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UGC-CAS RULES AND REGULATIONS



GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE EDUCATION

CAREER ADVANCEMENT SCHEME GUIDELINES
For Promotion and Placement of Assistant Professor,
Associate Professor, Professor, College Librarian and
College Director of Physical Education and Sports
of Government and Private Aided Colleges

as per

“UGC REGULATIONS ON MINIMUM QUALIFICATION FOR
APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN
UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE
MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018”

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1. Introduction

The State Govt. of Karnataka have adopted the 6th UGC Scheme as per UGC Regulation 2010 for implementation in the Universities and Colleges (Government and Grant-in-Aided) across the State vide ED 37/UNE/2009, Dated 24/12/2009. The Pay revision was effected from 01/01/2006. The Career Advancement Scheme of UGC 2010 regulations was adopted in Government and Grant in Aided colleges as per Govt order ED382/UNE 2012, Bangalore, Dated 25/09/2014.

The MHRD vide Letter No. F1/77/2015-U.II(1) dated 2/11/2017, 8/11/2017 has issued Orders revising the Pay scales of Teachers in Universities and Colleges in tune with the 7th Central Pay Commission Order. In continuation, UGC vide Gazette Notification dated 18/7/2018 has issued the new guidelines applicable to the same named as 'UGC REGULATIONS ON MINIMUM QUALIFICATION FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION', 2018 in supersession of 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 all its amendments. Subsequently Govt. of Karnataka ED 483 UNE 2017, Dated 16/03/2019 has given sanction for implementing the placement/ promotion of teachers of Govt. Colleges pending under 6th UGC Scheme in accordance with the UGC 7th scheme regulations. Subsequently DCE has issued a circular inviting proposal for placement/promotions.

The UGC 2018 Regulation has incorporated a provision for Placement/Promotions of UGC 2010 Regulation with relaxed conditions with respect to (Performance Based Assessment System) PBAS (Academic Performance Indicator) API scoring under different categories. The PBAS under CAS of the UGC regulation, 2010 envisages API under three broad categories as detailed below.

- | | | |
|------------|---|---|
| Category 1 | - | Teaching, learning and Evaluation related activities. |
| Category 2 | - | Co-curricular, Extension and Professional Development activities. |
| Category 3 | - | Research and Academic contributions. |

It was mandatory for a teacher to have a minimum score in each category and a combined minimum of II & III categories taken together as per the UGC regulations 2010. As per the relaxed condition provided in the UGC regulation 2018, category I is excluded and only a combined minimum score of 2 and 3 categories is required for Placements. The PBAS envisages an expert assessment system constituted with as a Screening Committee for placement of Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3 and a Selection committee for Stage 3 to Stage 4, Stage 4 to Stage 5.

1.1 Guidelines to Principals

1. The Principals shall issue a proceeding constituting the IQAC in all Colleges as per the NAAC Guidelines, if IQAC has already been constituted as per NAAC guidelines, it may be reconstituted only on completion of three years.
2. The Principals shall issue a proceeding constituting the Screening cum evaluation Committee for the assessment of proposals of placements.
3. The principals shall Issue proceedings to entrust IQAC with task of processing placement proposals of teachers.
4. Principals shall Complete the assessment process as per the criteria provided in clauses 5.0 to 6.4 of the UGC regulations 2018.
5. The Principals shall enlist a panel of experts for each subject in the College for which promotion of teachers is due, and send to the Vice Chancellor for the latter to nominate two experts from the same.
6. The Principals shall ensure that the minutes of the entire selection process duly signed by all members of Screening cum Evaluation Committee are duly recorded and forwarded to the DCE along with recommendations of SEC.
7. The Principal shall issue proceedings of the detailing of Assessment criteria for Category II and III done by IQAC, wherever such additions are necessary and sent to DCE for ratification.

1.2 Guidelines to IQAC

1. The IQAC shall act as the documentation and Record Keeping Cell for the processing of Proposals received from Teachers.
2. The IQAC constituted in the college as per the NAAC guidelines is to be entrusted with the assessment of the API as per UGC Regulations.
3. The IQAC shall assist in the detailing of assessment criteria and methodology proforma as per the institutional requirements based on the Tables 1, 2, 4 & 5 of Annexure II of this guidelines (Page No. 34 to 40).

4. The IQAC shall get wherever feasible the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment criteria and methodology proforma. (Clause 6.0 VII of UGC 2018 Regulation)
5. The IQAC shall vet the application submitted by the eligible candidates and verify the supporting documents in accordance with regulation and assist the Screening Cum Evaluation Committee to prepare the final recommendation to DCE.
6. The IQAC shall ensure submission of annual appraisal proforma for at least two/ three/ four/ five of the last three/ four/ five/ six years of the assessment period by each candidate.
7. IQAC should download the UGC list of refereed journals and other journals. Impact factor of journals should be verified and assured as per Thomson Reuter's list.
8. The IQAC shall verify the API scores claimed and to write it in the Proforma
9. The IQAC shall ensure verification of eligibility criteria and CAS criteria of all candidates.
10. The IQAC shall ensure the Applicants were in Active Roll at the due date of Placement/Promotion.
11. IQAC should maintain an inward register for registering and dispatching of proposals of Placement/Promotion in the following format.

Sl. No.	Inward No./ Subject/ Year	Name & Designation	Date of submission	Date of Approval/ Rejection	Remarks

12. IQAC shall maintain personal folders of each teacher for proper filing of proposals of Placement/Promotion.

1.3 General Guidelines for Placement

1. Teachers shall submit their applications to the Principal of the College where they are working at present through the Head of the Department.
2. Teachers on deputation shall send their proposals to the parent college, duly forwarded by the working college.
3. Teachers on maternity leave or any other eligible leave whose placements are due within the scheme period shall submit their application to their parent college.
4. The teachers shall select any one of the two options as given below to assess themselves under the PBAS system for placements under the 6th CAS due with effect from 31/12/2008 to 17/7/2018.

[The criteria for promotions under Career Advancement Scheme laid down under UGC Regulations 2018 shall be effective from the date of 18/07/2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of UGC Regulations 2018.]

Option A: As per the UGC Regulations 2018.

(The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under UGC Regulations, 2018.)

OR

Option B: As per the UGC Regulations 2010 and Subsequent amendments

(As per relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) up to the date of notification of UGC Regulations 2018.)

(This option can be exercised only within three years from the date of notification of 7th regulation, i.e. within 17/7/2021).

5. API scoring based on PBAS should be prepared for every academic year (from 1st June to 31st May).
6. The teachers shall submit the Placement Proposal along with necessary documents for PBAS to the Principal for assessment.

7. Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018. [as per clause 6.3 (VIII) of the UGC regulations 2018]
- 8.
- i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful in assessment, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however the candidate finds that he/she would fulfils the CAS promotion criteria, at a later date and applies on that date and is successful, his/her promotion shall be effected from the date of the candidate fulfilling the eligibility criteria.
 - iii) If he/she fails to succeed in first assessment, he/she has to be reassessed 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.
 - iv) In subsequent years a teacher can apply for placement three months before his due date on fulfilment of all criteria.
9. Before filling the application form the applicant faculty members are advised to read carefully all the provisions and methods of category wise calculations and assure themselves regarding all the clauses to avoid any kind of technical problem.
10. The information is to be provided in the sequence of years proposed to be assessed; hence the applicants may add the information of all the years in a sequential manner.
11. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.

12. For promotion under career advancement scheme (CAS) as per UGC regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University and Colleges and Measures for the Maintenance of Standards in Higher Education (4th Amendment), Regulations 2010 and subsequent amendments or UGC regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for Maintenance of Standards in Higher Education Regulations, 2018, as applicable

Placements As per UGC 2010 Regulations and subsequent amendments in July 2016

For Teachers

1. Assistant professor Stage 1 to Assistant Professor Stage 2
2. Assistant professor Stage 2 to Assistant Professor Stage 3
3. Assistant professor Stage 3 to Associate Professor Stage 4
4. Associate professor Stage 4 to Professor Stage 5

For College Librarians

1. College Librarian (Academic Level 10) to College Librarian (Senior Scale / Academic Level 11) [Stage 1 to Stage 2]
2. College Librarian (Senior Scale / Academic Level 11) to College Librarian (Selection grade / Academic Level 12) [Stage 2 to Stage 3]
3. College Librarian (Selection grade / Academic Level 12) to College Librarian (s selection grade / Academic Level 13A) [Stage 3 to Stage 4]

For College Director of Physical Education

1. Director of Physical Education (Academic Level 10) to Director of Physical Education (Senior Scale / Academic Level 11) [Stage 1 to Stage 2]
2. Director of Physical Education (Senior Scale / Academic Level 11) to Director of Physical Education (Selection grade / Academic Level 12) [Stage 2 to Stage 3]
3. Director of Physical Education (Selection grade / Academic Level 12) to Director of Physical Education (selection grade / Academic Level 13A) [Stage 3 to Stage 4]

Placements As per UGC Regulations 2018

For Teachers

1. Assistant professor (Academic level 10) to Assistant Professor (Senior Scale/ Academic level 11)
2. Assistant professor (Senior Scale/ Academic level 11) to Assistant Professor (Selection Grade/ Academic level 12)
3. Assistant professor (Selection Grade/ Academic level 12) to Associate Professor (Academic level 13A)
4. Associate professor (Academic level 13A) to Professor (Academic level 14)

For College Librarians

1. College Librarian (Academic Level 10) to College Librarian (Senior Scale / Academic Level 11)
2. College Librarian (Senior scale / Academic Level 11) to College Librarian (Selection grade / Academic Level 12)
3. College Librarian (Selection grade / Academic Level 12) to College Librarian (Academic Level 13A)
4. College Librarian (Academic Level 13A) to College Librarian (Academic Level 14)

For College Director of Physical Education

1. College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale / Academic Level 11)
2. College Director of Physical Education and Sports (Senior scale / Academic Level 11) to College Director of Physical Education and Sports (Selection grade / Academic Level 12)
3. College Director of Physical Education and Sports (Selection grade / Academic Level 12) to College Director of Physical Education and Sports (Academic Level 13A)
4. College Director of Physical Education and Sports (Academic Level 13A) to College Director of Physical Education and Sports (Academic Level 14)

1.3 Guidelines to Screening cum Evaluation Committee (SEC)

1. The Committee shall verify the API scores claimed in the PBAS proforma by the applicants with their API score sheet submitted by IQAC.
2. All members of the Screening cum Evaluation Committee shall sign the minutes and the assessment report as given and forward the same to DCE.

2. Screening cum-Evaluation Committee and Selection Committee

As per the UGC Regulations for assessment and grant of placement under CAS for Assistant Professor AGP 6000 (Stage 1) to AGP 7000 (Stage 2), Assistant Professor AGP 7000 (Stage 2) to AGP 8000 (Stage 3), a Screening cum-Evaluation Committee has to be constituted and for assessment and promotion under CAS for Assistant Professor AGP 8000 (Stage 3) to Associate Professor AGP 9000 (Stage 4) and Associate Professor AGP 9000 (Stage 4) to Professor AGP 10000 (Stage 5) a Selection Committee has to be constituted.

