/PROMOTION UNDER CAREER ADVANCEMENT
SCHEME FOR TEACHERS / SCIENTISTS-(2018)

Part-A: General Information and Academic Background

1	Name (in Block Letters)	
2	Father's Name	
3	Present Place of Posting:	
4	Name of the Faculty	
5	Name of the Division	
6	Name of the Research Station/ Institute/ KVK	
7	Current Designation & Level of Pay:	
8	Whether held under direct recruitment or promotion under CAS (Quote U.O. and date)	
9	Date of Last Promotion under CAS, if any	
10	Stage for which you are an applicant for promotion under CAS	
11	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
12	Date and Place of Birth	
13	Nationality	
14	Marital Status	
15	The Category you belongs to (SC/ST/OBC/GEN)	
16	Address for Correspondence (with Pin Code)	
17	Permanent Address (with Pin Code)	
18	Telephone No., Mobile No., E-mail Address	

Aded

17. Academic Qualifications:.....

18. Research Degree (s):

Degree(s)	Title of Dissertation /Thesis	Year of Award	University
M.Sc			
M.Phil.			
Ph.D.			
Any Other			

19. Appointment prior to joining SKUAST

Designation	Name of Employer	Nature of Appointment	Date of Joining	Date of Leaving	Salary with Grade Pay/ Level	Reasons for Leaving

Period of teaching experience:P.G. Classes (in years)

..... U.G. Classes (in years).....

Research Experience:.....

Extension Experience.....

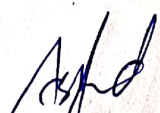
Aspd

20. Details of Orientation and Refresher / Research Methodology Course attended:

Name of the Duration Course	Name of Academic Staff College /Human Resource Development Centre	Sponsoring Agency

21. Research Publications

S.No	Title of the paper	Authors	Journal Name	Year of publication



PART-B

(CAS Application Form for Promotion of Assistant Professor / Associate Professor and Professor in accordance with UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education Regulations-2018 in SKUAST – Jammu and SKUAST – Kashmir)

Table-1A (Assessment Criteria and Methodology)

Activity 1: Teaching (For teachers/ scientists for whom Teaching is major activity)

Year	Course / Paper	Level (UG,PG, Ph.D)	Mode of Teaching	Total Classes Assigned	Number of Classes taught as per documented record	Number of Classes taught / Total classes assigned) x 100% Classes	Grading	ANNEXURE NO.

* Lecture (L), Practical (P) , Training
 80% & above – Good
 Below 80% but 70% & above-Satisfactory
 Less than 70% - Not satisfactory

Table-1B (Assessment Criteria and Methodology)

Activity 1: Extension (For scientists and equivalent cadre for whom Extension is major activity)

Year	Name of extension activities as per Action Plan	On campus/off campus	Total Extension activities assigned	Number of extension activities conducted as per documented record	(Number of extension activities conducted/Total extension activities assigned x100) %	Grading	ANNEXURE NO.

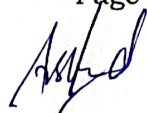


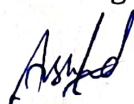
Table-1C (Assessment Criteria and Methodology)**Activity 1: Research (For scientists and equivalent cadre for whom Research is major activity)**

Year	Name of experiment /trial as per Action Plan	Mode of experiment / trial (off campus, on campus)	Total experiments / trials assigned	Number of experiments / trials conducted as per documented record	(Number of experiments / trials conducted / Total extension activities assigned x100) %	Grading	ANNEXURE NO.

Activity 2: Involvement in Students-Related Activities/ Research Activities/Extension Activities:

- (a) Administrative responsibilities such as; Head/Chairperson/ Dean/ Director/ Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation. (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. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of being actively involved in guiding Ph.D. students. (f) Conducting minor or major research project (s) sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.

Year	Detail of Activities	Categories	Number of Activities during Assessment Period	Grading	Annexure No.



Note: Number of activities can be within or across the broad categories of activities

Part - C
(Methodology for University Teachers for calculating
Academic/Research/Extension Score)

(Assessment must be based on evidence produced by the teacher/scientist and equivalent such as; copy(ies) of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' PG and Ph.D. award letter, etc.)

SR. NO.	ACADEMIC / RESEARCH /EXTENSION ACTIVITY	Score as Per UGC Regulations: Faculty of Basic Sciences, Agriculture, Veterinary Sciences	ENTER QUANTITY/ PARAMETER	OBTAINED SCORE	Annexure No.
	Research Papers in Peer-Reviewed or UGC-listed (Refereed) Journals without Impact Factor				
	Single Author	13/13			
	Two Authors	9.1/13			
	First/Principal/Corresponding Author (More than 2 Authors)	9.1/13			
	Joint Author (More than 2 Authors)	3.9/13			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1				
	Single Author	18/18			
	Two Authors	12.6/18			
	First/Principal/Corresponding Author (More than 2 Authors)	12.6/18			
	Joint Author (More than 2 Authors)	5.4/18			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 not 2)				
	Single Author	23/23			
	Two Authors	16.1/23			
	First/Principal/Corresponding Author (More than 2 Authors)	16.1/23			
	Joint Author (More than 2 Authors)	6.9/23			
	Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Include 2 not 5)				

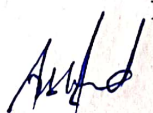
	Single Author	28/28			
	Two Authors	19.6/28			
	First/Principal/Corresponding Author (More than 2 Authors)	19.6/28			
	Joint Author (More than 2 Authors)	8.4/28			
Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Include 5 not 10)					
	Single Author	33/33			
	Two Authors	23.1/33			
	First/Principal/Corresponding Author (More than 2 Authors)	23.1/33			
	Joint Author (More than 2 Authors)	9.9/33			
Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Include 10)					
	Single Author	38/38			
	Two Authors	26.6/38			
	First/Principal/Corresponding Author (More than 2 Authors)	26.6/38			
	Joint Author (More than 2 Authors)	11.4/38			
Sub Total (Part 1)					
2 (a)	Books Authored				
	Published by International Publishers	12/12			
	Published by National Publishers	10/10			
	Publication of Chapter in Edited Books	5/5			
Editor of Book by International Publishers					
	Editor of Book by International Publishers	10/10			
	Editor of Book by National Publishers	8/8			
2 (b)	Translation Works in Indian and Foreign languages				
	Chapter or Research Paper	3/3			
	Translation Work of Book	8/8			
Sub Total (Part 2)					



3	Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
3 (a)	I. Development of Innovative pedagogy; Contributor / Contributors II. Planning and Implementation of On Farm Trials	5/5		
3 (b)	Design of New Curricula and Courses (ICT Based)/ Conducting of PRA/Base Line survey of operational villages			
	Contributor / Contributors	2/2		
3 (c)	Development of Complete MOOC's in 4 Quadrant (4 Credit Course)/ Publication of Success stories			
	4	20/20		
	3	15/15		
	2	10/10		
	1	5/5		
	MOOCs (developed in 4 quadrant) per module / lecture / Lecture given in Extension Programmes/			
	Module / Lecture Creator (Per Module)	5/5		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
	Content Writer / Subject Matter Expert (Per Module)	2/2		
	Course Coordinator for MOOCs			
	4 Credit Course	8/8		
	3 Credit Course	6/6		
	2 Credit Course	4/4		
	1 Credit Course	2/2		
3 (d)	Development of E-Content in 4 quadrants for a Complete Course / E-Book/ Literature developed for Farmers/Trainees/Extension Functionaries.			
	E-Content in 4 quadrants for a Complete Course / E-Book	12/12		
	E-Content (developed in 4 quadrants) per module/ Coordinator/co-coordinator/member of organizing an event/activity/programme of National Initiatives			
	Module(s)	5/5		
	Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least one quadrant) / Coordinator/Co-coordinator/member of publication of university/Division/Research station/KVK newsletter/Progress Report/Annual Report/QRT Report or any other report			



	Contributor	2/2			
	Editor of E-Content for Complete Course / Paper / E-Book				
	Editor	10/10			
Sub Total (Part 3)					
4 (a)	Research Guidance				
	Ph.D. Guidance (Degree Awarded)				
	Ph.D. Guidance (Awarded) (Major Advisor)	7/10			
	Ph.D. Guidance (Awarded) (Advisory Committee member)	3/10			
	Ph.D. Guidance (Thesis Submitted)				
	Ph.D. Guidance (Submitted) (Major Advisor)	5/5			
	Ph.D. Guidance (Submitted) (Advisory Committee member)	1.5/5			
	M.Phil./P.G Dissertation Guidance (Degree Awarded)				
	M.Phil./P.G Dissertation (Major Advisor)	2/2			
	M.Phil./P.G Dissertation (Advisory Committee member)	0.6/2			
4 (b)	Research Project Completed (More than 10 Lakhs)				
	Sole Investigator	10/10			
	Principal Investigator in Joint Project	5/5			
	Co-investigator in Joint Project	5/5			
	Research Project Completed (Less than 10 Lakhs)				
	Sole Investigator	5/5			
	Principal Investigator in Joint Project	2.5/2.5			
	Co-investigator in Joint Project	2.5/2.5			
4 (c)	Research Project Ongoing (More than 10 Lakhs)				
	Sole Investigator	5/5			
	Principal Investigator in Joint Project	2.5/2.5			
	Co-investigator in Joint Project	2.5/2.5			
	Research Project Ongoing (Less than 10 Lakhs)				
	Sole Investigator	2/2			



