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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)**

#### **1. Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/ Associate Professors/Professors**

**A.** The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down hereunder.

#### **B. Career Advancement Scheme (CAS) For Institute Faculty**

#### **(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

##### **Eligibility:**

- (i) An Assistant Professor who has completed four years of service with a Ph.D. Degree or five years of service with a M.Phil. / PG degree in professional courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG degree in a professional course and satisfies the following conditions:
- (ii) Attended one orientation course of 21days duration on teaching methodology;
- (iii) Any one of the following: completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-Gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCS course (with e- certification) or development of e-contents in four-quadrants/ MOOC's course during the Assessment Period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC listed journals during Assessment Period.

##### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be (as provided in Annexure VI-A, Table VI-A.a), and;
- (ii) The promotion is recommended by the screening-cum evaluation committee.

**(2) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

**Eligibility:**

- (i) Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior scale: completed a course / programme from amongst the categories of refresher courses/research methodology/ workshops/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes / faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during Assessment Period.

**CAS promotion criteria:**

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least four of the last five years of the Assessment Period, (as prescribed in Annexure VI-A, Table VI-A.a) and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

### **(3) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

#### **Eligibility:**

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection Grade.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of refresher courses/ research methodology workshops/syllabus up-gradation workshop/ teaching-learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (v) Evidence of having guided at least one Ph.D. Candidate.

#### **CAS promotion criteria:**

A teacher shall be promoted if;

- (i) she/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as specified in Annexure VI-A, Table VI-A.a, and has a research score of at least 70 as per Annexure VI-A (Table VI-A.b)
- (ii) The promotion is recommended by a selection committee constituted in accordance Statute 19(1) with these regulations.

#### **(4) Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

##### **Eligibility:**

- (i) An Associate Professor who has completed three years of service in Academic Level 13A.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) Evidence of having successfully guided doctoral candidate.
- (v) A minimum of 110 research score as per Annexure VI-A (Table VI-A.b)

##### **CAS promotion criteria:**

A teacher shall be promoted if;

- (i) She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period, as per Annexure VI-A (Table VI-A.a), and at least 110 research score, as per Annexure VI- A, Table VI-A.b.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these regulations.

**(5) Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a selection committee constituted in accordance with Statute 19(1).

**Eligibility:**

- (i) Ten years' experience as a Professor.
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. Degree has been successfully awarded to two candidates under her/his supervision during the Assessment Period.

### **C. Career Advancement Scheme (CAS) For College Teachers.**

#### **(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

##### **Eligibility:**

- (i) Assistant Professors who have completed four years of service and having a Ph.D. Degree or five years of service and having a M.Phil. / PG degree in professional courses, such as LL.M, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG degree in professional courses;
- (ii) Attended one orientation course of 21 days' duration on teaching methodology; and
- (iii) Any one of the following: completed one refresher/ research methodology course  
Or  
Any two of the following: Workshop, Syllabus Up-Gradation Workshop, Training Teaching- Learning - Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,  
Or  
Completed one MOOCs course (with certification) or development of e-content in four-quadrants/ MOOC's course during the Assessment Period.

##### **CAS promotion criteria:**

A teacher shall be promoted if;

- (i) She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be, as specified in Annexure VI-A (Table YI-A.a), and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

**(2) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

**Eligibility:**

- (i) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.
- (ii) Any two of the following in the last five years of Academic Level 11/ senior scale: completed courses/programmes from among the categories of refresher courses/research methodology course/workshops/syllabus up gradation workshop/teaching-learning-evaluation/ technology programmes/ faculty development programme/ syllabus up-gradation workshop/ teaching-learning- evaluation/ technology programmes/ faculty development programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of IO modules of a course/contribution towards development of at least IO modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

**CAS promotion criteria:**

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least four of the last five years of the Assessment Period, (as prescribed in Annexure VI-A (Table VI-A.a)) and
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

### **(3) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

#### **Eligibility:**

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- (ii) A Ph.D. Degree in subject relevant /allied/ relevant discipline.
- (iii) Any one of the following during the last three years: completed one course / programme from amongst the categories of refresher courses/ methodology workshop/syllabus up-gradation workshop/ teaching- learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

#### **CAS promotion criteria:**

A teacher may be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as prescribed in Annexure VI-A, Table VI-A.a, and
- (ii) the promotion to the post of Associate Professor is recommended by the selection committee in accordance with Ordinance XVIII.



**(4) Associate Professor (Academic Level 13A) to Professor {Academic Level 14}**

**(5) Eligibility:**

- (i) Associate Professors who have completed three years of service in Academic Level 13A.
- (ii) A Ph.D. Degree in subject relevant/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) A minimum of 110 research score as per Annexure VI-A (Table VI-Ab)

**CAS promotion criteria:**

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as per Annexure VI-A, Table VI-A.a and at least 110 research score as per Annexure VI-A, Table VI-A.b
- (ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with Ordinance XVIII.

## **Counting of Past Service for Direct Recruitment and Promotion under CAS:**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, national laboratories or other scientific/professional Organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the Case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the University/state government/central government/institutions concerned, for such appointments.
- (e) The previous appointment was not as Guest Lecturer for any duration.
- (f) The previous ad-hoc or temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - (i) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be
  - (ii) The incumbent was appointed on the recommendation of a duly constituted selection committee/ selection committee constituted as per the rules of the respective University;
  - (iii) The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the Case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/government), while counting the past service under this clause.

Note: In the Case of any dispute with regard to information given by the teacher in his PBAS proforma, the decision of the Screening-cum-Evaluation Committee shall be final.

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