

## ANNEXURE-II

**PROFORMA FOR SUBMITTING WORK-DONE REPORT FOR  
PROMOTION OF TEACHERS UNDER CAS-2006**

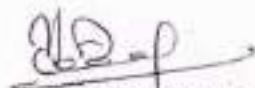
**GENERAL**

1.	Name of the Teacher	
2.	Designation	
3.	Place of work	
4.	Date of appointment in the University	
5.	Date of obtaining Ph.D.	
6.	Date of entry into:	
	i)AGP of ₹.6000	
	ii)AGP of ₹.7000	
	iii)AGP of ₹.8000	
	iv)AGP of ₹.9000	
7.	Assessment period	From: _____ To: _____
8.	Details of work-done during the assessment period (enclosed)	

Place:

Date :

Signature

  
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## WORK-DONE REPORT

(To be filled in by the concerned Teacher)

### *Important Note:*

1. All components of work-done should be listed *year-wise* for the Assessment Period.
2. All claims must be supported by relevant documents/ certificates.
3. Reprints of all publications must be enclosed.
4. In the case of promotion from AGP of ₹.9000 to AGP of ₹.10000 research publications relating to the period after being placed in the AGP of ₹.8000 should be listed and enclosed.

### I. Specific Achievements in Teaching/ Research/ Extension work under Assessment Period

#### 1. Teaching

##### a) Courses offered

Sl. No.	Sem-ester	Year	UG / PG / Diploma / Certificate / Experiential Learning / Hands-on-Training / Industrial Training		Course No.	Offered at place of working or outside	Credit hrs.	Contact hours/ week
			*Shared	Independent				

\* Experiential Learning.

##### b) Guidance to PG students as Chairman of the Advisory Committee

###### (i) Master's Degree

Sl. No.	Name of the Student	Department	Year of Completion

###### (ii) Ph.D. Degree

Sl. No.	Name of the Student	Department	Year of Completion

##### c) As Member of the Advisory Committee of M.Sc. and Ph.D. degree students

Sl. No.	Name of the Student	M.Sc./Ph.D.	Department	Year of Completion

d) Teaching aids developed (laboratory manuals, RHW/E manuals, AV Aids etc.)

Sl. No.	Details of Teaching Aids	Course Number	Credit Hours	UG/PG/Diploma/ Certificate Course	Year

e) Acting as External Examiner for UG/PG examinations (which includes paper setting, paper corrections, conducting viva-voce etc.)

Sl. No.	Particulars	Period	University	UG/PG

**2. Research**

a) (i) Trials/ Experiments/ Studies conducted/ Testing trials/ Testing implements (year-wise)

Title	PI / Co-PI	University / AICRP/ Testing trial or Equipment	Year

ii) Nucleus (Vegetable / Spice/ Flower) seeds produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

iii) Breeder seed produced

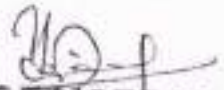
Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

iv) Foundation seed/ Certified / TL Seeds/ Bioagents produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

v) Planting material produced

Type of Seed/ Planting Material	Leader/Co-Leader	Quantity Produced	Year

  
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## vi) Processed products produced

Type of Product	Leader/Co-Leader	Quantity Produced	Year

## b) Ad-hoc Projects (Externally funded)

Title of the Project	Competitive/ Institutional	PI/Co-PI	Funding Agency	Period	Total Outlay (Rs.)

## c) Patents/ Varieties notified/ Prototype developed/ Varieties endorsed/Technology developed

Title	Details	PI/Co-PI	Meeting in which proposed	Date of approval/ Notification
Patents				
Varieties/ hybrids developed and notified				
Prototype/ Modules developed				
Varieties endorsed				
Technology developed				

d. (i) Establishing institutional / infrastructure / facilities from external funds  
(Testing laboratory/ bio-control agents production lab, etc.)

Title	Details	Leader/Co-Leader	Year of establishment

## (ii) Managing institutional facilities

Title	Details	Leader/Co-Leader	Period

## e. Compilation / preparation of annual research report/ QRT/ Monitoring team report

Title	Details	Leader/Co-Leader	Year

**3. Extension**

**(a) Transfer of Technologies**

**i) Farm Trials/ Demonstrations/ On-Farm Testing/ Campaign**

Particulars	Title	Season / Date	Place	Leader / Associate
1. Farm Trials				
2. Demonstrations				
3. On-Farm Testing				
4. Campaign				

**ii) Field Days/ Krishi Melas/ Exhibitions/ Seed Mela/ Discussion Meetings/ FFS, etc**

Particulars	Title	Season / Date	Place	Leader / Associate
1. Field day				
2. Krishimela				
3. Exhibition				
4. Seed Mela				
5. Discussion Meetings				
6. FFS				
7. Others (specify)				

**iii) Consultancy services (based on documentation) Mobile / Person / Field visits / family visits / units /**

Sl. No.	Person/ Organization to whom Consultancy provided	Date	Place

## (b) Training programmes organized

Sl. No.	Name of the Training Programme	Duration with dates	Place	Leader / Associate

## (c) Participation as Resource Person in Training Programme / Refresher Course/ Winter/ Summer Schools/NSS/RHWE etc.

Sl. No.	Name of the Programme	Date	Place	Topic

## (d) Participation as Resource Person in bi-monthly Technical Workshop or campaign

Sl. No.	Title of the Meeting	Season	Date	Place

## (e) Radio / Television Talk

Sl. No.	Particulars	Season	Date	Place

## (f) Feedback to research based on which research formulations have been made


Sl. No.	Details of Feedback provided	Date	Place	Details of Research Formulations

## (g) Income generated out of Revolving Fund

Sl. No.	Name of the Activity	PI/Co-PI	Income Generated (Rs.)	Period

## (h) Development of Video/Radio programmes on technologies developed by self (Nos.)

Title of Video/Radio Programme	Leader/Co-Leader	Period

  
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**4. Designated Corporate Activities**


Farm Superintendent/ Farm Incharge/ External examination coordinator- Associate Coordinator/ Asst. Horticulturist/ Technical Assistant/ Technical Officer/ Asst. Professor (Documentation)/ Asst. Editor/ Assoc. Editor/ Information Specialist/ Audio Visual Specialist/ Asst. Professor of Physical Education/ Asst. Director of Student Welfare/ Asst. Professor in PPMC/Curator/ Manager-ATIC/ Training or Extension Consultant/ Technical Assistant to DE and DR's Office personnel/ Controller and coordinator of Extension/ Teachers and Coordinator- Bakery Training Unit, Technical Officer at Dean Office/ Teachers works in Dept. of Kannada and Agri-clinics & Agribusiness Centres/ Corporate works/ Teachers involved in selection and documentation.  
**Any other corporate activities certified by the University authority.**

SLNo.	Activity	Duration

**II. Publications: Papers published during the assessment period**

<b>a) Full length papers in refereed journals</b>				
Authors	Year	Title of the paper	Journal and details	
<b>b) (i) Books published by recognized publishers with ISBN</b>				
Authors	Year	Title of the Book	Publishers with ISBN	
<b>(ii) Chapters in standard books with ISBN</b>				
Authors	Year	Title of the Book	Title of the Chapter	Publishers with ISBN
<b>(iii) Books published individually</b>				
Authors	Year	Title of the Book	Publisher	
<b>(iv) Research /Extension Bulletin</b>				
Authors	Year	Title of Bulletin	Publishers	
<b>c) (i) Research Note/ Communication in Journal/ Abstract in Symposium/ Seminar/ Workshop/ Training Manual/ Proceedings of Workshop</b>				
Authors	Year	Title	Details of Journals, Symposia, Workshop, Training etc.	
<b>(ii) Popular Articles /Leaflets</b>				
Authors	Year	Title	Details of publication	