	Principal Investigator in Joint Project	1/1			
	Co-investigator in Joint Project	1/1			
4 (d)	Consultancy				
	Consultancy	3/3			
Sub Total (Part 4)					
5 (a)	Patent				
	International	10/10			
	National	7/7			
5 (b)	Policy Document (International Body/Organization/Central Govt. or State Govt.)				
	International	10/10			
	National	7/7			
	State	4/4			
5 (c)	Awards / Fellowship				
	International	7/7			
	National	5/5			
Sub Total (Part 5)					
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference				
	International (Abroad)	7/7			
	International (Within Country)	5/5			
	National	3/3			
	State University	2/2			
Sub Total (Part-6)					
7	Extension Education Activities				
8	New extension models developed and implemented	2/2			
	Value Chain/ Model Villages contribution made for the development and establishment of a Value/ a Custom Hiring Centre/ a Climate Smart Village	5/5 per activity			
	Innovative Extension Methodologies or Approaches adopted in at least 5 villages / Farmers	8/8			

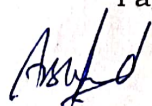


	Field Schools / Farmer Interest Group established and documentation of success stories. Involvement in technology				
	Involvement in technology application programme through technology assessment and refinement/ on- farm testing	3/3			
	Capacity Development	2/2			
	Technology dissemination and its impact as evidenced in peer reviewed journals	4/4			
	Total Score without Capping				
	Total Score of 5 (b) +6/7				
	Cropped Score of 5 (b) + 6 and 7 (30% of Total Score of 5 (B) +6 and/ or 7)				
	Total Score with Capping, wherever applicable				
	FINAL OBTAINED SCORE (API)				

Note : The pattern for above methodology for calculation of Academic/ Research/ Extension score has been devised on the basis of Table – 2 (Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Science) of University Grants Commission in light of Regulations 2018

NOTE :

The Research Score for research papers would be augmented as follows: Peer Reviewed NAAS rated or UGC listed journals (Impact factor to be determined as per Thomas Reuters List)



	Papers in refereed journals without impact factor	5 Points
	Papers with impact factor less than 1	10 Points
	Papers with impact factor between 1 and 2	15 Points
	Papers with impact factor between 2 and 5	20 Points
	Papers with impact factor between 5 and 10	25 Points
	Papers with impact factor >10	30 Points
	Two authors	70% of total value of publication for each author
	More than two authors	70% of total value of publication for First/ Principal / Corresponding author and 30% of total value of publications for each of the joint authors
	Joint Projects	Principal Investigator and Co-Investigator would get 50% each

NOTE :

	• Paper presented if part of edited book or proceeding then it can be claimed only once • For joint supervision of research students the formula shall be 70% of the total score for Major Advisor and 30% of the total score for Advisory Committee • For purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b) Policy Documents and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent(30%) of the total research score of the teacher concerned • The research score shall be from the minimum of three categories out of six categories (Categories 1 to 6) • The extension score shall be from the minimum of three categories out of six categories (Categories 1 to 7) Category:7 is the compulsory category for the scientists working in extension system of the University.
	Note : The above methodology for calculation of Academic/ Research/ Extension score has been made on the basis of Table – 2 (Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Science)



Part - E**Other Relevant Information:**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sr. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) as contained in these regulations (based on UGC Regulations 2018) and as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working as..... in the Division/Institute/Unit of since.....

