

Dept of Higher Education, U.P.
CAREER ADVANCEMENT SCHEME (CAS)

PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.

(As per revised guideline of UGC notified in Gazette of India, Part III, Section-4, No-271 dated 18 July 2018 and U.P. Govt. Order No. 600/Satter-1-2019-16(114)/2010 dated 28-06-2019)

**Application for Assistant Professor Stage-II (Academic Level 10 to 11) /
Assistant Professor Stage-III (Academic Level 11 to 12)/
Associate Professor Stage-IV (Academic Level 12 to 13A)**

PART-I : PERSONAL DATA
(To be filled up by the Assistant Professor/Associate Professor)

	Application for the promotion of (please ✓)		<input type="checkbox"/> Assistant Professor Stage-II (AL-10 to 11) <input type="checkbox"/> Assistant Professor Stage-III (AL-11 to 12) <input type="checkbox"/> Associate Professor Stage-IV (AL-12 to 13A)
01	Name (in BLOCK Letters)	:	
02	Father's/Mother's Name/ Husband Name	:	
03	Department	:	
04	Mobile number		
05	Email ID		
06	College Name & Address		
07	Website		
08	College NAAC Grade and date of validity		
09	Current Designation and Academic Level and pay	:	Pay..... Academic Level.....
10	Date of first Joining as regular (in Govt. College of U.P.)	:	
11	Which position and Academic Level (11, 12, 13A) are you an applicant under CAS?	:	
12	Date of eligibility for promotion	:	
13	Order number and date of last promotion (if applicable)		
14	Assessment period		From.....to.....
15	Date of required RC/OC/ short term course as per UGC regulation 2018, Part-II of this form		
16	Date of award of (Date is Considered as displayed on degree or Approved by EC of University, Proof to be attached) Ph.D. is and essential qualification for promotion in Academic Level 13A (Page 81 of UGC regulation 2018)		Professional degree..... M.Phil..... Ph.D.....

17	Date and Place of Birth	:Place of Birth.....																																																		
18	Sex	:	Male <input type="checkbox"/> Female <input type="checkbox"/>																																																		
19	Nationality	:																																																			
20	Indicate whether belongs to SC/ST/OBC category	:																																																			
21	Address Postal	:	Distt.....State.....Pin Code.....																																																		
22	Address Permanent	:	Distt.....State.....Pin Code.....																																																		
23	Academic Qualifications:- (High School till Post Graduation) :																																																				
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27 Service Record:

Sr. No.	Post/ Designation	Name of Employer	Date of		Pay Scale/ Pay Band & AGP	Reason of leaving	Major achievement
			Joining	Leaving			

28 Period of teaching experience

:

a) P.G. Classes (in years)

:

b) U.G. Classes (in years)

:

29 Research Experience excluding years spent in M.Phil. / Ph.D. (in years)

:

30 Fields of Specialisation under the Subject / Discipline (if any)

:

PART-II
CAREER ADVANCEMENT SCHEME (CAS)
PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.)
Assessment Period.....Stage.....

31-Eligibility for CAS Promotion:

Stage-I	<i>Assistant Professor (Academic Level 10) to Assi. Professor (Senior Scale/Academic Level 11)</i>	<i>Proof page no</i>
Eligibility	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 LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses. Attended one OC of 21 days on teaching methodology Completed one RC / 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 e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.	
CAS Promotion Criteria	He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least 3/4/5 of the last 4/5/6 years of the assessment period as the case may be, as specified in Appendix II, Table 1, <i>The promotion is recommended by a screening-cum-evaluation committee.</i>	Part-III

Stage-Ii	<i>Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level12)</i>	<i>Proof page no</i>
Eligibility	Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale <i>Any two of the following in the last five years of Academic Level-11/ Senior Scale:</i> 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 ontribution towards 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 conducting of a MOOCs course during the period of assessment.	
CAS Promotion Criteria	The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least 4 of the last 5 years <i>The promotion is recommended by a screening-cum-evaluation committee.</i>	Part-III

Stage-III	<i>Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)</i>	<i>Proof page no</i>
Eligibility	completed Three years of service in (Selection Grade/Academic Level 12) A Ph.D. degree in subject relevant /allied/relevant discipline Any one of the following RC/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration Or 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 ecertification); 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	The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least 2 of the last 3 years <i>The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.</i>	Part-III

PART-III
CAREER ADVANCEMENT SCHEME (CAS)

PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.)

Assessment Period.....Stage.....

32-Requirement for CAS Promotion:

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 2010 and its subsequent amendments, 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.

OR

(b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations-2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

(Please see detailed instructions in UGC- Gazette of India, Part III, Section-4, No-271 dated 18-7-2018)

Serial number	Nature of activity	Grading Criteria	Assessment period							Activity Grading approved by IQAC	Annexure No	Page No	Activity Grading approved by Screening Committee
			Proof required	Academic year.....	Academic year.....	Academic year.....	Academic year.....	Academic year.....	Academic year.....				
1	Teaching												
	<i>Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)</i>	<ul style="list-style-type: none"> • 80% & above - Good • Below 80% but 70% & above- Satisfactory • Less than 70% - Not satisfactory 	Certified copy of Attendance register and time table										
2	Involvement in the University/College students related activities/ research activities												
A	<i>Administrative responsibilities</i> such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.	Good - Involved in at least 3 activities	Certified copy of Administrative responsibilities assigned and work done										
B	<i>Examination and evaluation</i> duties assigned by the college / university or attending the examination paper evaluation.	Satisfactory - 1-2 activities	Certified copy of duties assigned and work done in each year										
C	<i>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.</i>	Not-satisfactory - Not involved / undertaken any of the activities	Note: Number of activities can be within or across the broad categories of activities	Certified copy of duty assigned and work done in each year									

D	Organising seminars/ conferences/ workshops, other college/university activities.		Proof of organising activity in each year															
E	Evidence of actively involved in guiding Ph.D students		Proof of guidance															
F	Conducting minor or major research project sponsored by national or international agencies.		Proof of project & sponsorship															
G	At least one single or joint publication in peer-reviewed or UGC list of Journals.		Proof of as per UGC reg-2018															
	Overall Grading in the year																	

Overall grading Calculation-

- **Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.
- **Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.
- **Not Satisfactory:** If neither good nor satisfactory in overall grading
- **Overall grading required for Promotion:** Good/Satisfactory required during assessment period as prescribed in Part-II

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.

33

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

34

LIST OF ENCLOSURES:

(Please attach the self-attested, copies of certificates, sanction orders, papers etc. wherever necessary)

Sr. N.	Enclosure detail	Annexure No	Page No

35	<p>Declaration by the applicant: I certify that the information provided is correct as per records available with the University/College and/or and documents enclosed along with this duly filled CAS preforma.</p>	
	<p style="text-align: right;">Signature of faculty:..... Name:..... Designation:.....</p>	
33	<p>Report of Principal and Convenor/Director of IQAC All the document submitted by Assistant Professor/Associate Professor are verified and found authentic. The Overall grading is Good or Satisfactory each year during assessment period, as mentioned the above are correct.</p>	
	<p>..... Name & Signature of the Principal Name of the college..... Place:..... Date:.....</p>	<p>..... Name & Signature of the Convenor/Director of IQAC: Name of the college..... Place:..... Date:.....</p>
<p>N.B.: The individual proforma for CAS promotion duly filled along with all enclosures, will be duly verified by the IQAC and shall be placed before the Screening cum Evaluation Committee or Selection Committee for Promotion.</p>		
34	<p>In case of the Principal/Convenor IQAC is not satisfied with the reporting by the teacher in the self-appraisal and thus not willing to certify (as mentioned above), then Principal/Director, H.E./Convenor IQAC must record below the reasons in writing for not certifying the reported self-appraisal information as mentioned in PART- II and PART-III (serial no. 31 to serial number 32).</p>	
	<p>..... Signature of the Principal Name of the college..... Place:..... Date:.....</p>	<p>..... Signature of the Convenor/Director of IQAC: Name of the college..... Place:..... Date:.....</p>