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 $\sqrt{\ }$)	☐ Assistant Professor Stage-II (AL-10 to 11) ☐ Assistant Professor Stage-III (AL-11 to 12) ☐ Associate Professor Stage-IV (AL-12 to 13A)
01	Name (In BLOCK Letters)	
02	Father's/Mother's/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	
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	
15	Date of required RC/OC/ short term course as per UGC regulation 2018, Part-II of this form	

16	Date of award of Ph.D						
		s displayed on degree or niversity, Proof to be attac	ched)				
		ualification for promotion					
	in Academic Level 13A						
17	regulation 2018) Date and Place of Birth	h					
18	Sex						
19	Nationality						
20	Indicate whether belor	ngs to SC/ST/OBC categor	ry				
21	Address Postal						
22	Address Permanent						
23	Academic Qualificati	ons:- (High School till P	ost Graduat	ion)			
24	Examination	Name of	Year of	Division	Subje	ect/s	Rank and
		Board/University	Passing	/Class Gra		ccus	Remark if an
	Matriculation /High	2 001 01 0 111 0 1 1 1 1 1	1 446621118	, 61465 614			
	School						
	Intermediate						
	(10+2)						
	B.A. /B.Sc. / B.Com						
	/& equivalent						
	M.A./ M.Sc./						
	M.Com. &						
	Equivalent						
	Other, if any						
		•	•		•		
25 R	Research Degree (s):						
	Degree	Title		Date	of Award		University
	M. Phil Ph.D. / D. Phil						
	D.Sc. / D. Lit						
	Other (Please						
	Specify)						
26 P	articulars of NET/JRF	/SLET/GATE etc.					
	Name of the Test	Name of the Test conducting body	Month and Year	Roll No	. Subj	ect	Score, where applicable

	Sr.	Post/	Name of	Date	of	Pay	Reason	Major
	No	Designation	Employer	Joining	Leavin g	Scale/Pay Band & AGP	of Leaving	achievement
	1.	Assist. Prof.	Principal, Meerut college, Meerut	02.02.2009	Contd.	Rs.15600- 39100, AGP Rs 7000/- (present AGP)	-	-
28	Perio	d of teaching expe	erience	<u> </u>		<u> </u>	<u> </u>	<u> </u>
	a) P.0	G. Classes (in year	rs)					
	b) U.	G. Classes (in yea	ars)					
29	M.Ph	arch Experience e. il. D. (in years)	xcluding years	spent in				
30	Fields of Specialization under the Subject / Discipline (if any)							

PART-II

CAREER ADVANCEMENT SCHEME (CAS)

PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.)

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

31-Eligibility and Criteria for CAS Promotion: (as specified in Clause 6.4(B) of UGC Regulation 2018)

	Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)	Proof page no				
Stage-I						
Eligibility	Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of					
	service and having an 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					
	/M OOCs course during the assessment period.					
CAS	He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of	Part-				
Promotion	at least 3/4/5 of the last 4/5/6 years of the assessment period as the case may be, as	III				
Criteria	specified in Appendix II, Table 1 ,					

The promotion is recommended by a screening-cum-evaluation committee.

Stage-II Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level12) Eligibility Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale 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 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. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment CAS Promotion reports of at least 4 of the last 5 years as prescribed in Appendix II, Table 1 Criteria Part-Ш The promotion is recommended by a screening-cum-evaluation committee.

Stage-III	Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	Proof page no
	completed Three years of service in (Selection Grade/Academic Level 12)	
Eligibility	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 as prescribed in Appendix II, Table 1	Part-
	The promotion is recommended by the selection committee in accordance with these	Ш

PART-III

CAREER ADVANCEMENT SCHEME (CAS)
PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.)

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

32. Assessment Criteria and Grading of Activity for College Teachers

(as specified in Clause 6.1 and Appendix II, Table 1 of UGC Regulation 2018)

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

	(Please see	detailed instruction	ns in UGC- Gaz T					o-2/1 dat	ed 18-7-	2018)	1	1	T
Serial number	Nature of activity	Grading Criteria	Satisfactor academic y category, ap	ment Period . to fory", or "Not se may be) in of concerned J. Assessment must sed by the teacher				Activity Grading approved by IQAC	Annexure No	Page No	Activity grading approved by screening commitee		
			Proof required	Academic year	Academic year	Academic year	Academic year	Academic year	Academic year				
1	Teaching												
	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	Certified copy of Proof related activity										
2	Involvement in t	the Universi	ty/College	stude	ents r	elated	activ	ities/r	esear	ch a	ctiv	ities	
Α	Administrative responsibilities such as Head Chairperson/ Dean/ Director/ Co ordinator, Warden etc		Certified copy of Administrative responsibilities assigned and work done										
В	Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.	Good - Involved in at least 3	Certified copy of duties assigned and work done in each year										
С	Student related co-curricular, extension and field based activiti such as student clubs, career counselling, study visits, student seminars and other events, cultu sports,NCC, NSS and community services	activities Satisfactor y - 1-2 activities Not-	Certified copy of duties assigned and work done in each year										
D	Organizing seminars/ conferences/ workshops, other college/university activities	Not involved / undertaken any of the activities	Certified copy of Proof of organizing activity in each year										
Е	Evidence of actively involved in guiding Ph.D stude	nts Note:	Certified copy of Proof of guidance										
F	Conducting minor or major research project sponsored by national or international agencies	Number of activities can be within or across	Certified copy of Proof of project & sponsorship										
G	At least one single or joint publication in peer-reviewed or UGC list of Journals.	the broad categories of activities	Proof and reprint of publication as per UGC regulation 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 <u>condition</u> 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 the details of any other credential, significant contributions, and awards received etc. not mentioned earlier.

34 LIST	OF ENCLOSURES		
(Please	e attach the self-attested copies of certificates, sanction orders, papers etc. wherever nec	essary)	
Sr.No.	Enclosure detail	Annexure No	Page No.

35	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.						
		Signature of faculty Name Designation					
36	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.						
	Name & Signature of the Principal Name of the college: Place Date	Name & Signature of the Convenor/Director of IQAC: Name of the college: Place Date					
	N.B.: The individual proforma for CAS promotion verified by the IQAC and shall be placed befor Selection Committee for Promotion.						
37	In case of the Principal/Convenor IQAC is not satis appraisal and thus not willing to certify (as mentional IQAC must record below the reasons in writing for information as mentioned in PART-III and PART-III	ed above), then Principal/Director, H.E./Convenor not certifying the reported self-appraisal					
	Signature of the Principal Name of the college	Signature of the Convenor/Director of IQAC: Name of the college Place Date					

Date: