



# ಕೃಷಿ ಮತ್ತು ತೋಟಗಾರಿಕೆ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಶಿವಮೊಗ್ಗ

UNIVERSITY OF AGRICULTURAL AND HORTICULTURAL SCIENCES, SHIVAMOGGA

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No: UAHS(S)/R/Rectt.Cell/ 2281 /2016-17

Date: 05-11-2016

## NOTIFICATION

**Sub:** Assessment Procedure, Guidelines and Score Card for Promotion of T-4 Series to T-5 Series Posts in University of Agricultural and Horticultural Sciences Shivamogga...Reg.

- Ref:**
1. Notification received from Administrative Officer University of Agricultural Sciences, GKVK, Bengaluru Vide No.AO/RSP/Guidelines & Score Card T-4 Series Promotion /2016-17 dated: 20-06-2016.
  2. Resolution of the 14<sup>th</sup> Board of Management Meeting held on dated: 06-10-2016, under item No.3
  3. Approval of the Hon'ble Vice-Chancellor, UAHS, Shivamogga, dated: 04-11-2016.

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### **PREAMBLE**

The University of Agriculture Sciences, Bengaluru has implemented Assessment Procedure, Guidelines and Score Card for Promotion from T-4 Series to T-5 Series Posts under Vide Ref-1. After formation of the University we are following the Procedure as adopted by the parent University, UAS, Bengaluru, like Promotions of Teachers under CAS, Recruitment of Teachers & Officers including Service Personnel till Rules and Regulations framed by UAHS, Shivamogga. Further, the Assessment Procedure, Guidelines and Score Card for Promotions from T-4 Series to T-5 Series have not been implemented. The same item was placed before the 14<sup>th</sup> Board of Management Meeting which was held on 06-10-2016, under item No.3 and Board has approved the proposal for implementation of Promotion opportunity to T-4 Series to T-5 Series. Hence the Order.

### **ORDER**

The Board of Management has approved Assessment Procedure, Guidelines and Score Card for Promotion T-4 Series to T-5 Series in University of Agricultural and Horticultural Sciences Shivamogga.

Assessment Procedure for Grant of Merit Promotion or Advance Increment(s) to Technical Personnel (T-4 to T-5) (Category II).

1. The following criteria will be adopted for the five years assessment of the technical personnel (T-4 series) of the University of Agriculture and Horticultural Science Shivamogga, as per the score card giving due consideration for.
  - Professional performance in relation to the duties and tasks assigned.
  - Spirit of co-operation and team-work and support to work.
  - Personal/behavioral abilities/attributes
  - Organizational abilities/attributes
  - Applications to be considered based on merit cum seniority without assigning marks to the interview.
2. Emphasis in the assessment will be on the contributions of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she is recruited, (Annexures enclosed).

This order will come into force with effect from the approval of the Board of Management dated: 06-10-2016.

By order

Registrar

University of Agricultural

**Copy to:**

1. The Director of Education/ Registrar / Director of Research / Director of Extension / Comptroller / Dean (PGS) / Dean Student Welfare / Estate Officer / University Librarian, UAHS, Shivamogga.
2. The Dean (Agri.) COA, Shivamogga / The Dean (Hort.), College of Horticulture, Mudigere / The Dean (Hort.), College of Horticulture, Hiriyyur / The Dean (Forestry), College of Forestry, Ponnampet.
3. The Associate Director of Research, ZAHRS, Shivamogga / Mudigere / Bramhavar / Hiriyyur.
4. All Station Heads/Scheme Heads/KVK Heads.
5. The Secretary to Vice-Chancellor, UAHS, Shivamogga for information and with a request to bring the kind notice of the Hon'ble Vice-Chancellor.
6. Recruitment Section file.

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UNIVERSITY OF AGRICULTURAL AND HORTICULTURAL SCIENCES, SHIVAMOGGA

### Annexure-I

#### Procedure for Assessment for Five / Ten years

1. Assessment of the technical personnel shall take into consideration of the following :
  - ◆ The material furnished in the 5 years Assessment Proforma (enclosed)
  - ◆ Annual Confidential Reports for the last 5 years
2. The technical personnel being assessed shall carefully fill in the enclosed proforma keeping in mind their activities in the past 5 years, as the case may be.
3. The reviewers (Scheme Head / Programme Coordinator) shall be the immediate supervisors of the technical personnel concerned. In cases where the reviewers has supervised the work of the Technical person for a very short period of time, say less than six months, he shall be required to consult other scientists/technical personnel who may have also supervised or worked with the Technical person for longer periods. University will issue separate orders indicating clearly the reviewer for each post.
4. After the proformas have been completed by the technical personnel being assessed (Technical person), they will be passed on to the reviewers (Scheme Head / Programme Coordinator). The reviewer shall then carefully go through the information provided by the Technical person and the evaluation done by him/her and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Director of Extension/Director of Research, UAHS, Shivamogga. for his remarks.
5. The Director of Extension/Director of Research shall then carefully look through the proforma and in case he notices marked discrepancies between the reviewers (Scheme Head / Programme Coordinator) and the Technical person's evaluation on the last item of Part II, he/she may give his/her comments on the discrepancies. In case the Director of Extension/Director of Research disagrees with the assessment of both the scheme Head / Programme Coordinator and Technical person, he/she may give his/her reasons for disagreement. He shall then countersign the proforma with his recommendations.

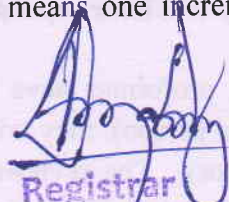
  
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6. The Director of Extension/Director of Research will then forward to the Registrar to place the proformas relating to all technical personnel before the Assessment Committee and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

**Assessment System**

7. The Assessment Committees will be constituted by the Appointing Authority and will comprise not less than 3 and not more than 5 members including the Chairman. The Chairman of the Committee would be a person from outside the University and would be nominated by the Vice-Chancellor, UAHS, Shivamogga. Separate Assessment Committees will be constituted for each professional groups (Farm Manager / Training Assistant / Programme Assistant (Computer) / Technical Assistant / Field Supervisor) and will include experts in the particular professional groups/discipline in addition to Director of Extension/Director of Research concerned in the University.
8. The Committee shall decide on the performance of the technical personnel by taking into consideration the documents mentioned in Para No.3 above. The Committee may also given an opportunity to assesse for personal discussion if so desired by him / her in writing to project his work and achievements during a period under assessment. On the basis of their assessment the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

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Registrar  
University of Agricultural  
& Horticultural Sciences  
SHIVAMOGGA-577 204.