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d) Any other publications			
i) As Author / Compiler of POP /Editor			
Sl.No.	Year	Name of the Publication	Title and details of publication
(ii) As Assoc.Edictor/ Asst. Editor/Publisher/ Compiler			
Sl.No.	Year	Name of the Publication	Title and details of publication

### III. Summer Schools/ Winter Schools/ Refresher Course/ Special Training/ Symposia/ Seminar/ Workshop/ Conference

#### (a) Organizing Summer School/ Winter Schools / Refresher Courses/Special Training/ Symposia/ Seminar/ Workshop/Conference

Sl. No.	Title	Place	Date	Sponsored by	Organizer/ Associate

#### (b) Participation in Summer School/ Winter School/ Refresher Course/ Orientation Course of more than 10 days duration

Sl. No.	Title	Place	Dates	Sponsored by

#### (c) Particpation in Special Training/ Orientation Programmes/ Symposia / Seminars / Conferences, Workshops etc. (except Annual Workshop)

Sl. No.	Title	Place	Dates	Sponsored by

### IV. International Exposure (visits/trainings/courses etc.)

Sl.No.	Place & country visited	Purpose	Date	
			From	To

### V. Awards/ Distinctions Received

Sl. No.	Title	Awarded by	Level*	Year of Award

\* International / National / State / University / Professional Society



**VI. Corporate / Other Activities**

- a) Activities performed as Head of Office/ Farm coordinator/ Chief Warden/ Wardens/ Staff Advisor/ Tour Leader and Co-Tour leader (State/All India)/ NSS Programme Officer – NSS Coordinator/ Indian Redcross Society Programme officer/ Coordinator/ NCC Officer/ Farm Management/ Academic, General, Financial Management (as AO/DAO/AAO Dy.R/AR/DC/AC/Dy. Librarian/Asst. Librarian etc.)/ Scrutinizing UG/PG grades/ PG Coordinator/ Seminar incharge/ Placement Cell incharge / Leader-member in monitoring team/ Programme coordinators/ Crop coordinator/ Scheme Head/ Unit Head/ Dept. Head/ Programme Officer of Community Radio Station/ Training Hostel Manager/ Hostel Management/ Transport incharge, etc.
- b) Activities performed as Member - Co-chairman – Chairman of different committees of National – International – activities/ RHWE – Coordinator/ Assoc. Coordinator – participation in RHWE camp/ Internship/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Technical Assistant (Part-time)/ Students counselor/ Leader for exposure visit of farmers/ Liaison Officer for BOM/VIP's tours assigned by the University/ Participation in Melas/ Exhibitions as State, National, International levels representing University/ Member/ Co-Chairman in different committees of University activities/ Team Manager and Co-Team Manager to Sports/ Cultural Activities/ Social Welfare Officer/ Anti-ragging squad member/ Guide/ Paise conversion work/ worked as Rapporteur/ Co-Chairman in the National/ International Conferences, Seminars, Workshops/ Symposium etc./ Member of Class and Exam time-table committee/ Referee for research journals/ Appraisal of research proposals/ Press meet work/ Participation in UG and PG admission/ member involved in organizing and selection of farmers/ teachers for nomination to various awards/ Member of Exam Invigilation Committee/ Member of BOS and Academic Council of other Universities/ worked as Chairperson in the Fund mobilization to support University events (more than `50,000)/ Organizing SHGs/ Commodity Groups/Krishi Andolans/Melas/ conducting Students' Association election as Returning Officer/ Presiding/ Polling Officer

Any other activities duly assigned by the Controlling Officer

Sl. No.	Name of the Activity	Duration/Date
<b>a) Activities listed under (a) above</b>		
<b>b) Activities listed under (b) above</b>		

**VII. Outstation Service (other than A and B Class cities)**


Sl. No.	Designation & Office	Place of Work	Duration		City Class (C / Others)
			From	To	

Any other relevant information:

Date:

Signature of the Teacher

Place:

  
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