

Proceedings of the meeting of Internal Quality Assurance Cell (IQAC) of CAS held on 17.03.2016 at 11.00 AM under the Chairmanship of Vice-Chancellor, LUVAS, Hisar

The following were present:

1. Dr. Gurdial Singh, Dean, COVS
2. Dr. N.K. Rakha, Dean, PGS
3. Dr. Ravindra Sharma, Director of Research
4. Dr. R.S. Dabur, Dean, CODST/DEE
5. Dr. M.S. Yadav, Director Students' Welfare-cum-Estate Officer
6. Dr. Rishi Tayal, Professor, Vety. Surgery & Radiology
7. Dr. R.P. Gupta, Professor Vety. Pathology & Associate Registrar
8. Dr. (Mrs.) Jyotsana Madan, Asstt. Professor, Vety. Physiology & Biochemistry
9. Dr. Ashok Malik, Secretary, LUVASTA
10. Dr. Pardeep Singh, Registrar Co-ordinator

The recommendations of the committee constituted under the chairmanship of Dean, COVS were deliberated upon in detail and the decisions taken as under :-

	Existing	Proposed
ACTIVITIES		
(1)	Teaching, research, extension and allied duties	
A	TEACHING	
A01	<ul style="list-style-type: none"> • Teaching 0.5 marks for each contact hour taught (14 contacts per semester, 14X0.5=7 marks per semester; 14 marks per year) As student guide/ co-guide/ member advisory committee 5/3/2 marks for each Ph. D student and as guide / Co-guide/ member advisory committee 3/2/1 mark for each M. Sc. student. 	<ul style="list-style-type: none"> • Teaching 0.5 marks for each contact hour taught (e.g. 14 contacts per semester, 14X0.5=7 marks per semester; 14 marks per year)
A02	<ul style="list-style-type: none"> • Teaching aids developed. (Teaching manuals, e-learning/ instructional materials etc, Demonstration for clinical cases and their treatment/ livestock management/ and development of newer ideas for farm practices and development of newer animal treatment., NCC/NSS/Counselling & advisement of students, study tour/ accompanying teams in sports competitions, act as Incharge deptt. Library/seminar hall, official in sports competitions, field visit arranged (animal/Vety. related) 1.0 mark for each activity per semester (Max. 15 marks). 	<ul style="list-style-type: none"> • Teaching aids developed. (Teaching manuals, e-learning/ instructional materials etc, Demonstration for clinical cases and their treatment/ livestock management and development of newer ideas for farm practices and development of newer animal treatment, study tour/ mountaineering tour/ accompanying teams in sports/quiz/any other competitions, act as Incharge deptt. Library/seminar hall, official in sports competitions, field visit arranged (animal/Vety. related) 1.0 mark for each activity per semester.

A03	<ul style="list-style-type: none"> • For Library Supervision, Store verification, Animal House/ Farm verification, Library & Laboratory Verification etc. 1 mark per activity per Semester, (Max 3 marks per year). • For library Faculty-Acquisition of books/Serial Management/ Supervision of Readers services/ Processing of Documents/ Supervision of Library Automation (5 marks per activity per semester) • Membership of Associations, Scientific societies/Journals (Max. 3 marks) • Examination duties/Invigilator etc. (Max. marks 2) 	<ul style="list-style-type: none"> • For Library Supervision, Store verification, Animal House/ Farm verification, Library& Laboratory Verification etc. (1 mark per activity per Semester.) • For library Faculty-Acquisition of books/Serial Management/ Supervision of Readers services/ Processing of Documents/ Supervision of Library Automation (5 marks per activity per semester) • Examination duties-Invigilator/ <u>fling squad (1 mark /activity)</u>
A04		<ul style="list-style-type: none"> • Clinical cases attended >400 cases: 2 marks/year <400 cases: 1 marks/year
B RESEARCH		
B01	<p>Institute projects. (Max 25 marks)</p> <ul style="list-style-type: none"> • 5.0 marks for each project completed every year 	<ul style="list-style-type: none"> • Institute projects 5.0 marks for each yearly mandate completed every year
B02	<ul style="list-style-type: none"> • External projects (Max: 10 marks) • Less than 10 lakh per project: 3.0 marks for PI, 2.0 marks for Co- PI for every completed year. • More than 10 lakh per project: 4.0 marks for PI, 3.0 marks for Co-PI for every completed year. • Innovative technologies developed, participatory technology developed, refinement of technology, product developed/ value addition, women friendly technology, intervention modules, standardized tests, genetic stock, breed product, vaccine, diagnostic kit, NCC/NSS/Counselling & advisement of students, process developing, concept, methodology, software development/ Data base management / Data base/ Provide access to e-Resources/Farm management 	<ul style="list-style-type: none"> • External projects 6 marks per year <u>(Full marks to PI, 0.75 time marks to Co-PI/Investigator)</u> • Innovative technologies developed, participatory technology developed, refinement of technology, product developed/ value addition, women friendly technology, intervention modules, standardized tests, genetic stock, breed product, vaccine, diagnostic kit, process developing, concept, methodology, <u>/e-governance/</u> software development/ Data base management / Data base/ Provide access to e-Resources/Farm management Development/ clinical management/<u>Clinical data analysis/</u> Expert system developed/ Decision support system/ models/ e-learning lessons/ models developed & any other relevant output. <u>(8 marks for PI, 6 marks for Co-PI for each output)</u> • Patents: For PI and CO-PI, for each patent granted: 3 marks; for technology commercialized/ popularized (without