2.1. The “Screening-cum-Evaluation Committee” for CAS promotion of Assistant Professors / equivalent cadres in College Librarians / College Director of Physical Education and Sports from one level to the other higher level [For Academic Level 10 to Academic level 11, Academic Level 11 to Academic level 12]

Constitution of Screening cum Evaluation Committee

A. For College Teachers:

1. The Principal of the College- *Chairperson*
2. The Head of the Department concerned / Senior faculty from the College- *Convenor*
3. Two subject Experts in the subject concerned nominated by the Vice Chancellor from University panel of experts –*Members*
[Three members including one subject expert shall constitute the Quorum]

B. For College Librarian:

1. The Principal of the College- *Chairperson*
2. The Librarian, University Library – *Member*
3. Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts. –*Members*
[Three members including one subject expert shall constitute the Quorum]

C. For College Director of Physical Education and Sports:

1. The Principal of the College - *Chairperson*
2. The University Director, Physical Education and Sports - *Member*
3. Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts – *Members*
[Three members including one subject expert shall constitute the Quorum]

2.2. Selection Committee [For Academic Level 12 to Academic level 13A, Academic Level 13A to Academic level 14]

Selection Committee for Government first grade colleges

1. Commissioner for Collegiate Education – **Chairperson**
2. Chief Administrative Officer, Department of Collegiate Education–
Convenor
3. Director of Collegiate Education – **Member**
4. Additional Director of Collegiate Education – **Member**
5. Two Principals of Government First Grade Colleges nominated by
Chairperson– **Members**
6. Two University representatives not below the rank of Professor nominated
by the Government.
7. Two subject-experts not connected with Government First Grade Colleges
to be nominated by the Chairperson.
8. An academician belonging to SC/ST/OBC/ Minority/Women/ Differently
abled categories nominated by the Chairperson, if a candidate belongs to
any such category.
9. Five members, including two subject experts, shall constitute the Quorum.

Table 1 : Summary of clause 2.1 and 2.2

Designation	Academic Level	Committee
Teachers / College Librarians / College Director of Physical Education	From Academic Level 10 to 11 From Academic Level 11 to 12	Screening-cum- Evaluation Committee
Teachers / College Librarians / College Director of Physical Education	From Academic Level 12 to 13A From Academic Level 13A to 14	Selection Committee

Option - A

3. Career Advancement Scheme (CAS) for College Teachers

UGC Regulation 2018 [Clause 6.4. (B)]

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

Eligibility:

1. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil./ PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course.
2. Attended one Orientation course of 21 days duration on teaching methodology*
3. Any one of the following: Completed Refresher/ Research Methodology Course OR Any two of the following: Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration each, OR taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

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 specified in Annexure II, Table 1 (Page No. 34) and
- ii. The promotion is recommended by the Screening-cum Evaluation Committee.

3.2. Assistant Professor (Senior Scale /Academic Level 11) to Assistant Professor (Selection Grade / Academic Level 12)

Eligibility:

1. Assistant Professors who have completed five years of service in Academic level 11/ Senior scale.
2. Have 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.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

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 four of the last five years of the assessment period, as prescribed in Annexure II, Table 1 (Page No. 34) *and*
- ii. The promotion is recommended by the Screening-cum-evaluation committee.

3.3. Assistant Professor (Selection Grade / Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

1. Assistant Professor who has completed three years of service in Selection Grade / Academic Level 12.
2. A Ph.D Degree in the subject concerned/allied/relevant discipline.
3. Any one of the following during last three years: completed one course/ programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration; or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

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 Annexure II, Table 1 (Page No. 34) *and*
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

3.4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate professor who have completed three years of service in Academic Level 13A
2. A Ph.D degree in subject relevant / allied / relevant discipline
3. A minimum of 10 research publications in peer-reviewed or UGC-Listed journals out of which three research papers shall be published during assessment period.
4. A minimum of 110 research score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 (Page No. 34) and at least 110 research score as per Appendix II, Table 2 (Page No. 35 to 36).
- ii. The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

4. Career Advancement Scheme (CAS) for Librarians Option - A

UGC Regulation 2018 [Clause 6.4. (D)]

4.1 From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):

Eligibility:

1. An Assistant Librarian/ College 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.
2. He/she has attended at least one Orientation course of 21 days' duration; and
3. Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4 (Page No. 37 to 38).

CAS Promotion Criteria:

An Assistant Librarian/College 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 4 (Page No. 37 to 38), and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

4.2 From college Librarian (Senior Scale / Academic level 11) to College Librarian (Selection Grade/Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:
 - (i) Training/Seminar/Workshop/Course on automation and digitalisation,
 - (ii) Maintenance and other activities as per Appendix II, Table 4 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 4 (Page No. 37 to 38), and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

4.3 From College Librarian (Selection Grade/Academic level 12) to College Librarian (Academic Level 13A)

Eligibility:

- 1) He/she has completed three years of service in that grade.
- 2) 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 4 (Page No. 37 to 38) 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 4 (Page No. 37 to 38); and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

4.4 From College Librarian (Academic Level 13A) to College Librarian (Academic Level 14)

Eligibility:

- 1) He/she has completed three years of service in that grade.
- 2) 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 4 (Page No. 37 to 38) 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.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) 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 4 (Page No. 37 to 38); and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

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

Option – A

UGC Regulation 2018 [Clause 6.4.(E)]

5.1 From College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- 1) 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.
- 2) He/she has attended one Orientation course of 21 days' duration; and
- 3) 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 5 (Page No. 39 to 40); and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

5.2 From College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade.
- 2) 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 5 (Page No. 39 to 40), and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

5.3 From College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to College Director of Physical Education and Sports (Academic Level 13A)

Eligibility

- 1) He/she has completed three years of service.
- 2) 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).

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 5 (Page No. 39 to 40) and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

5.4 From College Director Physical Education and Sports (Academic Level 13A) to College Director Physical Education and Sports (Academic Level 14)

Eligibility

- 1) He/she has completed three years of service.
- 2) 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).
- 3) Evidence of organising competitions and coaching camps of at least two weeks duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/interuniversity/combined university, etc.
- 5) 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 5 (Page No. 39 to 40), and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

Option – B

Option as per UGC Regulation 2018 6.3 (VII)(b)

[as per the UGC Regulation 2010 and subsequent amendments as relaxed in UGC regulation 2018]

6. Career Advancement Scheme (CAS) for College Teachers

6.1. Assistant Professor AGP 6000 (Stage 1) (Academic Level 10) to Assistant Professor AGP 7000 (Stage 2) (Academic Level 11)

Eligibility:

1. Assistant Professors who have completed six years of service in Assistant Professor AGP 6000 (Stage 1)
(Relaxation: Two year relaxation for Assistant Professor having a Ph.D. degree and One year relaxation for Assistant Professor having an M.Phil./PG Degree in Professional Courses, which is other than the basic qualification).
2. Attended one Orientation course of 2 or 3 weeks duration* *and*
3. One Refresher / Research methodology Course of 2 or 3 weeks' duration. *

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 20 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix – I, Table –A (Page No. 33) of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation committee

6.2. Assistant Professor AGP 7000 (Stage 2) (Academic Level 11) to Assistant Professor AGP 8000 (Stage 3) (Academic Level 12)

Eligibility:

1. Assistant Professors who have completed five years of service in Assistant Professor AGP 7000 (Stage 2)
2. One refresher course/ Methodology/ Workshop/ Training/ Teaching learning-evaluation technology programme/ Soft skill development programme/Faculty Development Programme of 2 or 3 weeks duration*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 50 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix - I, Table -A (Page No. 33) of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation Committee

6.3. Assistant Professor AGP 8000 (Stage 3) (Academic Level 12) to Associate Professor AGP 9000 (Stage 4) (Academic Level 13A)

Eligibility:

1. Assistant Professors who have completed three years of service in Assistant Professor AGP 8000 (Stage 3)
2. Three publications in the entire period as Assistant Professor (AGP 6000, AGP 7000, AGP 8000)
(Relaxation of Two publications for Assistant Professor having a Ph.D. degree and One publication for Assistant Professor having an M.Phil. Degree)
3. Participation in one course of methodology workshop/Training /Teaching learning- evaluation technology programme/ Soft skill development programme/Faculty Development Programme of minimum of one week duration.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 45 per assessment period in Category II (Professional development, co curricular and extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix – I, Table –A (Page No. 33) of this guidelines *and*
- ii. The expert assessment by Selection committee

6.4. Associate Professor AGP 9000 (Stage 4) (Academic Level 13A) to Professor AGP 10000 (Stage 5) (Academic Level 14)

Eligibility:

1. Associate Professors who have completed three years of service in Associate Professor AGP 9000 (Stage 4)
2. A minimum of five publications since the period that the teacher is placed in stage 3. (AGP 8000 & AGP 9000)

CAS Promotion Criteria:

- i. Aggregate API score of 60 per assessment period in Category II (Professional development, co curricular and extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix – I, Table -A (Page No. 33) of this guidelines *and*
- ii. The expert assessment by Selection committee

7. Career Advancement Scheme (CAS) for College Librarians

Option as per UGC Regulation 2018 6.3 (VII)(b)

[as per the UGC Regulation 2010 and subsequent amendments as relaxed in UGC regulation 2018]

7.1. College Librarian AGP 6000 (Stage 1) (Academic Level 10) to College Librarian AGP 7000 (Stage 2) (Academic Level 11)

Eligibility:

1. College librarian who have completed six years of service in College Librarian AGP 6000 (Stage 1)
(Relaxation: Two year relaxation for College librarian having a Ph.D. degree and One year relaxation for College librarian having an M.Phil).
2. Attended one Orientation course of 2 or 3 weeks duration* and
3. One Refresher Course of 2 or 3 weeks duration.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 20 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix - I, Table -B (Page No. 33) of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation committee

7.2. College Librarian AGP 7000 (Stage 2) (Academic Level 11) to College Librarian AGP 8000 (Stage 3) (Academic Level 12)

Eligibility:

1. College Librarian who have completed five years of service in College Librarian AGP 7000 (Stage 2)
2. Two Refresher Courses, for a minimum period of 2 or 3 weeks duration. *

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 50 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix – I, Table –B (Page No. 33) of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation Committee

7.3. College Librarian AGP 8000 (Stage 3) (Academic Level 12) to College Librarian AGP 9000 (Stage 4) (Academic Level 13A)

Eligibility:

1. College Librarian who have completed three years of service in College Librarian Professor AGP 8000 (Stage 3)
2. Three publications in the entire period as College Librarian (AGP 6000, AGP 7000, AGP 8000)
(Relaxation of Two publications for Assistant Professor having a Ph.D. degree and One publication for Assistant Professor having an M.Phil. Degree)
3. One course / training under categories of Library automation / Analytical tool development for academic documentation. *

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 45 per assessment period in Category II (Professional development, co curricular and extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix – I, Table –B (Page No. 33) of this guidelines *and*
- ii. The expert assessment by Selection committee

8. Career Advancement Scheme (CAS) for College Physical Education and Sports

Option as per UGC Regulation 2018 6.3 (VII)(b)

[as per the UGC Regulation 2010 and subsequent amendments as relaxed in UGC regulation 2018]

8.1. College Physical Education and Sports AGP 6000 (Stage 1) (Academic Level 10) to College Physical Education and Sports AGP 7000 (Stage 2) (Academic Level 11)

Eligibility:

1. College Physical Education and Sports who have completed six years of service in College Physical Education and Sports AGP 6000 (Stage 1)
(Relaxation: Two year relaxation for College Physical Education and Sports having a Ph.D. degree and One year relaxation for College Physical Education and Sports having an M.Phil.)
2. Attended one Orientation course of 2 or 3 weeks duration* *and*
3. One Refresher Course of 2 or 3 weeks duration.*

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 20 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix - I, Table -C (Page No. 33) of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation committee

8.2. College Physical Education and Sports AGP 7000 (Stage 2) (Academic Level 11) to College Physical Education and Sports AGP 8000 (Stage 3) (Academic Level 12)

Eligibility:

1. College Physical Education and Sports who have completed five years of service in College Physical Education and Sports, AGP 7000 (Stage 2)
2. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 3/4 week duration. *

** Requirement of completion of Orientation and Refresher courses for promotion due under CAS within the assessment period shall not be mandatory up to 31/12/2018*

CAS Promotion Criteria:

- i. Aggregate API score of 50 per assessment period in Category II (Professional development, Co-curricular and Extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix - I, Table -C (Page No. 33) of this Guidelines *and*
- ii. The expert assessment by Screening-cum-Evaluation Committee

8.3. College Physical Education and Sports AGP 8000 (Stage 3) (Academic Level 12) to College Physical Education and Sports AGP 9000 (Stage 4) (Academic Level 13A)

Eligibility:

1. College Physical Education and Sports who have completed three years of service in College Physical Education and Sports AGP 8000 (Stage 3)
2. At least Three publications in the entire period as College Physical Education and Sports (AGP 6000, AGP 7000, AGP 8000)
(Relaxation of Two publications for College Physical Education and Sports having a Ph.D. degree and One publication for College Physical Education and Sports having an M.Phil. Degree)
3. Evidence of having produced teams /athletes.

CAS Promotion Criteria:

- i. Aggregate API score of 45 per assessment period in Category II (Professional development, co-curricular and extension activities) and Category III (Research and academic contribution) combined together as refereed in UGC regulation 2010 and its subsequent 4th amendment. There shall be no minimum API score requirement for Category II and Category III individually, as prescribed in Appendix – I, Table –C (Page No. 33) of this guidelines *and*
- ii. The expert assessment by Selection committee.

Table 2 : Index of CAS Promotion forms

Option	Form Number	Applicable to	Proforma for Academic Level
Option – A {As per the UGC Regulations 2018}	Form – A	Teachers	Academic level 10 to 11 Academic level 11 to 12 Academic level 12 to 13A
	Form – B	Teachers	Academic Level 13A to 14
	Form – C	College Director of Physical Education and Sports	Academic level 10 to 11 Academic level 11 to 12 Academic level 12 to 13A Academic Level 13A to 14
	Form – D	College Librarians	Academic level 10 to 11 Academic level 11 to 12 Academic level 12 to 13A Academic Level 13A to 14
Option – B {As per the UGC Regulations 2010 and Subsequent amendments}	Form – E	Teachers	Academic level 10 to 11 Academic level 11 to 12 Academic level 12 to 13A Academic Level 13A to 14
	Form – F	College Director of Physical Education and Sports	Academic level 10 to 11 Academic level 11 to 12 Academic level 12 to 13A Academic Level 13A to 14
	Form – G	College Librarians	Academic level 10 to 11 Academic level 11 to 12 Academic level 12 to 13A Academic Level 13A to 14

Appendix - I

TABLE-A

Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG)

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 (Stage5 / AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/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 Colleges

S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage2/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/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-C

Minimum API requirement for the promotion of College 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/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Appendix - II

Table 1
Assessment Criteria and Methodology for College Teachers

S.No.	Activity	Grading Criteria
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: (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 counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising 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.	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
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 College 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 Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
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
	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
	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 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

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 4
Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: - 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	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3.	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note : (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (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. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

Table 5
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.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(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. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (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.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
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.		

Form No.1

Option for Assessment

I

...

.....
 (Name, Designation & Institution) with Scale of Pay
 hereby opt to assess myself for Career
 Advancement Scheme (as per UGC Regulation 2018) in the cadre of
(Designation) with Scale of Pay
 with effect from (Date).

*

A. As per the 7th UGC Regulation 2018 [Clause 6.3.VII (a)]

OR

B. As per the 6th UGC Regulation 2010 as relaxed in UGC Regulation 2018
[Clause 6.3.VII (b)]**Strike out which is not applicable*

Signature :

Name :

Designation :

College :

Place :

Date :

Pay Matrix

Pay Band(Rs.)	15,600-39,100		37,400-67,000		67,000-79,000	
Grade Pay(Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalisation	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay(Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay(Rs.)	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
1						
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

Form : A(Faculty / CAS / 2018/ L 10-11, 11- 12& 12-13A)

Government of Karnataka
DEPARTMENT OF COLLEGIATE EDUCATION

Application form for promotion under Career Advancement Scheme (CAS) for teachers in all
Government First Grade Colleges (As per UGC Regulations 2018)

For Promotion:

- I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)
- II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)
- III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Application for promotion from Level _____ to Level _____

Name : _____

Designation : _____

College : _____

Department/ Subject : _____

Notification Reference No. _____ **Date:** _____

Period of Assessment for promotion: From _____ **to** _____

Paste Self- attested Recent Passport Size Photograph

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Current Designation	:	
3.	Date of Birth and Age	:	
4.	Gender	:	
5.	Nationality	:	
6.	Indicate Whether Belongs to (SC/ST/OBC/General/Minority/Differently Abled)	:	
7.	Current Pay Scale & Grade Pay	:	
8.	Date of Appointment	:	
9.	Date of Declaration of Probation	:	
10.	Position, Stage and Grade Pay applied for	:	
11.	Date of Last Promotion, if any	:	
12.	Date of Eligibility for Promotion	:	
13.	Address for correspondence (with Pin Code)	:	
14.	Permanent Address (with Pin Code)	:	
15.	Mobile Telephone Number	:	
16.	Landline Telephone Number (with code)	:	
17.	E-Mail ID	:	
18.	Non-Qualifying Period of Service, unauthorized absence / LWA / Department enquiry / Disciplinary action, etc., if any	:	

19. Academic Qualifications (Graduation onwards):

Qualifications	Name of the Board / University	Year of Passing	% Marks Obtained / CGPA Grade	Division / Class / Grade	subject
Graduate Degree (UG)					
Post Graduate Degree (PG)					
Integrated IMA/IMSc/IMS (UG-PG)					
Others (specify if any)					

20. Eligibility Qualifications :**(a) Research Degree(s) :**

Degree	Discipline / Subject (As per UGC – Regulations)	Title of the Thesis / Dissertation	Date of Award with Reg. No.	University
M. Phil.				
Ph.D./D.Phil.				
D.Sc. / D.Litt				
Other qualifications (if any)				

(a) Minimum Eligibility:

	Discipline / Subject (As per UGC – Regulations)	Date of Qualification	Name of Agency
NET			
SLET / SET			

21. Previous Experience : (GFGCs)

Name of the College	Date of		Salary with grade pay / level	Reasons for Leaving
	Joining	Leaving		

22. Teaching Experience:

PG Classes (in Years)	UG Classes (in Years)	Total (in years)

23. Fields of Specialization in the Subject/Discipline

a)

24. Details of Orientation/Refresher / Research Methodology/ Training Program/Summer and winter School / Workshops/ QIP/ FIP /FDP etc Course attended: (Attach certificates) (organized by Human Resource Development Center / UGC Academic staff college)

Sr. No	Name of the course	Place	Duration		No. of Days	Name of the Institution where program is conducted
			From	to		
01						
02						
03						

25. Whether service relaxation is eligible for possessing Ph.D / M.Phil : Yes / No

PART-B

Brief Note: Based on the teacher's self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Colleges may detail the activities, in case of institutional specificities as required, and adjust the weightage without changing the minimum total scores required.

(As per UGC Regulations 2018, Appendix II, Table 1: Assessment Criteria and Methodology for University/College Teachers.)

A: Teaching, Involvement in the University Students related Activities/ Research Activities*:

Activity 1 : Teaching:(Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)

Sr. No	Academic Year	Semester	Teaching			% Claimed by the Candidate	Grading by the Committee	Remarks
			Total Classes (hours) Assigned	Number of Classes (hours) Taught	Teaching= (Number of Classes Taught / Total Classes Assigned) X 100%			
1	Year 1 20xx-20xx	Odd Sem.						
		Even Sem.						
	Year 2 20xx-20xx	Odd Sem.						
		Even Sem.						
	Year 3 20xx-20xx	Odd Sem.						
		Even Sem.						
	Year 4 20xx-20xx	Odd Sem.						
		Even Sem.						
	Year 5 20xx-20xx	Odd Sem.						
		Even Sem.						
	Year 6 20xx-20xx	Odd Sem.						
		Even Sem.						

(Add / Delete rows as required)

Activity 2 : Involvement in Students related Activities / Research Activities:

Sr. No	Activity	No. of Activities						Grading By Committee					
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
a.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.												
b.	Examination and evaluation duties assigned by the Department/School / university or attending the examination paper evaluation.												
c.	Student related co-curricular, extension and field based activities such as student clubs, career / student counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.												
d.	Organising seminars/ conferences/ workshops, other Department/ School / /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.												
Total Number of Activities													

* Should be claimed by the applicant with supporting documents.

I hereby declare that the information / documents provided by me are correct to the best of my knowledge and belief and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place :

Signature :

Date :

Name and Designation:

Summary of Grading

Categories	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Activity 1: Teaching						
Activity 2: Involvement in the students related activities/research activities						
Overall Grading						

Verified by Screening Cum Evaluation Committee / Selection Committee

	Name	Signature
College Principal		
Head of the Department		
Subject expert – 1		
Subject expert – 2		

Place :

Date :

Explanatory Note

<i>Overall Grading Chart</i>		
<i>Activity - 1</i>	<i>Activity - 2</i>	<i>Overall Grading</i>
<i>80% and above – Good</i> <i>Below 80% but 70% & above – Satisfactory</i> <i>Less than 70% – Not Satisfactory</i>	<i>Good – Involved in at least 3 activities</i> <i>Satisfactory – 1 to 2 activities</i>	
<i>Good</i>	<i>Good</i>	<i>Good</i>
	<i>Satisfactory</i>	
<i>Satisfactory</i>	<i>Good</i>	<i>Satisfactory</i>
	<i>Satisfactory</i>	
<i>Not Satisfactory</i>	<i>Good/ Satisfactory</i>	<i>Not Satisfactory</i>
<i>Good/ Satisfactory</i>	<i>Not Satisfactory</i>	

