



Ref. No. GGSIPU/DAA/2023/4717

Dated 27.04.2023

Notification

Promotion of Teachers under Career Advancement Scheme (CAS)

Applications are invited from eligible faculty members for promotion under Career Advancement Scheme (CAS) as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education 2018, as applicable and adopted by the University in the 68th Meeting of BOM held on 5th April, 2019 vide agenda item 68.05.

The candidates shall offer himself/ herself for assessment for promotion, if he/she fulfills the eligibility and promotion criteria as per the UGC Regulations 2018. The applicants may fill the application form "CAS 2023- Part A to Part D" enclosed herewith. The applicant fulfilling or likely to fulfill the prescribed eligibility criteria of UGC-CAS for promotion till 31st July 2023 shall apply to the respective Dean latest by 31st May, 2023 for consideration/screening at the School level. Further, if any mandatory documents for eligibility like research papers etc. are obtained by the applicants after 31st May, the same may be submitted by 31st July, 2023.


The teachers are advised to submit self attested hard copies of the applications along with a duly signed covering letter to the respective Deans with self-attested enclosures supporting API/Research scores in the prescribed format. The duly filled forms recommended by the internal screening committee of the school should be submitted to the office of Director, Academic Affairs latest by 30th June 2023.

The teachers are further advised to submit the copy of the annual self appraisal report for the assessment period duly verified by the Dean and Chairman IIQAC of the University.

The teachers who have applied earlier and their promotion is pending, should collect the old applications from the office of Director, Academic Affairs and apply afresh with updated information, if any, in terms of applicable UGC Regulations 2018.

Eligibility and other promotion criteria will be as per the prescribed UGC Regulations 2018 as enclosed with this notification.

This issues with the approval of the Competent Authority.


Prof. C. S. Rai

Director, Academic Affairs

Enclosures:

1. Application Form for CAS (2023)-Part A
2. Application Form for CAS (2023)-Part B-Eligibility Criteria as per UGC Regulations 2018
3. Application Form for CAS (2023)-Part C-Assessment Criteria and Methodology for University Teachers (Table1- Annexure II of UGC Regulations 2018)
4. Application Form for CAS (2023) - Part D-Methodology for University Teachers for calculating Academic/Research Score (Table2- Annexure II of UGC Regulations 2018)
5. UGC Regulations 2018 available at the UGC Website:
https://www.ugc.gov.in/pdfnews/4033931_UGC-Regulation_min_Qualification_Jul2018.pdf

Copy to:

1. All Deans of University Schools of Studies
2. Director, CDMS/CEPS
3. Chairman, IIQAC
4. Joint Registrar, Personnel Branch-I
5. AR to VC for information to Hon'ble Vice Chancellor
6. AR to Registrar for information to Registrar
7. Head, UITs with the request to upload the notice on the University Website
8. Office Copy

APPLICATION FORM for CAS [2023]-PART A

Application form for promotion under UGC Career Advancement Scheme in accordance with University Grants Commission Regulations on Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018, notified vide Gazette Notification No. F.1-2/2017 (EC/PS) dated 18.07.2018.

University School/Centre:

Application for Promotion from (Designation and Academic Level) to (Designation and Academic Level)

Assessment Period for Promotion: From _____ to _____

1. BASIC INFORMATION

| S.no | Particulars | Details |
|------|--|---------|
| 1. | Name (in Block Letters) | |
| 2. | Father's Name/Mother's Name | |
| 3. | Date and Post of Joining service at University and Employee Code | |
| 4. | Present Designation and Grade pay/Academic Level | |
| 5. | Permanent Address with PINCODE | |
| 6. | Address for Communication with PINCODE | |
| 7. | Phone numbers: Office Residence Mobile Email | |

8. Academic Qualifications:

| Qualification | Subjects/ Specialization | University/ Board | Duration of Study from- to dates | Date of award | % of marks obtained |
|-------------------------------------|-----------------------------|----------------------|--|------------------|------------------------|
| Masters Degree | | | | | |
| M.Phil* | | | | | |
| Ph.D.* | | | | | |
| D.Sc./D.Litt.* | | | | | |
| Other Qualifications (if any) | | | | | |

**In case of M.Phil/ Ph. D/ D.Sc/ D.Litt., an attested copy of the degree & result notification for the same is to be attached.*

9. Record of academic service prior to joining the University (please attach relevant experience certificates)

| Institution/ Organization | Designation | Essential qualifications for the post at the time of appointment | Nature appointment of (Regular/Fixed term/ Temporary / Ad-hoc) | Nature of Duties (Teaching/research/ Others) | Pay - Scale | Date of Joining and Date of leaving | Reasons of Leaving. |
|--------------------------------------|--------------------|---|---|---|--------------------|--|----------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

10. Record of Service in the University

| Designation | Essential qualifications for the post at the time of appointment | Nature appointment of (Regular/ Contract/ Temporary/ Ad-hoc/ Guest) | Nature of Duties (Teaching/ Research/ Guidance of Research/ Administration) | Pay-Scale | Duration from- to dates | Total period Yr. M. Days |
|--------------------|---|--|--|------------------|--------------------------------|---------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

11. Period of teaching Experience: P.G. Classes (in Years and months)_____

U.G. Classes (in Years and months)_____

12. Research Experience excluding years spent in_____
M.Phil /Ph.D.

(inYears and months) _____

13. Fields of Specialization under the Subject/Discipline _____

14. Any other relevant information: _____

2. CAS Related Information

| S. No. | Particulars | Details |
|--------|---|---------------------|
| 1. | Date of Last Promotion with Post/Grade promoted to with U.O. Reference | |
| 2. | Academic Level of promotion applied for | From _____ to _____ |
| 3. | Date of eligibility for promotion | |
| 4. | Assessment Period for CAS promotion | From _____ to _____ |
| 5. | Whether the Application is properly catalogued with all relevant supporting documents numbered and self-authenticated (Yes/No) | |
| 6. | Ph.D/ M.Phil / PG Degree (LL.M/ M.tech etc.) (date of award of degree) | |

7. Refresher/ Orientation/ Research Methodology course, Workshops, Training, Faculty Development Programs, etc attending during the assessment period

| S.No. | Name of Course attended | Organising Agency | Duration of the course |
|-------|-------------------------|-------------------|------------------------|
| | | | |
| | | | |

8. Details of Research Publication during the assessment period

| S.No. | Title of the paper | Journal | Impact Factor | Peer reviewed/UGC listed | Date of publication | Authorship (First/Second/Third/ corresponding etc.) |
|-------|--------------------|---------|---------------|--------------------------|---------------------|---|
| | | | | | | |

9. Details of Research Guidance during the assessment period

| Name of Scholar | Date of Registration | Duration | Date of award of Degree | Any other relevant information |
|-----------------|----------------------|----------|-------------------------|--------------------------------|
| | | | | |
| | | | | |

10. Details of Grade in annual performance assessment report (Details as per Part C of application form):

| Activity | Claimed Grading | | | | | |
|--|-----------------|--------|--------|--------|--------|--------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
| Teaching | | | | | | |
| Involvement in the University/College students related activities/ research activities: | | | | | | |

11. Details of Academic/Research Score during the assessment period (Details as per Part D of application form):

| Academic/ Research Activity | Year 1 | Year 2 | Year 3 | Overall Score |
|--|---------------|---------------|---------------|--------------------------|
| | | | | |
| | | | | |

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed herein with this filled in Application Form Part A to Part D.

Name and Signature of applicant

Place: _____

Date: _____

**FOR USE BY
0/o Dean University School/Director of University Centre**

1. Findings of the Committee with respect to eligibility parameters during the Assessment Period as per the UGC Regulations 2018:

| | |
|---|--|
| Minimum Service requirements as verified by the Committee. | |
| Minimum Publication requirements as scrutinized and verified by the Committee. | |
| Minimum Research Score requirements as scrutinized and verified by the Committee. | |
| Requirements of Refresher/Orientation Course etc. as verified by the Committee. | |
| Research Guidance as verified by the Committee | |
| Grade in annual performance assessment report as verified by the committee | |
| Any Other requirements, if any. | |

2. Date of Eligibility recommended by the Committee: _____

3. If date of eligibility claimed are different from date of eligibility recommended; reasons thereof:

4. In case of deficiency in application or difference in dates of eligibility, or ineligibility, whether the Applicant was offered opportunity to be heard, clarify and/or remedy the application? (If yes, please maintain attendance record of such hearing)
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5. Recommendation of the Committee:

After careful screening/scrutiny of the Application for CAS of the Applicant _____ Employee Code _____, the Committee finds that the applicant **fulfils** (____) / **does not fulfil** (____) all the eligibility criteria for promotion from Stage _____ to _____, and accordingly **recommends** (____) / **does not recommend** (____) for promotion.

(Please tick (√) as may be applicable and (x) the alternate stipulation.

6. In case of denial of recommendation for consideration for promotion, if any, please state the reasons
-
-

7. Remarks, if any
-

Signature with Names and Designation of the of the Committee members, with initials on each page.

VERIFIED AND COUNTERSIGNED

Place

Director of Centre/Head of the Department

Date:

(Office Stamp)

Eligibility Criteria for Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) as per University Grants Commission Regulations.2018

| S.No. | Eligibility Criteria | Details of Supporting Documents with Annexures, if any | Eligibility Claimed | Remarks by the Screening Committee |
|-------|--|--|---------------------|------------------------------------|
| 1. | (i) 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 | | | |
| | (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 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. | | | |

Eligibility Criteria for Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12) as per University Grants Commission Regulations.2018

| S.No. | Eligibility Criteria | Supporting Documents | Eligibility Claimed | Remarks by the Screening Committee |
|--------------|--|-----------------------------|----------------------------|---|
| 1. | (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. | | | |

Eligibility Criteria Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) as per University Grants Commission Regulations.2018

| S.No. | Eligibility Criteria | Supporting Documents | Eligibility Claimed | Remarks by the Screening Committee |
|--------------|---|-----------------------------|----------------------------|---|
| 1. | (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 to prove that the Assistant Professor is guiding doctoral candidate. | | | |

Eligibility Criteria Associate Professor (Academic Level 13A) to Professor (Academic Level 14) as per University Grants Commission Regulations.2018

| S.No. | Eligibility Criteria | Supporting Documents | Eligibility Claimed | Remarks by the Screening Committee |
|--------------|---|-----------------------------|----------------------------|---|
| 1. | (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. | | | |

Application Form for CAS (2023) - Part C

Assessment Criteria and Methodology for University Teachers for the Assessment period _____ as per Table-1 Annexure II of UGC Regulations 2018

| S.No | Activity | Grading Criteria | Details of Supporting Documents with Annexures, if any | Claimed Grading | Awarded Grading |
|------|---|--|--|-----------------|-----------------|
| 1. | Teaching: (Number of classes taught/ total classes assigned) x100% (Classes taught includes 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 Not-Satisfactory – Not involved/ undertaken any of the activities Note : Number of activities can be within or across the broad categories of activities | | | |
| | (a) Administrative responsibilities such as Head, Chairperson/Dean/ Director/ Co-ordinator, Warden etc. | | | | |
| | (b) Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation. | | | | |
| | (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. | | | | |

| S.No | Activity | Grading Criteria | Details of Supporting Documents with Annexures, if any | Claimed Grading | Awarded Grading |
|------|---|------------------|--|-----------------|-----------------|
| | (d) Organizing seminars/ conferences/ workshops, other college/ university activities. | | | | |
| | (e) Evidence of actively involved in guiding Ph. D students. | | | | |
| | (f) Conducting minor or major research project sponsored by national or international agencies. | | | | |
| | (g) At least one single or joint publication in peer- reviewed or UGC list of Journals. | | | | |

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.