The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Division/Institute/Unit



Endorsed by the Director/Dean concerned

Observations / Recommendations of Dean / Director

Asst

TABLE:3

Summary of Grading Criteria and Academic-Research-Extension Scores (Except for Senior Professor):

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity-1: Teaching Score						
Activity-2: Involvement in the students related activities / research activities						
Activity-3: Extension Score						
Total of Activity-1, Activity- 2 and Activity-3						
Table-2: Academic, Research and Extension Score (after applying cap, wherever applicable)						

- A. For placement/promotion from Assistant Professor-cum-Junior Scientist (Selection Grade/AL-12 Rs.79800- 211500) to Associate Professor-cum-Sr. Scientist and equivalent (AL-13A, Rs.131400-217100)
- i) Any one of the following during last three years: completed one course/programme from amongst the categories of Refresher Courses/Research Methodology Workshops / Syllabus Up-gradation Workshop / Teaching-Learning-Evaluation Technology Programme / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
 - ii) A minimum of seven publications in the NAAS rated or Peer-reviewed journals or UGC-listed journals out of which three research papers should have been published during the assessment period.
 - iii) **Any one of the following:**
 - a) Evidence of having guided at least one Ph. D. student
 - b) Evidence of having successfully guided at least two (02) Masters Students
 - c) Acted as a Member of at least five (05) Advisory Committees of Masters / Ph.D. Students.
 - d) Must have published at least three additional research papers in the peer-reviewed (NAAS rated) journals during the assessment period.
 - e) Must have successfully completed externally funded project (s) worth more than 10 lakhs during the assessment period.
 - f) Evidence of having laid down Front Line Demonstration (FLD) on a minimum area of ten (10) hectares.
 - g) Evidence of having associated with seed production programme on a minimum area of ten (10) hectares
 - h) Evidence of having conducted minimum ten (10) number of On Farm Trials (OFTs)
 - i) Evidence of having conducted ten (10) number of vocational training programmes.
 - j) Evidence of having conducted ten (10) number of clinical camps.
 - k) Must have conducted thirty (30) number of demonstrations on horticulture/ fisheries / livestock [Horticulture 1 unit =0.1 ha, Fisheries 1 unit =0.1 ha, Livestock 1 unit = 05 Anima Poultry 1 unit =30 birds]
 - l) Must have laid down ten (10) number of research trials with research recommendations of a minimum two (02).
 - iii) Ph.D Completion certificate
 - iv) Initial Joining report as Assistant Professor-cum-Jr. Scientist in the AGP of Rs.6000/
 - v) Promotion/Selection order as Assistant Professor-cum-Junior Scientist in the AGP of Rs.8000 revised to (Selection Grade/AL-12 Rs.79800- 211500)

Amid

(1) - (2)



- B. For Placement/Promotion from Associate Professor-cum.Sr. Scientist and equivalent (AL-13A, Rs.131400-217100) to Professor-cum-Chief Scientist and equivalent (AL-14 Rs.144200-218200)
- i) A minimum of ten research publications in the NAAS rated journal or peer-reviewed journals or UGC-listed journals out of which three research papers should have been published during the assessment period.
 - ii) Any one of the following criteria:
 - a) Evidence of having guided at least one Ph.D. student.
 - b) Evidence of having successfully guided at least three (03) Masters Students
 - c) Acted as a Member of at least five (05) Advisory Committees of Masters and / or Ph.D. Students, out of which two (02) should be during the assessment period. .
 - d) Must have published at least three additional research papers in the peer-reviewed (NAAS rated) journals during the assessment period.
 - e) Must have successfully completed externally funded project (s) worth more than 10 lakhs during the assessment period.
 - f) Evidence of having laid down Front Line Demonstration (FLD) on a minimum of fifteen (15) hectares out of which five (05) hectares should be during the assessment period.
 - g) Evidence of having conducted minimum three (03) On Farm Trials (OFTs) during the assessment period.
 - h) Evidence of having associated with seed production programme on fifteen (15) hectares out of which five (05) hectares should be during the assessment period.
 - i) Evidence of having conducted three (03) number of vocational training programmes during the assessment period.
 - j) Must have conducted three (03) number of clinical camps during the assessment period.
 - k) Evidence of having conducted ten (10) demonstrations on livestock / horticulture / fisheries [Horticulture 1 unit =0.1 ha, Fisheries 1 unit =0.1 ha, Livestock 1 unit = 05 Animals Poultry 1 unit =30 birds] unit during the assessment period.
 - l) Must have laid down three (03) number research trials with research recommendations of a minimum two (02) during the assessment period.
 - iii) Ph.D Completion certificate
 - iv) Initial Joining report as Assistant Professor-cum-Jr. Scientist in the AGP of RS.6000/-
 - v) Promotion/Selection order as Associate Professor-cum-Sr. Scientist in the AGP of Rs.9000/- revised to (AL-13A Rs.131400-217100).