	<p>Development/ clinical management/ Expert system developed/ Decision support system/ models/ e-learning lessons/ models developed & any other relevant output. 4 marks for PI, 3 marks for Co-PI for each output (Max 15 marks)</p> <ul style="list-style-type: none"> • Patents: For PI and CO-PI, for each patent granted 3 marks; for technology commercialized/popularized (without patent) 3 marks and for patent granted and commercialized/ popularized 6 marks : (Max 10 marks) • Development of Breed/ new strain. Wide spread adoption of the Breed/ new drug/ new test / new treatment schedule/ technology developed etc. adopted by the farmers/ clients across the system/ country with a perceptible impact. Commercial use of the technology (1.0 mark per activity). 	<p>patent): 3 marks and for patent granted and commercialized/ popularized: 6 marks</p> <ul style="list-style-type: none"> • Development of Breed/ new strain. Wide spread adoption of the Breed/ new drug/ new test / new treatment schedule/ technology developed/ adopted by the farmers/ clients across the system/ country with a perceptible impact. Commercial use of the technology <u>15 marks per activity on completion</u>
B03	<ul style="list-style-type: none"> • Area Incharge/ development Section Incharge/ any other animal husbandry related activity supervision (2 Mark each activity) • Additional/off hours/ emergency duties in Clinics/ Farm/ Library/ Sports etc. Marks 3.0 for each semester (Max 5 marks) • Membership of Associations, Scientific societies/Journals (Max. 3 marks) 	Shifted to D01, D02 & D03
B04		<ul style="list-style-type: none"> • <u>Contribution to revolving fund/self-finance scheme</u> <u>Amount generated per year</u> <u>>10 lacs: 8 marks/year</u> <u>5-10 lacs: 6 marks/year</u> <u>2-5 lacs: 5 marks/year</u> <u>< 2 lacs: 4 marks /year</u> <u>(Full marks to Incharge, 0.75 times marks to Co-worker for every completed year)</u>

C EXTENSION

<p>C01</p>	<ul style="list-style-type: none"> • Short term trainings, Radio/ T.V talks, demonstration, exhibitions etc. 0.5 mark for each (maximum marks limited to 10.0) • Campaigns organized 1 mark per campaign. (Max 10 marks) • Inter institutional HRD programmes organized, Inter College, Inter University sports competitions/ coordinated/assisted as per Institute mandate. 2.0 marks for each assignment per year (Max 3 marks) • Disease outbreaks attended 0.25 mark for each (Max 4 marks per year) • Clinical camps/ Clinical conference Organized. 2 marks each (Max 5 marks). 	<ul style="list-style-type: none"> • Short term trainings, Radio/ T.V talks, demonstration, exhibitions etc, <u>1 mark for each activity (maximum 12 marks for assessment period)</u> • Campaigns organized: 1 mark per campaign (<u>maximum 12 marks for assessment period</u>) • Inter institutional HRD programmes organized, Inter College, Inter University sports/<u>co-curricular competitions</u> coordinated/assisted as per Institute mandate. 2.0 marks for each assignment per year (<u>maximum 12 marks for assessment period</u>) • Disease outbreaks attended <u>1 mark for each (maximum 6 marks for assessment period)</u> • Clinical camps/<u>Extension camps/ Kisan Goshti/ Clinical conference Organized/attended</u>: 2 marks each activity. • Pashu Gyan Mela/Kisan Mela/Pashu Gyan Diwas/Livestock Fare etc. Coordinator; 5 marks per activity, Member/Participants 1 mark per activity. • <u>Development of extension tools (Mobile Apps/ informative kiosks/Method demonstrations or any other: 5 marks each activity per year.</u>
<p>C02</p>	<ul style="list-style-type: none"> • Farmers interest groups organized/ Commodity interest groups organized (1 mark each) (Max 4 marks). • Farming system research and extension activities undertaken/ overnight anti-ragging duty in hostel. 0.5 mark each (Max 3 marks). • Extension Teaching aids developed. (Teaching manuals, Instructional materials etc). 0.5 mark for each (Maximum of 5 marks) • Trainings related to entrepreneurship with regard to dairy/ poultry etc. of more than 10 days: 1 mark each (Max 10 marks). 	<ul style="list-style-type: none"> • Farmers interest groups organized/ Commodity interest groups organized; one mark each. • Farming system research and extension activities undertaken; <u>1 mark each</u> • Trainings related to entrepreneurship with regard to dairy/ poultry etc. <u>< 10 days – 1 mark each</u> <u>≥ 10 days – 2 mark each</u> • <u>Lectures in extension trainings: For outside agencies: 2 mark each</u> <u>For institute: 1 marks each</u>

C03	<ul style="list-style-type: none"> • Activities related to e-extension services, mobile advisory system and promotion of ICT based extension programmers, Extension work through NCC/NSS and other channels/Cultural activities. 1 marks each. (Max 5 marks). • Orientation of library of freshers, training on library resources & services and organized book exhibition. 1 marks each (Max 5 marks). • Membership of Associations, Scientific societies/Journals (Max. 3 marks). 	<ul style="list-style-type: none"> • Activities related to e-extension services/e-governance/ mobile advisory system and promotion of ICT based extension programmers, <u>Toll free Service</u>. Extension work through NCC/NSS and other channels/Cultural activities: 1 mark each. • Orientation of library for freshers, training on library resources & services and organized book exhibition: 1 mark each. • Membership of Registered , <u>Extension/Farmer's/ Breeders/Self Help Groups societies: 1 mark per membership - maximum 3 marks for entire assessment period.</u>
D	ALLIED DUTIES/ACTIVITIES, (TO BE INCLUDED IN CORE ACTIVITY)	
D01	Shifted from B03	<ul style="list-style-type: none"> • Off hours/ emergency duties in Clinics/Post Mortem and biopsy duties/ Farm/Dairy Plant/ Library/Hostel/ Sports etc. 3 marks for each activity per year)
D02	Shifted from B03	<ul style="list-style-type: none"> • <u>Additional duties in University Clinics/Clinics Lab/Dairy Farm/ Poultry Farm/Fishery Farm/ Dairy Plant/ additional duty in adopted villages/ Post-Mortem and Biopsy duties/ Worked at regional Research Centre/ KVKs/ Outstations</u> <u>3 marks per year</u>
D03	Shifted from B03	<ul style="list-style-type: none"> • Area incharge/ development section incharge/ any other animal husbandry related activity supervision: 2 marks/ activity /year
D04	From A02, B02 and C02	<ul style="list-style-type: none"> • Anti ragging duty in Hostel 1mark each. • NCC/NSS/Counselling & advisement of students (one mark per year). • Membership of registered Associations, Scientific societies/ Journals (<u>1 mark/membership, maximum 3 marks for assessment period</u>)
D05	Shifted from A01	<ul style="list-style-type: none"> • As student Major Advisor/ Co-Major Advisor/ Member Advisory Committee 5/3/2 marks for each Ph. D student and 3/2/1 mark for each Master's degree student, respectively for each year.

