TECNIA INSTITUTE OF ADVANCED STUDIES

GRADE "A" INSTITUTE

Approved by AICTC, Ministry of HRD, Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956

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Detailed Guidelines for Promotion for faculties in the Institute under CAS 2018 as per UGC Regulations 2018.

Career Advancement Scheme - 2018 (CAS-2018)

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under CAS 201 0, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

(i)   A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date. on which they fulfill these eligibility conditions.

(ii)   The Selection Committee specifications as contained in Statute 19(I) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

(iii)   The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in these guidelines.

(iv)   The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original cadre.

(v)   For the promotion under the CAS, the applicant teacher must be in the role and in active service of the University/College on the date of consideration by the Selection Committee.
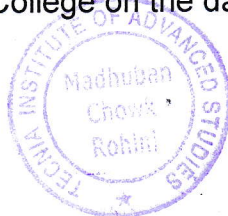
(vi)   The candidate shall offer herself/himself for assessment for promotion, if she/he fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.

(a)   If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

(b)   If, however, the candidate finds that she/he would fulfills the CAS promotion criteria, as defined in Tables VI-A.a, VI-A.b, of Annexure VI-A, at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

(c)   The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.

(vii)   The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

(a) Teaching-Learning and Evaluation: The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing examination supervision duties, question-papers setting for university/college examinations. participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

(b) Personal Development Related to Teaching and Research Activities: Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

(c) Administrative Support and Participation in Students' Co-curricular and Extracurricular Activities.

(viii) Assessment process:

The following three-step process is recommended for carryi11g out assessment for promotion under the CAS at all levels:

Step 1: The College/University teachers shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VJ-A. The report should be submitted at the end of every academic year, before 30th June of the relevant academic year. The teacher will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/Teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma.

Step 3: A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance.