

Career Advancement Scheme (CAS) for University teachers

CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR)

Assessment Period-Eligibility and Criteria for CAS Promotion: (as specified in of UGC Regulation 2018)

STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

1. **The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria:**
 - I) **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, counseling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of 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.
 - II) **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, 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.
 - III) **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

2. **Assessment Process**

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

Step 1: The teachers shall submit to university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 4 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary

evidence for the claims made in the annual self-appraisal report, which is to be verified by the competent authority.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step: 3: A CAS Promotion shall be granted as mentioned in sections 6 of these Regulations.

3. Assessment Criteria and Methodology:

(a) Tables 1 to 2 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/Professors/Senior Professor in Universities;

(b) Table 3 of Appendix II is applicable to Assistant Librarians, Deputy Librarians and Librarians for promotion under Career Advancement Scheme; and

(c) Table 4 of Appendix II is applicable to Assistant Directors of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme.

4. The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations. (The decision of the management and/or University shall be final).

5. The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations.

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University will initiate the process of screening/selection, and complete the process in due time from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil 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 fulfil these eligibility conditions.

- II.** The Selection Committee specifications as contained in UGC or Statues of the University shall be applicable to all direct recruitments of faculty positions and equivalent cadres and 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 Table1 of Appendix II.
- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.
- VI.** The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she 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 he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be affected from that date of the candidate fulfilling the eligibility criteria.
 - c) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VII.** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 and the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

- a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

Table-A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B

(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-C

**(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director,
Physical Education and Sports)**

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall mandatory.

6. 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 in Clause 3. of these Regulations

B. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

- i.** An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with an M.Phil. / PG Degree in Professional Courses, such as M.Sc., M.Tech, and M.V.Sc. 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 21 days 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 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 the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports 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 Appendix II, Table 1), and;
- ii. The promotion is recommended by the screening-cum evaluation committee.

II. 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. 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 the 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 the 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 of at least
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

III. 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 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. He/she 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 Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.

- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. 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 13 A.
- 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 Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she 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 Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. 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 these Regulations.

CAS Promotion Criteria:

- 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 his/her supervision during the assessment period.

Career Advancement Scheme (CAS) for Librarians

Note:

- I) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in university where Library Science is a teaching department shall be covered by the provisions given under sections 6, of these Regulations.
- II) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14.

I. From University Assistant Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11):

Eligibility:

An Assistant Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- III) He/she has attended at least one Orientation course of 21 days' duration; and
- IV) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table 3.

CAS Promotion Criteria:

An Assistant Librarian may be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 3, and
- ii. The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade Academic level 12)

Eligibility:

- i. He/she has completed five years of service in that grade.
- ii. He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and other activities as per Appendix II, Table 3 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), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 3, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Selection Grade Academic level 13A)

Eligibility:

- i. He/she has completed three years of service in that grade.
- ii. He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 3 of at least two weeks' (ten days) duration, (iii) 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), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 3; and
- ii. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian (Academic Level 13A) to University Deputy Librarian (Academic Level 14) shall be the following:

Eligibility:

- i. He/she has completed three years of service in that grade.
- ii. He/she has done any one of the following in the last three years:
(i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 3 of at least two weeks' (ten days) duration, (iii) 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, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- iii. Evidence of innovative library services, including the integration of ICT in a library.
- iv. A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 3; and
- ii. The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

- I. The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6, of these Regulations.**
- II. The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

- I. From Assistant Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)**

Eligibility:

- I) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil. or Ph.D. degree.
- II) He/she has attended one Orientation course of 21 days' duration; and
- III) He/she has done any one of the following: (a)Completed Refresher / Research Methodology Course/ workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i.** He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports 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 Appendix II, Table 4; and
 - ii.** The promotion is recommended by a screening-cum-evaluation committee.
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- II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)**

Eligibility:

- i. He/she has completed five years of service in that grade.
- ii. He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration, (iii) 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), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:**An individual may be promoted if;**

- i. He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 4, and;
- ii. The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)**Eligibility:**