(2) CAPACITY BUILDING / MONITORING/ EVALUATION / REPORTING AND INSTITUTION BUILDING

<p>E01</p>	<ul style="list-style-type: none"> • Short course, Summer or winter school/ training programme/ Refresher course attended of duration up to 10 days: 1 mark each; 10 to 20 days: 2 mark each; 21 days or more: 3 marks each • Departmental level committee/ activity (0.25 mark per year for each activity) • College level committee/ activity (0.5 mark per year for each activity) • Institutional support activities (Max. Marks 5) • University level committee/ activity (1.0 mark per year for each activity). 	<ul style="list-style-type: none"> • Short course, Summer or winter school/ training programme/ Refresher course attended of duration up to 10 days: 1 mark each; 10 to 20 days: 3 mark each; 21 days or more: 4 marks each • Departmental level committee/ activity: 0.5 mark per year for each activity. • College/ Directorate level committee/ activity: 1 mark per year for each activity • University level committee/ activity: 2 mark per year for each activity.
<p>E02</p>	<ul style="list-style-type: none"> • Administrative experience (5 marks/semester)/ conduct of Training (3 marks/each)/ charge of ASPIO/ Network administration (3 marks/ year) • Service providing activities related to livestock production, health, and management, prevention of diseases and treatment of livestock. Incharge of concerned research area/ field/animal farm etc. 0.5 mark per year for each assignment. (Maximum 3 marks only). 	<ul style="list-style-type: none"> • Administrative activities-Network Administrator / Dy. Supdt. Entrance Exam, Assisting/supporting COE/ ASPIO/SPIO/ Warden/ Asstt. Registrar/ Dy. Registrar/Associate Registrar/ Asstt. Comptroller/ PRO/APRO/In charge Time Table / sports co-ordinator/ sports president/ co-ordinator co-curricular activity/ president co-curricular activity/ e-governance administrator/ In charge university website etc.: 3 marks per Year • Service providing activities related to livestock production, health, management, and prevention of diseases and treatment of livestock, Incharge of concerned research area / field/animal farm: 0.5 mark per year for each assignment.
<p>E03</p>	<ul style="list-style-type: none"> • Convener or co-convener/ member or organizing/ co-organizing secretary or course director/ co-course director of seminars/ symposia/ workshop/ discussion/ conference/ summer or winter school / training programme/ organizing secretary of sports tournaments/ refresher course of duration 3-5 days :1 mark each, 6-20 days: 2 mark each, 21 days or more: 3 marks each (Maximum 3 Marks only) • Other HRD programmes organized/ 	<ul style="list-style-type: none"> • <u>Organisation of workshop/Symposium/Conference</u> <u>1. National Level: 10 marks for Convener/secretary; 5 marks for others</u> <u>2. State Level: 6 marks for Convener/secretary; 3 marks for others</u> • <u>Organisation of Trainings/ summer or winter school</u> <u>1. More than 14 days: 10 marks for organising secretary/course/training Director; 5 marks for others</u> <u>2. Less than 14 days: 6 marks for</u>

	co-ordinated/ assisted as per institutional mandate. 0.5 mark for each assignment. (Max 2 marks).	<u>organising secretary/ course/training Director: 3 marks for others</u> <ul style="list-style-type: none"> Other HRD programmes organized/ co-ordinated/ assisted as per institutional mandate: <u>1 mark</u> for each assignment
(3)	PUBLICATIONS	
F01	<ul style="list-style-type: none"> Research papers in referred journals having ISBN/ISSN number (1mark for the First and second author; and 0.75 mark each for rest of the authors). Two best research papers published during the period of review will be allocated score according to the National Academy of Agricultural Sciences (NAAS) rating of scientific journals, on a scale of 1.0 to 10.0, totalled and divided by 2.0. Research papers in non-referred but recognized and reputable journals and periodicals having ISBN/ISSN numbers and in conference proceedings (1marks for the First and Second author & 0.75 mark each for rest of the authors). Research paper published in conference proceedings. 0.5 mark each (Max marks limited to 2) Research/clinical abstracts published in Symposia/ conference/Seminars proceedings. 0.25 mark each (Max Marks 5). 	<ul style="list-style-type: none"> Research papers <u>Journals with NAAS rating</u> > 6.0: 3 marks per paper > 4- 6: 2.5 marks per paper <4.0: 2 marks per paper Other journals- 2 marks per paper <u>Clinical articles/ popular article/ case report/ short article/monographs/review article - 1 mark each</u> <u>Research paper published in conference proceedings. 2 mark each</u> <u>Research clinical abstracts published in symposia, conference/seminar proceedings – 0.5 marks each (maximum 5 marks)</u> <u>(Full marks first two authors & corresponding author, 0.25 time for rest of authors.</u>
F02	<p>Other publications:</p> <ul style="list-style-type: none"> Original book published by international publisher (5 marks for each author). Subject books published by national level publisher/state and central Govt. Publications with ISBN/ISSN No. 3 marks for each author Books authored/Edited 2 mark for each author. (Max marks 2) Book chapter/ Training/Teaching manual/Conference Proceedings 1 mark for each author. Technical/extension/ clinical bulletin/Atlas (minimum 25 pages) 	<p><u>Other publications:</u></p> <ul style="list-style-type: none"> <u>Books published with ISBN/ISSN</u> <u>Authored - International: 10, National: 5</u> <u>Edited – International: 5, National: 2.5</u> <u>Chapter- International: 2.5, National: 1.5</u> Chapter in Training/Teaching manual/Conference/workshop Proceedings 2 mark for each author. <u>Research/extension Bulletin/Monograph- 1 mark each</u> <u>Leaflets/Pamphlet/Folder/E-publication- 0.5 mark each</u> <u>Text book-cum-manual/ course manual/ practical manual: 2.5 marks each</u> <u>Annual Report Compilation/ Technology inventory and concept series published: 0.5 marks for each</u>

	<p>0.25 mark for each author (Max marks 2)</p> <p>Teaching/popular Articles : 0.25 mark for author and co-author (Max marks 4)</p> <ul style="list-style-type: none"> E-publication, Technology inventory and concept series published (0.25 marks for each (Max 3 marks). 	
(4) PEER RECOGNITION		
G01	<ul style="list-style-type: none"> National Awards/ National Academy fellow: 2 mark each. International Awards/ International Academy fellow: 4 mark each Institutional or recognized professional societies award/ fellowship/ journal editor: 1 mark each Best Paper, Best Posters: 0.5 mark each (maximum 1 mark). Conference prizes/ medals: 0.5 mark each (max 1.0 mark). 	<ul style="list-style-type: none"> National Awards/ National Academy fellow: 3 mark each. International Awards/ International Academy fellow: 4 mark each Institutional or recognized professional societies award/ fellowship-2 marks each Journal editor/ journal editorial board/ journal referee/ journal reviewer : 1 mark each Best Paper/Best Posters: International level: 2 marks National level: 1 mark University level: 0.5 mark
G02	<ul style="list-style-type: none"> Oral / Poster presentation in International seminars/ symposia/ conference/ workshops: 1 mark each (Maximum of 4 marks) Oral / Poster presentation in National seminars/ symposia/ conference/ workshops: 0.5 mark each (Maximum of 4 marks). 	<ul style="list-style-type: none"> Oral / Poster presentation in International seminars/ symposia/ conference/ workshops: 1 mark each Oral / Poster presentation in National seminars/ symposia/ conference/ workshops: 0.5 mark each
G03	<ul style="list-style-type: none"> Invitation for conference / seminar/ workshop/ Symposium, Short course/ Winter/ Summer school, Refresher course, Trainings to deliver lecture/ Chair session/ Reporteur 0.5 mark for each Special assignments (National/ International organization, overseas and special national assignments/ consultancies not covered anywhere else in the application): 1.0 mark for each (maximum marks limited to 2) National/ International seminars/ Symposia/ Conference/ Workshops attended: 0.5 mark each (Maximum of 2 marks). 	<ul style="list-style-type: none"> Invitation for conference / seminar/ workshop/ Symposium, Short course/ Winter/ Summer school, Refresher course, Trainings to deliver lecture/ Chair session/ Repporteur: 1 mark each Special assignments (National/ International organization, overseas and special national assignments/ consultancies not covered anywhere else in the application): 1 mark for each National/ International seminars/ Symposia/ Conference/ Workshops attended: 0.5 mark each

(5) ANNUAL ASSESSMENT REPORTS		
H01	4.0 marks for Outstanding, 3.5 marks for Very Good, 3.0 marks for Good and 2.0 marks for Average. Grading to be awarded for each year.	4.0 marks for Outstanding, 3.5 marks for Very Good, 3.0 marks for Good and 2.0 marks for Average. Grading to be awarded for each year.
Grand Total (1+2+3+4+5)		100

Score Cards for Career Advancement Scheme during the Assessment Period, LUVAS, Hisar

Assessment Criteria	Evaluation of Asstt. Prof/ equiv. (AGP Rs. 6000 to 7000)Assessment Period 4/5/6 years	Evaluation of Asstt. Prof/ equiv. (AGP Rs.7000 to 8000) Assessment period 5 years	Evaluation of Asstt. Prof/ equiv.(AGP Rs. 8000 to 9000) Assessment period 3 years	Evaluation of Assoc. Prof/ equiv. (AGP Rs. 9000 to 10000) Assessment period 3 years	Evaluation of Prof/equiv.(AGP Rs. 1'0000 to 12000)** Assessment period 10 years
	Maximum Score	Maximum Score	Maximum Score	Maximum Score	Maximum Score
Core Activities (Teaching, Research, Extension and allied activities)	56	56	40	36	35
Capacity Building/monitoring/evaluation/reporting and institutional building (E)	8	8	10	11	12
Publication* (F)	16	16	18	20	20
Peer Recognition (G)	4	4	5	6	8
Annual Assessment Reports (SAR) (H)	16	16	12	12	10
Presentation and Interview	---	---	15	15	15

*Only those publications shall be considered which fall under the period/stage to be assessed for promotion.

** Presently AGP 10000 to 12000 is withheld for further considerations at state Government level.

Note:

- The scores for all the activities at every stage will be counted on cumulative basis (i.e. for the entire assessment period)
- Minimum score of Teaching, Research, Extension and allied activities required at different stages of assessment from core activity of teacher concerned will be as under:
 Stage-I to II & Stage-II to III: 50%
 Stage-III to IV & Stage-IV to V 60%
- The minimum cumulative score required for eligibility shall be 75 marks at each stage of evaluation/promotion.
- In case a teacher is on study leave/leave of the kind due, including extraordinary leave where it counts for increment, for acquiring higher study, the minimum cumulative score required for eligibility shall be reduced

proportionately. This period of leave shall not exceed three years during the entire service. Example – Period of Study leave availed – 3 years (two years during promotion from stage I to II and one year during promotion from stage II to III, in this case the minimum cumulative score required for eligibility will be calculated as under:

i) Assessment from stage I to II (AGP Rs. 6000 to 7000) = $75 \times \frac{(5-2)}{5} = 45$ marks

(in case assessment period is 5 years)

ii) Assessment from stage II to III (AGP Rs. 7000 to 8000) = $75 \times \frac{(5-1)}{5} = 60$ marks

These amendments will be effective retrospectively from 06.01.2012 i.e. the date of implementation of new CAS:

Dr. Gurdial Singh
Dean, COVS

Dr. N.K. Rakha
Dean, PGS

Dr. Ravindra Sharma
Director of Research

Dr. M.S. Dabur
Dean, CODST

Dr. M.S. Yadav,
DSW-cum-EO

Dr. Rishi Tayal
Professor, VBR

Dr. R.P. Gupta
Professor, Vety. Pathology
And Associate Registrar

Dr. (Mrs.) Jyotsana Madan
Assistant Scientist, VPB

Dr. Ashok Malik
Assistant Scientist, LPT
and Secretary, LUVASTA

Maj Gen Shri Kant, SM, VSM (Retd)
Vice-Chancellor-cum-Chairman