

CCS HARYANA AGRICULTURAL UNIVERSITY HISAR

NOTIFICATION

No. Admn.F.2/2016/ 769

Dated: 4/2/16

In continuation of this office notification issued vide Endst. No. Admn.F.2/2014/7594-7715 dated 17.12.2014 and Admn.F.2/2015/4014-4159 dated 8.6.2015, the Vice-Chancellor, CCSHAU, Hisar is pleased to approve the following guidelines for the award of marks for different activities i.e. teaching, research and extension under API Score Card for promotion of teachers under Career Advancement Scheme under Chapter VII-A of HAU Statutes. These guidelines may also be kept in view by the teachers while applying for promotion under the Career Advancement Scheme.

**1. Teaching:**

- i) The Head of the Departments should ensure that marks are allotted proportionately in a shared course;
- ii) If the marks are claimed for guidance of student, the same research may not be considered for research project;
- iii) Study tour undertaken during summer/winter breaks and the duration not less than 7 days may be considered for awarding marks. However, study tour conducted as part of course, would not be awarded marks;
- iv) Additional duty as Coordinator for sports or other activities, if designated by the Controlling Officers will be awarded marks.

**Library:**

- i) Only one or two activities (Library automation/Readers' services/Serial Management/Acquisition of books/Technical processing) undertaken for performing full time duty will be considered for awarding of marks. Additional activities, if any, are to be covered under strengthening library services.

**2. Research:**

- i) Experiments and sub-experiments may be read as projects and sub-projects for awarding of marks;
- ii) Institutional projects excluding students research would be considered for awarding marks and HOD concerned to verify the same.

**3. Extension:**

- i) Credit for front line demonstration is to be shared as 1/4<sup>th</sup> of the marks allotted among the scientists involved.

**4. Capacity Building:**

- i) The marks to the members of the departmental/College/University level committee will be awarded only if such committees are approved by the Vice-Chancellor/Controlling Officers;
- ii) In service providing activities, such as Area Incharge/Labour Incharge/Store Incharge/SPIO/ASPIO/DDO shall be included for award of marks.
- iii) Lab. Incharge/Vehicle Incharge duties shall be considered as part of miscellaneous duties.
- iv) Deliver of Key Note Address/Chairing of session/acting as Resource Person shall be considered as part of miscellaneous duties for award of marks.

Sd/-  
(Dr.M.S.Dahiya)  
Registrar

Endst. No. Admn.F.2/2016/ 770-899

Dated 4/02/16

A copy of the overleaf is forwarded to the following for information and necessary action:-

1. Secretary to Vice-Chancellor.
2. All Deans/Directors. Being Chairman of the Internal Quality Assessment Cell (IQAC) they are requested that the promotion cases already sent to them be scrutinized under these guidelines.
3. All HODs (including outstations)
4. Comptroller
5. Joint Director (Audit)
- ✓ 6. Incharge Computer Section, College of Basic Sciences & Humanities with the request to kindly post this notification on the University website immediately.
7. All Deputy Registrars/Deputy Comptrollers.
8. All Asstt. Registrars/Asstt. Comptrollers/A&AOs/Supdts.
9. PS to Registrar
10. Asstts. (internal)  
CCSHAU, Hisar.

  
(V.K. Sengupta) 4-2-16  
Asstt. Registrar (F)  
for Registrar