- i. He/she has completed three years of service.
- ii. He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) 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), (iii) Taken / developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- iii. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 4, and;
- iv. The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports to University Deputy Director Physical Education and Sports (Academic Level 14) shall be the following:

Eligibility:

- i. He/she has completed three years of service.
- ii. He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) 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), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- iii. Evidence of organizing competitions and coaching camps of at least two weeks' duration.
- iv. Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v. A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i. He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 4, and;
- ii. The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

Note:

I. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LL.M degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for a discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

Table 1

Appendix II

Assessment Criteria and Methodology for University

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught include sessions on tutorials, lab and other teaching-related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities:	Good - Involved in at least 3 activities Satisfactory - 1-2 activities

<p>a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-Ordinator, Warden etc.</p> <p>b) Examination and evaluation duties assigned by the university or attending the examination paper evaluation.</p> <p>c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>d) Organizing seminars/conferences/ workshops, other college/university activities.</p> <p>e) Evidence of actively involved in guiding Ph.D. Student.</p> <p>f) Conducting minor or major research projects sponsored by national or international agencies.</p> <p>g) At least one single or joint publication in peer-reviewed or UGC list of Journals.</p>	<p>Not-satisfactory - Not involved/undertaken any of the activities</p> <p>Note:</p> <p>The number of activities can be within or across the broad categories of activities</p>
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Overall Grading:

Good: Good in teaching and satisfactory or good in activity at

Sl.No.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at

Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	Faculty of Commerce and Management /Science/Computer Science and Information Technology/Humanities & Social Sciences/Vocational Studies
1.	Research Papers in Peer-Reviewed or UGC listed Journals	10 per paper
2.	Publications (other than Research papers)	
	(a) Books authored which are published by;	
	International publishers	12
	National Publishers	10
	Chapter in Edited Book	05
	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties	
	Chapter or Research paper	03
	Book	08

3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
	(a) Development of Innovative pedagogy	05
	(b) Design of new curricula and courses	02 per curricula/course
	(c) MOOCs	
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08
	(d) E-Content	
	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10
4	(a) Research guidance	

	Ph.D.	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G. dissertation	02 per degree awarded
	(b) Research Projects Completed	
	More than 10 lakhs	10
	Less than 10 lakhs	05
	(c) Research Projects Ongoing:	
	More than 10 lakhs	05
	Less than 10 lakhs	02
	(d) Consultancy	
		03
5	(a) Patents	
	International	10
	National	07
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	
	International	10
	National	07
	State	04
	(c) Awards/Fellowship	
	International	07

	National	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)	
	International (Abroad)	07
	International (within country)	05
	National	03
	State/University	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i)** Paper in refereed journals without impact factor - 5 Points
- ii)** Paper with impact factor less than 1 - 10 Points
- iii)** Paper with impact factor between 1 and 2 - 15 Points
- iv)** Paper with impact factor between 2 and 5 - 20 Points
- v)** Paper with impact factor between 5 and 10 - 25 Points
- vi)** Paper with impact factor >10 - 30 Points
- a)** Two authors: 70% of total value of publication for each author.
- b)** More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table 3**Assessment Criteria and Methodology for Librarian**

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>

<p>3.</p>	<p>If library has a computerized database, then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory. OR</p> <p>Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
<p>4.</p>	<p>Checking inventory and extent of missing books</p>	<p>Good: Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>

5.	<p>I. Digitization of books database in institution having no computerized database.</p> <p>II. Promotion of library network.</p> <p>III. Systems in place for dissemination of information relating to books and other resources.</p> <p>IV. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>V. Design and offer short-term courses for users.</p> <p>VI. Publications of at least one research paper in UGC approved journals.</p>	<p>Good: Involved in any two activities</p> <p>Satisfactory: At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note:</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

Table 4

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.

4.	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p>	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	<p>I. At least one student of the institution participating in national/state/university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>II. Being invited for coaching at state/national level.</p> <p>III. Organizing at least three workshops in a year.</p> <p>IV. Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items.	

Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.

Note:

- i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
- iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.