Application Form for CAS (2023) - Part D

**Methodology for University Teachers for calculating Academic/Research Score for the Assessment period _____
as per Table 2 Annexure-II of UGC Regulations 2018**

(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.No | Academic/Research Activity | Faculty of Sciences /Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of Languages/Humanities /Arts / Social Sciences / Library/Education/Physical Education / Commerce / Management & other related disciplines | Details of Supporting Documents with Annexures, if any | Claimed Score | Awarded Score |
|------|---|---|--|--|---------------|---------------|
| 1 | Research Papers in Peer-Reviewed or UGC listed Journals | 08 per paper | 10 per paper | | | |
| 2 | Publications (other than Research papers) | | | | | |
| | (a) Books authored which are published by ; | | | | | |
| | International publishers | 12 | 12 | | | |
| | National Publishers | 10 | 10 | | | |
| | Chapter in Edited Book | 05 | 05 | | | |
| | Editor of Book by International Publisher | 10 | 10 | | | |
| | Editor of Book by National Publisher | 08 | 08 | | | |
| | (b) Translation works in Indian and Foreign Languages by qualified faculties | | | | | |
| | Chapter or Research paper | 03 | 03 | | | |

| S.No | Academic/Research Activity | Faculty of Sciences /Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of Languages/Humanities /Arts / Social Sciences / Library/Education/Physical Education / Commerce / Management & other related disciplines | Details of Supporting Documents with Annexures, if any | Claimed Score | Awarded Score |
|--|--|---|--|--|---------------|---------------|
| | Book | 08 | 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 | 05 | | | |
| | (b) Design of new curricula and courses | 02 per curricula/course | 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 | 20 | | | |
| | MOOCs (developed in 4 quadrant) per module/lecture | 05 | 05 | | | |
| | Content writer/subject matter expert for each module of MOOCs (at least one quadrant) | 02 | 02 | | | |
| | Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) | 08 | 08 | | | |
| | (d) E-Content | | | | | |
| Development of e-Content in 4 quadrants for a complete course/e-book | 12 | 12 | | | | |

| S.No | Academic/Research Activity | Faculty of Sciences /Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of Languages/Humanities /Arts / Social Sciences / Library/Education/Physical Education / Commerce / Management & other related disciplines | Details of Supporting Documents with Annexures, if any | Claimed Score | Awarded Score |
|------------------------|---|---|--|--|---------------|---------------|
| | e-Content (developed in 4 quadrants) per module | 05 | 05 | | | |
| | Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) | 02 | 02 | | | |
| | Editor of e-content for complete course/ paper /e-book | 10 | 10 | | | |
| 4 | (a) Research guidance | | | | | |
| | Ph.D. | 10 per degree awarded 05 per thesis submitted | 10 per degree awarded 05 per thesis submitted | | | |
| | M.Phil./P.G dissertation | 02 per degree awarded | 02 per degree awarded | | | |
| | (b) Research Projects Completed | | | | | |
| | More than 10 lakhs | 10 | 10 | | | |
| | Less than 10 lakhs | 05 | 05 | | | |
| | (c) Research Projects Ongoing : | | | | | |
| | More than 10 lakhs | 05 | 05 | | | |
| Less than 10 lakhs | 02 | 02 | | | | |
| (d) Consultancy | 03 | 03 | | | | |
| 5 | (a) Patents | | | | | |
| | International | 10 | 10 | | | |
| | National | 07 | 07 | | | |
| | (b) *Policy Document (Submitted to an International body/organisation like | | | | | |

| S.No | Academic/Research Activity | Faculty of Sciences /Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of Languages/Humanities /Arts / Social Sciences / Library/Education/Physical Education / Commerce / Management & other related disciplines | Details of Supporting Documents with Annexures, if any | Claimed Score | Awarded Score |
|--------------------|---|---|--|--|---------------|---------------|
| | UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) | | | | | |
| | International | 10 | 10 | | | |
| | National | 07 | 07 | | | |
| | State | 04 | 04 | | | |
| | (c) Awards/Fellowship | | | | | |
| | International | 07 | 07 | | | |
| | National | 05 | 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 | 07 | | | |
| | International (within country) | 05 | 05 | | | |
| | National | 03 | 03 | | | |
| | State/University | 02 | 02 | | | |
| Total Score | | | | | | |

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 Research 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.