Detailing of activities

Sl. No.	Activity
1	<u>Teaching</u> <i>Grading Criteria</i> 80% and above – <i>Good</i>; Below 80% but 70% & above – <i>Satisfactory</i>; Less than 70% – <i>Not Satisfactory</i> (Classes taught includes sessions on tutorials, lab and other teaching related activities) Note: Number of activities can be within or across the broad categories of activities
2	<u>Involvement in the college students related activities/ research activities</u> <i>Grading Criteria</i> Good – Involved in at least 3 activities; Satisfactory – 1 to 2 activities Note: Number of activities can be within or across the broad categories of activities (a) <i>Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</i> ❖ Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc ❖ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges ❖ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB. ❖ College Council Member (<i>Elected member only</i>); Class Tutor ❖ Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc), faculty involved in the preparation of master time table, ❖ Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc. ❖ Staff in Charge of Department Alumni Association ❖ Faculty holding positions of Staff Club; College Cooperative Society ❖ Faculty involved in College Union Election Returning Officer/ARO (b) <i>Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</i> ❖ Valuation of University answer scripts as per allotment–Chairman/Chief/Addl. Examiner ❖ University Exam Invigilation as per allotment

	❖ Evaluation of Dissertation (Project Viva) – External Examiner/Chairman ❖ University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill ❖ University Examination Squad duties – External ❖ Internal Exam – Question paper setting, Valuation of Answer scripts ❖ University/Autonomous College Question Paper setting
(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>
	❖ NSS District Coordinator, NSS Programme Officer, NCC Officer, NCC care taker ❖ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP etc) ❖ Faculty involved in various Cells/Clubs such as Anti-ragging, Placement, Training, Guidance and Counselling, CASH, Continuing Education, Women's Units, Nature Club, Science Club, HR Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/Drama Club, Adventure Club and all other clubs/forums for promoting co-curricular education, College Alumni Association, Community College, Other bodies under UGC plan etc), Extension activities coordinator ❖ Staff Advisor of College Union, Staff Editor of College Magazine, Arts Club Advisor of College Union ❖ Staff accompanying students for Study Tour/arts/ sports events ❖ Stage Managers of University Youth Festival ❖ Editor – College News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs ❖ Faculty in charge of Extension and Outreach programmes ❖ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college ❖ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students ❖ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies ❖ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counselling modules; ❖ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/ NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc/ Use of online course management system. ❖ e-content (developed in 4 quadrants) per module MOOCs (developed) per module /lecture ❖ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc);Industrial/Institute visits ❖ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management, organic farming, social forestry, NGO related activities
(d)	<i>Organising seminars/conferences/workshops, other college/university activities.</i>

		❖ Organising seminars/conferences/workshops ❖ Invited talk in seminars/conferences/workshops ❖ Chairing sessions in seminars/conferences/workshops ❖ Paper/Poster presentation in seminars/conferences/workshops ❖ Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education etc; Subject Expert in PSC Interview Board/FIP Interview ❖ Member–Board of Studies; Academic Council; Pass Board; Scrutiny Board; Curriculum Committee of the University, Senate Member, Syndicate member ❖ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level ❖ Recipients of Internships (eg. FLAIR) - International/ National ❖ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development ❖ Organizing Programmes on PEECS, FLAIR,WWS, SSP, e-Governance ❖ Lectures delivered in refresher/orientation/ faculty development courses/New initiative programmes (eg. FLAIR, WWS, SSP, ASAP etc) ❖ Editors of Research Journals ❖ Membership in Renowned Professional Associations (per current membership) ❖ Interaction with Industry, Industrial Experience for students ❖ Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme
	(e)	<i>Evidence of actively involved in guiding Ph.D students.</i>
		❖ Each Ph.D. produced/year is to be treated as an activity ❖ Guiding all ongoing Ph.D.s is to be treated as a single activity ❖ Each M Phil./ PG Dissertation is to be treated as an activity ❖ B.Sc / BBA / B.Com Project is to be treated as an activity
	(f)	<i>Conducting minor or major research project sponsored by national or international agencies.</i>
		❖ Each ongoing project (Major/Minor/Consultancy) is to be treated as an activity ❖ Each submitted project in an year is to be treated as an activity
	(g)	<i>At least one single or joint publication in peer reviewed/UGC list of Journals.</i>
		❖ Each publication is to be treated as an activity ❖ Publication can be in the form of journals, books, patents, policy documents
<i>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.</i>		
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. Or Not Satisfactory: If neither good nor satisfactory in overall grading		

Note: For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching 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 etc. 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 due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

Form : B (Faculty / Associate Professor to Professor 2018)

Government of Karnataka
DEPARTMENT OF COLLEGIATE EDUCATION

Application form for promotion under Career Advancement Scheme (CAS) for teachers in all
Government First Grade Colleges (As per UGC Regulations 2018)

For Promotion:

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Application for promotion from Level _____ to Level _____

Name : _____

Designation : _____

College : _____

Department / Subject : _____

Notification Reference No. _____ **Date:** _____

Period of Assessment for promotion : From _____ **to** _____

Paste Self-
attested Recent
Passport Size
Photograph

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Current Designation	:	
3.	Date of Birth and Age	:	
4.	Gender	:	
5.	Nationality	:	
6.	Indicate Whether Belongs to (SC/ST/OBC/General/Minority/Differently Abled)	:	
7.	Current Pay Scale & Grade Pay	:	
8.	Date of Appointment	:	
9.	Date of Declaration of Probation	:	
10.	Position, Stage and Grade Pay applied for	:	
11.	Date of Last Promotion, if any	:	
12.	Date of Eligibility for Promotion	:	
13.	Address for correspondence (with Pin Code)	:	
14.	Permanent Address (with Pin Code)	:	
15.	Mobile Telephone Number	:	
16.	Landline Telephone Number (with code)	:	
17.	E-Mail ID	:	
18.	Non-Qualifying Period of Service, unauthorized absence / LWA / Department enquiry / Disciplinary action, etc., if any	:	

19. Academic Qualifications (Graduation onwards):

Qualifications	Name of the Board / University	Year of Passing	% Marks Obtained / CGPA Grade	Division / Class / Grade	subject
Graduate Degree (UG)					
Post Graduate Degree (PG)					
Integrated IMA/IMSc/ IMS (UG-PG)					
Others (specify if any)					

20. Eligibility Qualifications :**(a) Research Degree(s) :**

Degree	Discipline / Subject (As per UGC – Regulations)	Title of the Thesis / Dissertation	Date of Award with Reg. No.	University
M. Phil.				
Ph.D./D.Phil.				
D.Sc. / D.Litt				
Other qualifications (if any)				

(a) Minimum Eligibility:

	Discipline / Subject (As per UGC – Regulations)	Date of Qualification	Name of Agency
NET			
SLET / SET			

21. Previous Experience : (GFGCs)

Name of the College	Date of		Salary with grade pay / level	Reasons for Leaving
	Joining	Leaving		

22. Teaching Experience:

PG Classes (in Years)	UG Classes (in Years)	Total (in years)

23. Fields of Specialization in the Subject/Discipline

a)

24. Details of Orientation / Refresher / Research Methodology / Training Program/Summer and winter School / Workshops/ QIP/ FIP /FDP etc Course attended: (Attach certificates) (organized by Human Resource Development Center / UGC Academic staff college)

Sr. No	Name of the course	Place	Duration		No. of Days	Name of the Institution where program is conducted
			From	to		
01						
02						
03						

25. Whether service relaxation is eligible for possessing Ph.D / M.Phil : Yes / No

PART-B

Brief Note: Based on the teacher's self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Colleges may detail the activities, in case of institutional specificities as required, and adjust the weightage without changing the minimum total scores required.

(As per UGC Regulations 2018, Appendix II, Table 1: Assessment Criteria and Methodology for University/College Teachers.)

A: Teaching, Involvement in the University Students related Activities/ Research Activities*

Activity 1 : Teaching: (Classes taught includes sessions on tutorials, lab and other teaching related activities) (Give semester-wise details, wherever necessary)

Sr. No	Academic Year	Semester	Teaching			% Claimed by the Candidate	Grading by the Selection Committee	Remarks
			Total Classes (hours) Assigned	Number of Classes (hours) Taught	Teaching= (Number of Classes Taught / Total Classes Assigned) X 100%			
1	Year 1 20xx-20xx	Odd Sem.						
		Even Sem.						
	Year 2 20xx-20xx	Odd Sem.						
		Even Sem.						
	Year 3 20xx-20xx	Odd Sem.						
		Even Sem.						
	Year 4 20xx-20xx	Odd Sem.						
		Even Sem.						

(Add / Delete rows as required)

Activity 2 : Involvement in Students related Activities / Research Activities:

Sr. No	Activity	No. of Activities					Grading By Selection Committee			
		Year 1	Year 2	Year 3	Year 4		Year 1	Year 2	Year 3	Year 4
a.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.									
b.	Examination and evaluation duties assigned by the Department/School / university or attending the examination paper evaluation.									
c.	Student related co-curricular, extension and field based activities such as student clubs, career / student counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.									
d.	Organising seminars/ conferences/ workshops, other Department/ School / /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.									
Total Number of Activities										

* Should be claimed by the applicant with supporting documents.

B: Academic / Research Score. (As per UGC Regulations 2018, Appendix II, and Table 2: Methodology for University and College Teachers for calculating Academic/ Research Score.)

1. Research Papers in Peer-Reviewed or UGC listed Journals

Sr. No.	Title of the Research Paper	Name of the Journal	Vol., PP No. & Year	Impact Factor *	Number of authors	Type of Authorship (First author/corresponding author/principal/co-author)	Sr. No. in UGC listed Journals	Claimed Score	Committee Verified Score	Encl. No.

2. Publications (other than Research papers)

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	Claimed Score	Committee Verified Score	Encl. No.
(a) Books authored which are published by:								
International publishers								
National publishers								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								
(b) Translation works in Indian and Foreign Languages by qualified faculties								
Chapter or Research paper								
Book								

Note: Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.

Sr. No.	Activity*	Claimed Score	Committee Verified Score	Encl. No.
(a) Development of Innovative pedagogy				
(b) Design of new curricula and courses				
(c) MOOCs				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)				
MOOCs (developed in 4 quadrant) per module/lecture				
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)				
Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)				
(d) E-Content				
Development of e-Content in 4 quadrants for a complete course/e-book				
e-Content (developed in 4 quadrants) per module				
Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				

Editor of e-content for complete course/ paper /e-book				

* Each activity should be claimed by the applicant with supporting documents.

4. (a) Research Guidance

Ph.D. awarded / Thesis submitted*

Sr. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis submitted	University	Month and Year	Claimed Score	Committee Verified Score	Encl. No.

* Submit Ph.D. Notification/Certificate of Submission

M.Phil./P.G. awarded *

Sr. No.	Name of the Scholar	Title of the Dissertation/Thesis	M.Phil. / P.G.	University	Month and Year	Claimed Score	Committee Verified Score	Encl. No.

* Submit M.Phil./P.G. Notification /Certificate of awarded

(b) Research Projects Completed

Sr. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Committee Verified Score	Encl. No.
					From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)		Funding Agency	Grant Sanctioned	Duration		Claimed Score	Committee Verified Score	Encl. No.
					From	To			

(c) Research Projects Ongoing:

Sr. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Committee Verified Score	Encl. No.
					From	To			
Sr. No.	Title of the Project (Less than 10 lakhs)		Funding Agency	Grant Sanctioned	Duration		Claimed Score	Committee Verified Score	Encl. No.
					From	To			

--	--	--	--	--	--	--	--	--	--

(d) Consultancy

Sr. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Committee Verified Score	Encl. No.
				From	To			

5. (a) Patents

Sr. No.	Details of Patent	International/ National	Year	Claimed Score	Committee Verified Score	Encl. No.

(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Sr. No.	Details of Policy Document	International/ National / State	Year	Claimed Score	Committee Verified Score	Encl. No.

(c) Awards/Fellowship

Sr. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National /	Date Awarded	Claimed Score	Committee Verified Score	Encl. No.

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)

Sr. No.	Title	Name of the Event	Invited / Oral /Poster	Organiser/ Institute	Duration	International(Abrad)/International (within country) / National / State / University level	Claimed Score	Committee Verified Score	Encl. No.

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.

APPLICANT CLAIMED SCORE:

Summary of Total Claimed Score (1+2+3+4+5+6) Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
from _____ to _____							
Total Claimed Score							

I hereby declare that the information / documents provided by me are correct to the best of my knowledge and belief and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place :

Signature :

Date :

Name and Designation:

Summary of Grading

Categories	Year 1	Year 2	Year 3	Year 4
Activity 1: Teaching				
Activity 2: Involvement in the students related activities / research activities				
Overall Grading				

VERIFIED BY THE COMMITTEE:

Summary of Total Claimed Score (1+2+3+4+5+6) Assessment Period from _____ to _____							
Year	Awarded Score						Total awarded Score
Entire Assessment Period	1	2	3	4	5	6	
from _____ to _____							
Total Awarded Score							

Verified by Selection Committee

	Name	Signature
Commissioner of Collegiate Education		
Director of Collegiate Education		
Additional Director of Collegiate Education		
College Principal -1		
College Principal -2		
Head of the Department		
Subject expert – 1		
Subject expert – 2		

Place :

Date :

Explanatory Note

Overall Grading Chart		
Activity - 1	Activity - 2	Overall Grading
<i>80% and above – Good</i> <i>Below 80% but 70% & above – Satisfactory</i> <i>Less than 70% – Not Satisfactory</i>	<i>Good – Involved in at least 3 activities</i> <i>Satisfactory – 1 to 2 activities</i>	
<i>Good</i>	<i>Good</i>	<i>Good</i>
	<i>Satisfactory</i>	
<i>Satisfactory</i>	<i>Good</i>	<i>Satisfactory</i>
	<i>Satisfactory</i>	
<i>Not Satisfactory</i>	<i>Good/ Satisfactory</i>	<i>Not Satisfactory</i>
<i>Good/ Satisfactory</i>	<i>Not Satisfactory</i>	

Detailing of activities

Sl. No.	Activity
1	<u>Teaching</u> <i>Grading Criteria</i> 80% and above – <i>Good</i>; Below 80% but 70% & above – <i>Satisfactory</i>; Less than 70% – <i>Not Satisfactory</i> (Classes taught includes sessions on tutorials, lab and other teaching related activities) Note: Number of activities can be within or across the broad categories of activities
2	<u>Involvement in the college students related activities/ research activities</u> <i>Grading Criteria</i> Good – Involved in at least 3 activities; Satisfactory – 1 to 2 activities Note: Number of activities can be within or across the broad categories of activities
	(a) <i>Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</i>
	❖ Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc ❖ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges ❖ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB. ❖ College Council Member (<i>Elected member only</i>); Class Tutor ❖ Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc), faculty involved in the preparation of master time table, ❖ Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc. ❖ Staff in Charge of Department Alumni Association ❖ Faculty holding positions of Staff Club; College Cooperative Society ❖ Faculty involved in College Union Election Returning Officer/ARO
	(b) <i>Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</i>
	❖ Valuation of University answer scripts as per allotment–Chairman/Chief/Addl. Examiner ❖ University Exam Invigilation as per allotment

	❖ Evaluation of Dissertation (Project Viva) – External Examiner/Chairman ❖ University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill ❖ University Examination Squad duties – External ❖ Internal Exam – Question paper setting, Valuation of Answer scripts ❖ University/Autonomous College Question Paper setting
(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>
	❖ NSS District Coordinator, NSS Programme Officer, NCC Officer, NCC care taker ❖ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP etc) ❖ Faculty involved in various Cells/Clubs such as Anti-ragging, Placement, Training, Guidance and Counselling, CASH, Continuing Education, Women's Units, Nature Club, Science Club, HR Club, Tourism Club, Literary Club, Entrepreneurship club, Health club, Yoga Club, Sports Club, Arts Club, Film/Drama Club, Adventure Club and all other clubs/forums for promoting co-curricular education, College Alumni Association, Community College, Other bodies under UGC plan etc), Extension activities coordinator ❖ Staff Advisor of College Union, Staff Editor of College Magazine, Arts Club Advisor of College Union ❖ Staff accompanying students for Study Tour/arts/ sports events ❖ Stage Managers of University Youth Festival ❖ Editor – College News Letter/Campus Publications; Convenor/Editor/Sub-editor of College Souvenirs ❖ Faculty in charge of Extension and Outreach programmes ❖ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college ❖ Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students ❖ Faculty involved in preparing Participatory Learning modules/Interactive course/Case Studies ❖ Faculty involved in Developing and imparting soft skills/ communication skills/personality development courses/psychological counselling modules; ❖ Faculty involved in N-LIST/ INFLIBNET/EDUSAT/ORICE/ NPTEL Usage/preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc/ Use of online course management system. ❖ e-content (developed in 4 quadrants) per module MOOCs (developed) per module/lecture ❖ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc); Industrial/Institute visits ❖ Community work such as values of National Integration, Environment democracy, socialism, Human Rights, Peace, scientific temper; flood or, drought relief, small family norms etc., Census work, waste management, organic farming, social forestry, NGO related activities
(d)	<i>Organising seminars/conferences/workshops, other college/university activities.</i>

		❖ Organising seminars/conferences/workshops ❖ Invited talk in seminars/conferences/workshops ❖ Chairing sessions in seminars/conferences/workshops ❖ Paper/Poster presentation in seminars/conferences/workshops ❖ Subject Expert in Curriculum Preparation/Question paper Setting/Physical Efficiency Test for Govt. Bodies like KPSC, SSC, UPSC, HSE, SCERT, Open School, Saksharatha Mission, Pareeksha Bhavan, Distance education etc; Subject Expert in PSC Interview Board/FIP Interview ❖ Member–Board of Studies; Academic Council; Pass Board; Scrutiny Board; Curriculum Committee of the University, Senate Member, Syndicate member ❖ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level ❖ Recipients of Internships (eg. FLAIR) - International/ National ❖ Membership/Participation/Subject Expert in State/Central Bodies/Committees on Education, Research, Sports and National Development ❖ Organizing Programmes on PEECS, FLAIR,WWS, SSP, e-Governance ❖ Lectures delivered in refresher/orientation/ faculty development courses/ New initiative programmes (eg. FLAIR, WWS, SSP, ASAP etc) ❖ Editors of Research Journals ❖ Membership in Renowned Professional Associations (per current membership) ❖ Interaction with Industry, Industrial Experience for students ❖ Conducting Bridge Courses, Finishing school (in Polytechnics), Gifted Children programme
	(e)	<i>Evidence of actively involved in guiding Ph.D students.</i>
		❖ Each Ph.D. produced/year is to be treated as an activity ❖ Guiding all ongoing Ph.D.s is to be treated as a single activity ❖ Each M Phil./ PG Dissertation is to be treated as an activity ❖ B.Sc / BBA / B.Com Project is to be treated as an activity
	(f)	<i>Conducting minor or major research project sponsored by national or international agencies.</i>
		❖ Each ongoing project (Major/Minor/Consultancy) is to be treated as an activity ❖ Each submitted project in an year is to be treated as an activity
	(g)	<i>At least one single or joint publication in peer reviewed/UGC list of Journals.</i>
		❖ Each publication is to be treated as an activity ❖ Publication can be in the form of journals, books, patents, policy documents
<i>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.</i>		
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. Or Not Satisfactory: If neither good nor satisfactory in overall grading		

Note: For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching 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 etc. 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 due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

Form : C (Phy. Edu / CAS / 2018/ L 10-11, 11- 12, 12-13A & 13A to 14)

Government of Karnataka

DEPARTMENT OF COLLEGIATE EDUCATION

Application form for promotion under Career Advancement Scheme (CAS) for College Director of Physical Education and sports in all Government First Grade Colleges
(As per UGC Regulations 2018)

For Promotion:

- I. College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale / Academic Level 11)
- II. College Director of Physical Education and Sports (Senior scale /Academic Level 11) to College Director of Physical Education and Sports (Selection grade / Academic Level 12)
- III. College Director of Physical Education and Sports (Selection grade / Academic Level 12) to College Director of Physical Education and Sports (Academic Level 13A)
- IV. College Director of Physical Education and Sports (Academic Level 13A) to College Director of Physical Education and Sports (Academic Level 14)

Application for promotion from Level _____ to Level _____

Name : _____

Designation : _____

College : _____

Department / Subject : _____

Notification Reference No. _____ **Date:** _____

Period of Assessment for promotion : From _____ **to** _____

Paste Self-
attested Recent
Passport Size
Photograph

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Current Designation	:	
3.	Date of Birth and Age	:	
4.	Gender	:	
5.	Nationality	:	
6.	Indicate Whether Belongs to (SC/ST/OBC/General/Minority/Differently Abled)	:	
7.	Current Pay Scale & Grade Pay	:	
8.	Date of Appointment	:	
9.	Date of Declaration of Probation	:	
10.	Position, Stage and Grade Pay applied for	:	
11.	Date of Last Promotion, if any	:	
12.	Date of Eligibility for Promotion	:	
13.	Address for correspondence (with Pin Code)	:	
14.	Permanent Address (with Pin Code)	:	
15.	Mobile Telephone Number	:	
16.	Landline Telephone Number (with code)	:	
17.	E-Mail ID	:	
18.	Non-Qualifying Period of Service, unauthorized absence / LWA / Department enquiry / Disciplinary action, etc., if any	:	

19. Academic Qualifications (Graduation onwards):

Qualifications	Name of the Board / University	Year of Passing	% Marks Obtained / CGPA Grade	Division / Class / Grade	subject
Graduate Degree (UG)					
Post Graduate Degree (PG)					
Integrated IMA/IMSc/ IMS (UG-PG)					
Others (specify if any)					

20. Eligibility Qualifications :**(a) Research Degree(s) :**

Degree	Discipline / Subject (As per UGC – Regulations)	Title of the Thesis / Dissertation	Date of Award with Reg. No.	University
M. Phil.				
Ph.D./D.Phil.				
D.Sc. / D.Litt				
Other qualifications (if any)				

(a) Minimum Eligibility:

	Discipline / Subject (As per UGC – Regulations)	Date of Qualification	Name of Agency
NET			
SLET / SET			

21. Previous Experience : (GFGCs)

Name of the College	Date of		Salary with grade pay / level	Reasons for Leaving
	Joining	Leaving		

22. Fields of Specialization in the Subject/Discipline

a)

**23. Details of Orientation / Refresher / Research Methodology / Training Program/Summer and winter School / Workshops/ QIP/ FIP /FDP etc Course attended: (Attach certificates)
(organized by Human Resource Development Center / UGC Academic staff college)**

Sr. No	Name of the course	Place	Duration		No. of Days	Name of the Institution where program is conducted
			From	to		
01						
02						
03						

24. Whether service relaxation is eligible for possessing Ph.D / M.Phil : Yes / No

PART-B

Part – B: Assessment Criteria and Methodology

(As per UGC Regulations 2018, Appendix II, Table 5: Assessment Criteria and Methodology for College Directors of Physical Education)

Activity 1 : Attendance

Year	Mode of activity	Total days Assigned	Number of Days engaged as per documented record	(Number of Days Engaged / Total no. of days assigned) X 100%	Grading by Committee
Year – 1					
Year – 2					
Year – 3					
Year – 4					
Year – 5					
Year – 6					

(Add / Delete rows as required)

Activity 2 : Organizing Intra College Competition

Year	Details of Activities	Number of Activities during Assessment period	Grading as per Committee
Year – 1			
Year – 2			
Year – 3			
Year – 4			
Year – 5			
Year – 6			

(Add / Delete rows as required)

Activity 3 : Institution Participating in external competitions

Year	Details of Activities	Number of Activities during Assessment period	Grading as per Committee
Year – 1			
Year – 2			

Year – 3			
Year – 4			
Year – 5			
Year – 6			

(Add / Delete rows as required)

Activity 4 : Upgradation of Sports and physical training infrastructure

Year	Details of Activities	Number of Activities during Assessment period	Grading as per Committee
Year – 1			
Year – 2			
Year – 3			
Year – 4			
Year – 5			
Year – 6			

(Add / Delete rows as required)

Activity 5 :

Year	Details of Activities	Number of Activities during Assessment period	Grading as per Committee
Year – 1			
Year – 2			
Year – 3			
Year – 4			
Year – 5			
Year – 6			

(Add / Delete rows as required)

I hereby declare that the information / documents provided by me are correct to the best of my knowledge and belief and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place :

Signature :

Date :

Name and Designation:

Summary of Grading

Categories	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Activity 1:						
Activity 2:						
Activity 3:						
Activity 4:						
Activity 5:						
Overall Grading						

Verified by Screening cum Evaluation Committee / Selection Committee

	Name	Signature
College Principal		
Head of the Department		
Subject expert – 1		
Subject expert – 2		

Place :

Date :

Overall Grading:

Good: Good in Item 1 and satisfactory or good in any other two items

Or

Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items.

Or

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 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.

Detailing of activities

Sl. 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 Below 90% but 80 % and above- satisfactory Less than 80%- not satisfactory
2.	Organizing intra College Competition ▪ Organizing Annual Athletic Meet, Conducting Inter Class Sports Tournaments, Sports Coaching Camps- Short Term & Long Term, ▪ Conducting Physical Fitness & Health/ Fitness Awareness Programmes, Yoga Programmes, Corrective & Adapted Physical Education Programmes, Anti Doping & Drug Abuse Awareness Programmes, Life Style Diseases, etc. ▪ Conduct Awareness programmes on Rules & Regulations of various sports & games, Organize Minor Games & Fun Games ▪ Conducting Psychological Counseling & Motivation Programmes for improving sports Performance,	Good – Intra-College competition in more than 5 disciplines Satisfactory - Intra College competition in 3-5 disciplines, Not Satisfactory- Neither Good nor Satisfactory
3.	Institution participating in external competitions ▪ Participation in Inter Collegiate Sports Tournaments, University/ Inter University/State/ National Level Sports Competitions. ▪ Organize Community Health & Fitness Awareness Programmes for the Public	Good - National level competition in at least 1 discipline plus state /district level competitions in at least 3 discipline , Satisfactory – State level Competition in at least 1 discipline plus district level competitions in at least 3 discipline, or district level Competition in at least 5 discipline Not Satisfactory - Neither Good nor Satisfactory
4.	Up gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical education facilities	Good /satisfactory / Not Satisfactory to be assessed by the Promotion committee
5.	(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 competitions	Good - involved in any 2 activities Satisfactory- 1 activity

(ii) Being invited for coaching at state/national level (iii) Organizing at least three workshops in a year (iv) Publication of at least one research paper in UGC approved journal, assistance in college administration and governance related work done during admission, examinations and extracurricular college activities ▪ Membership or posts in University/State/ National/ International level sports organizations/ bodies ▪ Participation in KPSC Physical Efficiency Tests as a Board Member ▪ Participation in KPSC Interviews as a Board Member ▪ Being invited as an Official at District / State / National level/International Level ▪ Organizing seminars/conferences/workshops ▪ Invited talk in seminars/conferences/workshops ▪ Chairing sessions in seminars / conferences / workshops ▪ Paper/Poster presentation in seminars/ conferences / workshops ▪ Organize at least three Sports Tournaments / Coaching Camps/ Fitness Programmes ▪ Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc ▪ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges ▪ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB. ▪ College Council Member (Elected member only); Class Tutor ▪ Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc) ▪ Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website;	Not Satisfactory – not involved / undertaken any of the activities
---	---

	Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc. ▪ Staff in Charge of Department Alumni Association ▪ Faculty holding positions of Staff Club; College Cooperative Society ▪ Faculty involved in programmes initiated by DCE (e-governance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level ▪ Faculty involved in College Union Election Returning Officer/ARO ▪ Valuation of University answer scripts as per allotment–Chairman/Chief/Addl. Examiner ▪ University Exam Invigilation as per allotment ▪ Evaluation of Dissertation (Project Viva) – External Examiner/Chairman ▪ University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill University Examination Squad duties – External ▪ Internal Exam – Question paper setting, Valuation of Answer scripts ▪ University/Autonomous College Question Paper setting	
--	--	--

Overall Grading:

Good: Good in Item 1 and satisfactory or good in any other two items

Or

Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items.

Or

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 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.

Form : D (Lib / CAS / 2018/ L 10-11, 11- 12, 12-13A & 13A to 14)

Government of Karnataka
DEPARTMENT OF COLLEGIATE EDUCATION

Application form for promotion under Career Advancement Scheme (CAS) for College Librarians in
all Government First Grade Colleges (As per UGC Regulations 2018)

For Promotion:

- I. College Librarian (Academic Level 10) to College Librarian (Senior Scale / Academic Level 11)
- II. College Librarian (Senior scale /Academic Level 11) to College Librarian (Selection grade / Academic Level 12)
- III. College Librarian (Selection grade / Academic Level 12) to College Librarian (Academic Level 13A)
- IV. College Librarian (Academic Level 13A) to College Librarian (Academic Level 14)

Application for promotion from Level _____ to Level _____

Name : _____

Designation : _____

College : _____

Department / Subject : _____

Notification Reference No. _____ **Date:** _____

Period of Assessment for promotion : From _____ **to** _____

Paste Self- attested Recent Passport Size Photograph

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Current Designation	:	
3.	Date of Birth and Age	:	
4.	Gender	:	
5.	Nationality	:	
6.	Indicate Whether Belongs to (SC/ST/OBC/General/Minority/Differently Abled)	:	
7.	Current Pay Scale & Grade Pay	:	
8.	Date of Appointment	:	
9.	Date of Declaration of Probation	:	
10.	Position, Stage and Grade Pay applied for	:	
11.	Date of Last Promotion, if any	:	
12.	Date of Eligibility for Promotion	:	
13.	Address for correspondence (with Pin Code)	:	
14.	Permanent Address (with Pin Code)	:	
15.	Mobile Telephone Number	:	
16.	Landline Telephone Number (with code)	:	
17.	E-Mail ID	:	
18.	Non-Qualifying Period of Service, unauthorized absence / LWA / Department enquiry / Disciplinary action, etc., if any	:	

19. Academic Qualifications (Graduation onwards):

Qualifications	Name of the Board / University	Year of Passing	% Marks Obtained / CGPA Grade	Division / Class / Grade	subject
Graduate Degree (UG)					
Post Graduate Degree (PG)					
Integrated IMA/IMSc/ IMS (UG-PG)					
Others (specify if any)					

20. Eligibility Qualifications :**(a) Research Degree(s) :**

Degree	Discipline / Subject (As per UGC – Regulations)	Title of the Thesis / Dissertation	Date of Award with Reg. No.	University
M. Phil.				
Ph.D./D.Phil.				
D.Sc. / D.Litt				
Other qualifications (if any)				

(a) Minimum Eligibility:

	Discipline / Subject (As per UGC – Regulations)	Date of Qualification	Name of Agency
NET			
SLET / SET			

21. Previous Experience : (GFGCs)

Name of the College	Date of		Salary with grade pay / level	Reasons for Leaving
	Joining	Leaving		

22. Fields of Specialization in the Subject/Discipline

a)

**23. Details of Orientation / Refresher / Research Methodology / Training Program/Summer and winter School / Workshops/ QIP/ FIP /FDP etc Course attended: (Attach certificates)
(organized by Human Resource Development Center / UGC Academic staff college)**

Sr. No	Name of the course	Place	Duration		No. of Days	Name of the Institution where program is conducted
			From	to		
01						
02						
03						

24. Whether service relaxation is eligible for possessing Ph.D / M.Phil : Yes / No

PART-B

Brief Note: Based on the librarians self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by librarians from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total scores required.

Part – B: Assessment Criteria and Methodology

(As per UGC Regulations 2018, Appendix II, Table 4: Assessment Criteria and Methodology for Librarian cadres)

A: ACTIVITIES*

Activity 1 : 1. Regularity of attending library

Year	Total number of days he/she is expected to attend	Total number of days he/she has attend	Regularity of attending library = (Total number of days he/she has attend / Total number of days he/she is expected to attend) X 100%	Claimed by the Candidate	Grading by the Committee
Year – 1					
Year – 2					
Year – 3					
Year – 4					
Year – 5					
Year – 6					

(Add / Delete rows as required)

Activity 2 : Conduct of seminars/ workshops related to library activities or on specific books or genre of books

Year	Details of Activities	Number of Activities during Assessment period	Claimed by the Candidate	Grading by the Committee
Year – 1				
Year – 2				
Year – 3				
Year – 4				
Year – 5				
Year – 6				

(Add / Delete rows as required)

Activity 3 : If library has a computerized database then or if library does not have computerized data base

Year	Details of Activities	Number of Activities during Assessment period	Claimed by the Candidate	Grading by the Committee
Year – 1				
Year – 2				
Year – 3				
Year – 4				
Year – 5				
Year – 6				

(Add / Delete rows as required)

Activity 4 : Checking inventory and extent of missing books

Year	Details of Activities	Number of Activities during Assessment period	Claimed by the Candidate	Grading by the Committee
Year – 1				
Year – 2				
Year – 3				
Year – 4				
Year – 5				
Year – 6				

(Add / Delete rows as required)

Activity 5 :

Year	Details of Activities	Number of Activities during Assessment period	Claimed by the Candidate	Grading by the Committee
Year – 1				
Year – 2				
Year – 3				
Year – 4				
Year – 5				
Year – 6				

(Add / Delete rows as required)

I hereby declare that the information / documents provided by me are correct to the best of my knowledge and belief and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place :

Signature :

Date :

Name and Designation:

Summary of Grading

Categories	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Activity 1:						
Activity 2:						
Activity 3:						
Activity 4:						
Activity 5:						
Overall Grading						

Verified by Screening cum Evaluation Committee

	Name	Signature
College Principal		
Head of the Department		
Subject expert – 1		
Subject expert – 2		

Place :

Date :

Overall Grading:

Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.

Or

Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.

Or

Not Satisfactory: If neither good nor satisfactory in overall grading.

Note:

- i) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- ii) 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.
- iii) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Detailing of activities

Sl. No.	Activity	Grading Criteria
1.	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: ❖ <u>Library Resource and Organization and maintenance of books, journals and reports.</u> <i>Books collected / acquired (collection Building)</i> • Books (Text Books, Reference Books, Books on General Reading etc.) purchased • Journals Subscribed • E-journals, E-books, CD-ROMs • Reports collected • Back volumes collected / Bound <i>Maintenance of collection</i> • Technical Processing • Accessioning • Classification. • Cataloguing • Book Binding • Training to library staff to maintain collection <i>Book Purchase Policy</i> • Recommended by Teachers • Recommended by Students/Staff (other than teachers) • Recommended by Check list • Publisher Catalogue • Books Review, exhibition , etc • Arrangement of Collection / Stack Arrangement • Subject-wise / Classified shelving • Alphabetical shelving • Stock verification is completed regularly • Write off/ weeding out of books, reading materials, etc ❖ <u>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</u> • Reference Service • Current Awareness Services • Selective Dissemination of Information Services • Bibliographic/Catalogues/ Index Services • Inter Library loan Services • On-line Public Access catalogue (OPAC) • Home lending Services • Reprographic Services • Internet Information Services • Information Extension Services	90% and above-good Below 90% but 80 % and above- satisfactory Less than 80%- not satisfactory

	• E-Journals /E-Books Services. • Periodical Contents Services • Information Analysis for catalogue / Index • Document Delivery Services • Audio-Visual information Services • Indexing / Abstracting/Bibliographic Services • Display of new arrivals • Literature search • User Orientation services ❖ <u>Assistance towards updating institutional website</u> • Information Provided about Library • Information Provided about Services rendered • Information Provided about Link of e-Resources • Information Provided about new additions • Information Provided about Transactions • Information Provided about Library members • Information provided for University / College publication	
2.	Conduct of seminars/ workshops related to library activities or on specific books or genre of books	Good – 1 National level seminar/ workshop + 1 State/institution level workshop / Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar / workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3.	If library has a computerized database then Or if library does not have computerized data base	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date

		Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Design and offer short-term courses for users. (v) Publications of at least one research paper in UGC approved journals. (vi) Assistance in college administration and governance related work done during admission, examinations and extracurricular college activities ▪ Membership or posts in University/State/ National/ International level sports organizations/ bodies ▪ Participation in KPSC Physical Efficiency Tests as a Board Member ▪ Participation in KPSC Interviews as a Board Member ▪ Being invited as an Official at District / State / National level/International Level ▪ Organizing seminars/conferences/workshops ▪ Invited talk in seminars/conferences/workshops ▪ Chairing sessions in seminars / conferences / workshops ▪ Paper/Poster presentation in seminars/ conferences / workshops ▪ Organize at least three Sports Tournaments / Coaching Camps/ Fitness Programmes	Good - involved in any 2 activities Satisfactory- 1 activity Not Satisfactory – not involved / undertaken any of the activities

	▪ Vice Principal; HOD; Hostel Warden/Resident Tutor; Chairman/Addl. Superintendent in charge of University Exams in Colleges; IQAC Coordinator/ PTA Secretary, College Council Secretary; CDC Convenor/Staff representative; CAMS – Nodal Officer; State Public Information Officer – RTI; Nodal Officers – UGC, AISHE, NPTEL, Scholarships etc ▪ PTA Executive Committee Members; CDC Member; University Exam Committee Members in Colleges ▪ Faculty holding positions of IQAC; NAAC/AICTE Affiliation; RUSA; KIIFB. ▪ College Council Member (Elected member only); Class Tutor ▪ Faculty holding positions of various Committees (Discipline; Admission; Purchase; Planning Board; CLMC; Research; Attendance; Ethics; Jagratha Samithi; Library; Other bodies under UGC plan etc) ▪ Faculty involved in various centres in the college EDUSAT; Language lab; Digital Resources; Data Repository; Website; Centralised Computing Facility (CCF); Fitness Centre; Experimentation Centre; Instrumentation Centre; Start-up units; Technology Business Incubator (TBI); INFLIBNET; Botanical garden etc. ▪ Staff in Charge of Department Alumni Association ▪ Faculty holding positions of Staff Club; College Cooperative Society ▪ Faculty involved in programmes initiated by DCE (egovernance coordinator, ORICE coordinator, NMEICT nodal officer, IT cell nodal officer etc)/Higher education State Level ▪ Faculty involved in College Union Election Returning Officer/ARO ▪ Valuation of University answer scripts as per allotment–Chairman/Chief/Addl. Examiner ▪ University Exam Invigilation as per allotment ▪ Evaluation of Dissertation (Project Viva) – External Examiner/Chairman ▪ University Practical Exam– External Examiner/ Chairman; University Practical Exam – Internal/Skill University Examination Squad duties – External ▪ Internal Exam – Question paper setting,	
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	Valuation of Answer scripts ▪ University/Autonomous College Question Paper setting	
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Overall Grading:

Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.

Or

Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.

Or

Not Satisfactory: If neither good nor satisfactory in overall grading.

Note:

- i) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- ii) 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.
- iii) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Form : E (Faculty / CAS / 2010/ L 10-11, 11- 12, 12-13A & 13A to 14)

Government of Karnataka
DEPARTMENT OF COLLEGIATE EDUCATION

Application form for promotion under Career Advancement Scheme (CAS) for teachers in all Government First Grade Colleges (As per UGC 2010 regulations and subsequent amendments)

For Promotion:

- I. Assistant Professor (Academic Level 10) (Stage 1) to Assistant Professor (Senior Scale/Academic Level 11) (Stage 2)
- II. Assistant Professor (Senior Scale / Academic Level 11) (Stage 2) to Assistant Professor (Selection Grade / Academic Level 12) (Stage 3)
- III. Assistant Professor (Selection Grade / Academic Level 12) (Stage 3) to Associate Professor (Academic Level 13A) (Stage 4)
- IV. Associate professor (Academic level 13A) to Professor (Academic level 14)

Application for promotion from Level _____ to Level _____

Name : _____

Designation : _____

College : _____

Department / Subject : _____

Notification Reference No. _____ **Date:** _____

Period of Assessment for promotion : From _____ **to** _____

Paste Self-
attested Recent
Passport Size
Photograph

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Current Designation	:	
3.	Date of Birth and Age	:	
4.	Gender	:	
5.	Nationality	:	
6.	Indicate Whether Belongs to (SC/ST/OBC/General/Minority/Differently Abled)	:	
7.	Current Pay Scale & Grade Pay	:	
8.	Date of Appointment	:	
9.	Date of Declaration of Probation	:	
10.	Position, Stage and Grade Pay applied for	:	
11.	Date of Last Promotion, if any	:	
12.	Date of Eligibility for Promotion	:	
13.	Address for correspondence (with Pin Code)	:	
14.	Permanent Address (with Pin Code)	:	
15.	Mobile Telephone Number	:	
16.	Landline Telephone Number (with code)	:	
17.	E-Mail ID	:	
18.	Non-Qualifying Period of Service, unauthorized absence / LWA / Department enquiry / Disciplinary action, etc., if any	:	

19. Academic Qualifications (Graduation onwards):

Qualifications	Name of the Board / University	Year of Passing	% Marks Obtained / CGPA Grade	Division / Class / Grade	subject
Graduate Degree (UG)					
Post Graduate Degree (PG)					
Integrated IMA/IMSc/ IMS (UG-PG)					
Others (specify if any)					

20. Eligibility Qualifications :**(a) Research Degree(s) :**

Degree	Discipline / Subject (As per UGC – Regulations)	Title of the Thesis / Dissertation	Date of Award with Reg. No.	University
M. Phil.				
Ph.D./D.Phil.				
D.Sc. / D.Litt				
Other qualifications (if any)				

(a) Minimum Eligibility:

	Discipline / Subject (As per UGC – Regulations)	Date of Qualification	Name of Agency
NET			
SLET / SET			

21. Previous Experience : (GFGCs)

Name of the College	Date of		Salary with grade pay / level	Reasons for Leaving
	Joining	Leaving		

22. Teaching Experience:

PG Classes (in Years)	UG Classes (in Years)	Total (in years)

23. Fields of Specialization in the Subject/Discipline

a)

24. Details of Orientation / Refresher / Research Methodology / Training Program/Summer and winter School / Workshops/ QIP/ FIP /FDP etc Course attended: (Attach certificates) (organized by Human Resource Development Center / UGC Academic staff college)

Sr. No	Name of the course	Place	Duration		No. of Days	Name of the Institution where program is conducted
			From	to		
01						
02						
03						

25. Whether service relaxation is eligible for possessing Ph.D / M.Phil : Yes / No

PART-B

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES*

SR. No.	NATURE OF ACTIVITY	ACA DEMI C YEA R	ACTUAL HOURS SPENT PER YEAR	ACTUAL SCORE: ACTUAL HOURS SPENT PER YEAR ÷ 10	SELF APPR AISAL API SCORE (MAX: 15)	VERIFIED API SCORE BY COMMITT EE
a	Student related co-curricular, extension and field based activities					
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.					
C	Professional Development activities					

* Should be claimed by the applicant with supporting documents.

Summary of Total API Score obtained for Category II (a+b+c)								
Year	API Score						Total (API) (b and c)	
	a	API Score By Committee	b	API Score By Committee	c	API Score By Committee	Claimed	API Score By Committee
Points after IQAC Assessment Based on Documentary Evidence Provided								

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(A) RESEARCH PAPERS PUBLISHED IN:

A.1 Research Publications (Papers / Articles in Refereed Journals as notified by UGC)

SR. NO.	TITLE	NAME OF JOURNAL (SR. NO./ PAGE NO. OF UGC LIST)	YEAR/ ISBN/ VOL/NO/ PAGE NOS	Impact Factor	TYPE OF AUTHORSHIP*	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

A.2 Research Publications (Papers / Articles in Reputed Journals as notified by UGC)

SR. NO.	TITLE	NAME OF JOURNAL (SR. NO./ PAGE NO. OF UGC LIST)	YEAR/ ISBN/ VOL/NO/ PAGE NOS	Impact Factor	TYPE OF AUTHORSHIP*	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

* First & Principal Author/Corresponding Author/ Supervisor/Mentor/Other Author.

Copy of a Page(s) indicating Impact Factor and ISBN/ISSN No. in addition to above should be submitted as Enclosure, to justify the claim.

(B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

B.1 Details of Text / Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

B.2 Details of Texts/References, Books, published National level publishers, with ISBN/ISSN number or State Central Govt. Publications approved by the University and posted on its website.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

B.3 Details of Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN / ISSN	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

B.4 Details of Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sr. No.	Title of the Book	Name of the Editor	Chapter contributed	Author / Co-Author(s)	Name of the Publisher	ISBN / ISSN	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

(C) RESEARCH PROJECTS (RELEVANT DOCUMENTS SUPPORTING CLAIMS SHOULD BE ENCLOSED)

C.1 Sponsored Projects (As Principal Investigator/ Co-Investigator/Project Coordinator)

Sr. No.	Title and Nature of the Project (Major/Minor)	Funding Agency	Names of PI and co-PI	Grant Sanctioned	Duration		Project Status Completed / On-going	SELF APPRAISAL SCORE	SCORE BY COMMITTEE
					From	To			

C.2 Consultancy Projects (As Principal Investigator/Co-Investigator/Project Coordinator)

Sr. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Project Status Completed / On-going	SELF APPRAISAL SCORE	SCORE BY COMMITTEE
				From	To			

C.3 Research Projects Outcome / Outputs

Sr. No.	Details of Project	Patent / Technology transfer / Product / Process	Year	Major Policy document prepared	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

(D) RESEARCH GUIDANCE (RELEVANT DOCUMENTS SUPPORTING CLAIMS SHOULD BE ENCLOSED)

D.1 Details of M. Phil Awarded*

Sr. No.	Name of the Scholar	Title of the Dissertation/Thesis	University	Month and Year	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

*** Submit M.Phil. Notification**

D.2 Details of Ph.D. awarded / Thesis submitted*

Sr. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis submitted	University	Month and Year	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

*** Submit Ph.D Notification/Certificate of Submission**

(E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS

E.1 Details of Fellowships / Awards (claims should be supported by relevant documents)

Sr. No.	Name of the Fellowship / Award	Awarding Institute/ Organization	International / National / State / University level	Date Awarded	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

E.2 Details of Invited lectures / papers presented in conference/seminars/workshops (claims should be supported by relevant documents)

Sr. No.	Title	Name of the Event	Organizer/ Institute	Duration	International / National / State / University level	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

Summary of API Score under Category E

API Score	API Score After Capping	REMARKS BY IQAC
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(F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL DETAILS

(F)	Development of e-learning delivery process/material*	10 per module	SELF APPRAISAL SCORE	SCORE BY COMMITTEE

* Should be claimed by the applicant with supporting documents.

Claim by applicant

Summary of Total API Score obtained for Category III (A+B+C+D+E+F)							
Assessment Period from _____ to _____							
Year	API Score						Total API Score
Entire Assessment Period	A	B	C	D	E	F	
from _____ to _____							
Total API Score							

For Committee Use Only

Summary of Total API Score obtained for Category III (A+B+C+D+E+F)							
Assessment Period from _____ to _____							
Year	API Score						Total API Score
Entire Assessment Period	A	B	C	D	E	F	
from _____ to _____							
Total API Score							

Summary of Total API Score (Category II + Category III)

Category	Criteria	Total-API Score for Assessment Period	Committee
II	Professional Development, Co- Curricular And Extension Activities		
III	Research And Academic Contributions		
II + III	As stated above against II & III		

I hereby declare that the information / documents provided by me are correct to the best of my knowledge and belief and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place :

Signature :

Date :

Name and Designation:

Verified by Screening cum Evaluation Committee

	Name	Signature
College Principal		
Head of the Department		
Subject expert – 1		
Subject expert – 2		

Place :

Date :

Form : F (Phy. Edu / CAS / 2010/ L 10-11, 11- 12, 12-13A & 13A to 14)

Government of Karnataka
DEPARTMENT OF COLLEGIATE EDUCATION

Application form for promotion under Career Advancement Scheme (CAS) for Director of Physical Education and Sports in all Government First Grade Colleges (As per UGC Regulations 2010 & 2016)

For Promotion:

- I. College Director of Physical Education and Sports (Academic Level 10) (Stage 1) to College Director of Physical Education and Sports (Senior Scale / Academic Level 11) (Stage 2)
- II. College Director of Physical Education and Sports (Senior scale /Academic Level 11) (Stage 2) to College Director of Physical Education and Sports (Selection grade / Academic Level 12) (Stage 3)
- III. College Director of Physical Education and Sports (Selection grade / Academic Level 12) (Stage 3) to College Director of Physical Education and Sports (Academic Level 13A) (Stage 4)
- IV. College Director of Physical Education and Sports (Academic Level 13A) (Stage 4) to College Director of Physical Education and Sports (Academic Level 14) (Stage 5)

Application for promotion from Level _____ to Level _____

Name : _____

Designation : _____

College : _____

Department / Subject : _____

Notification Reference No. _____ **Date:** _____

Period of Assessment for promotion : From _____ **to** _____

Paste Self- attested Recent Passport Size Photograph

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Current Designation	:	
3.	Date of Birth and Age	:	
4.	Gender	:	
5.	Nationality	:	
6.	Indicate Whether Belongs to (SC/ST/OBC/General/Minority/Differently Abled)	:	
7.	Current Pay Scale & Grade Pay	:	
8.	Date of Appointment	:	
9.	Date of Declaration of Probation	:	
10.	Position, Stage and Grade Pay applied for	:	
11.	Date of Last Promotion, if any	:	
12.	Date of Eligibility for Promotion	:	
13.	Address for correspondence (with Pin Code)	:	
14.	Permanent Address (with Pin Code)	:	
15.	Mobile Telephone Number	:	
16.	Landline Telephone Number (with code)	:	
17.	E-Mail ID	:	
18.	Non-Qualifying Period of Service, unauthorized absence / LWA / Department enquiry / Disciplinary action, etc., if any	:	

19. Academic Qualifications (Graduation onwards):

Qualifications	Name of the Board / University	Year of Passing	% Marks Obtained / CGPA Grade	Division / Class / Grade	subject
Graduate Degree (UG)					
Post Graduate Degree (PG)					
Integrated IMA/IMSc/ IMS (UG-PG)					
Others (specify if any)					

20. Eligibility Qualifications :**(a) Research Degree(s) :**

Degree	Discipline / Subject (As per UGC – Regulations)	Title of the Thesis / Dissertation	Date of Award with Reg. No.	University
M. Phil.				
Ph.D./D.Phil.				
D.Sc. / D.Litt				
Other qualifications (if any)				

(a) Minimum Eligibility:

	Discipline / Subject (As per UGC – Regulations)	Date of Qualification	Name of Agency
NET			
SLET / SET			

21. Previous Experience : (GFGCs)

Name of the College	Date of		Salary with grade pay / level	Reasons for Leaving
	Joining	Leaving		

22. Fields of Specialization in the Subject/Discipline

a)

**23. Details of Orientation / Refresher / Research Methodology / Training Program/Summer and winter School / Workshops/ QIP/ FIP /FDP etc Course attended: (Attach certificates)
(organized by Human Resource Development Center / UGC Academic staff college)**

Sr. No	Name of the course	Place	Duration		No. of Days	Name of the Institution where program is conducted
			From	to		
01						
02						
03						

24. Whether service relaxation is eligible for possessing Ph.D / M.Phil : Yes / No

PART-B

PART B: API CALCULATION OF CATEGORY II AND III:

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Category	Nature of Activity	Unit of calculation		Self appraisal API Score	Verified API Score by Committee
		Actual Hours spent per academic year	Total Hours Spent		
II (a)	Students related co-curricular, extension and field based activities				
	(1)	(2)	(3)	(4)=(3)/10 (Max 15)	(Max 15)
	Cultural				
	sports				
	Students seminar				
	Quiz/Debate/etc				
	Aviskar participation				
	NSS/NCC etc				
	Carrier counseling				
	Public/popular: Lectures/Talks/Seminars etc				
	Any other intramural and extramural activities				
	Any other activities				
II(b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	Actual Hours spent per academic year	Total Hours Spent	(4)=(3)/10 (Max 15)	(Max 15)
	(1)	(2)	(3)		
	Teacher-in-charge				
	Director/Principal/Vice-Principal				
	Aviskar Coordinator				
	Convener/Chairman/ coordinator of Phy. Edu./ sport program				
	Hostel Warden				
	Admission/Academic/				

	Examination committees/ Local management committee/ library committee/ Standing Committee/ Sexual Harassment & Prevention Committee				
	BOS/ Faculty / Academic Council /Senate				
	Examination Reforms/ Institutional Governance				
II(c)	Professional Development activities	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max 15)	(Max 15)
	Participation in Seminars / Conferences / Short Term Training Courses / camps and events/				
	Talks / Lectures in Refresher / Orientation/ STTP/ Faculty Development course// camps and events/				
	Membership of associations International/ National/State				
	Publications of articles in newspaper/magazine etc not covered in Category III.				
	Dissemination/Radio Talks				

Total API points of Category II	
--	--

According to the applicable Regulations the applicant is eligible/not eligible in category II: -----

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

III A) RESEARCH PAPERS PUBLISHED:

(a) Refereed Journals as notified by UGC#

Sr. No	Title of the paper with page Nos.	Journal name#with ISBN/ISSN No	Whether Journal is notified by UGC? #	Impact Factor, if any	No of First/Principal/ corresponding authors/supervisor/mentors	No of other authors	Self appraisal API Score *	Verified API Score by Committee *
Sub Total IIIA(a)								

(b) Other reputed Journals as notified by UGC #

Sr. No	Title of the paper with page Nos.	Journal name# with ISBN/ISSN No	Whether Journal is notified by UGC? #	No of First / Principal/ corresponding authors/supervisor/mentors	No of other authors	Self appraisal API Score*	Verified API Score by Committee *
Sub Total IIIA(b)							

III B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

(a) Text/Reference, Subject Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total IIIB(a)							

(b) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*

	Sub Total IIIB(b)
--	--------------------------

(c) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total IIIB(c)							

(d) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total III B(d)							

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Clause 6.0.5 (i) :The University shall identify the journals subject-wise through subject expert committees and forward there commendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the “List of Journals” notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the “List of Journals”. This clause 6.0.5 (i) will be strictly followed by the University.

III C) RESEARCH PROJECTS:

(i) Sponsored projects: Major /Minor projects							
Sr. No.	Title of Project	Name of Sponsoring Agency	Period	Grant /Amount mobilized in Lakhs	Major/Minor /Patent/Tec hnology Transfer/pr oduct/proce ss	Self appraisal API Score	Verified API Score by Committee
(ii) Sponsored projects: Major /minor projects							
(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process							
Sub Total III C							

III (D) RESEARCH GUIDANCE:

Sr.No.	Ph.D / M.Phil.	Degree awarded/ Thesis submitted	Guide/ co-guide	Self appraisal API Score	Verified Score API by Committee
Sub Total III D					

III (E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS

International/National/state/University level Awards					
Sr. No.	Name of the award	Body/Organization /Association	Level International /National/State/University	Self-appraisal API Score	Verified API Score by Committee
International /National/state/University level Fellowships					
Sr. No.	Name of the fellowship	Sports body/Organization / Association	Level International /National/state/ University	Self-appraisal API Score	Verified API Score by Committee
Sub Total III E(i)					

(i) Invited Lectures/paper presented in Conferences/Seminars:

Invited lectures/paper presentations						
Sr No	Title of the Invited lecture/paper presentations	Title of Conference/seminar	Organized by	Level International /National/	Self-appraisal API	Verified API Score by

				State/Univer sity	Score	Committee
Sub Total IIIE(ii)						

III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (INCLUDING MOOCS COURSES WITH E-CERTIFICATION)

Sr.No.	e-learning delivery process/material	Title of the process/material	Details of the website	No of modules developed	Self-appraisal API Score	Verified API Score by Committee
Sub Total III F						

Total API points of Category III	
----------------------------------	--

hereby declare that the information / documents provided by me are correct to the best of my knowledge and belief and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2010 and 2016 as amended from time to time.

Place :

Signature :

Date :

Name and Designation:

Table-C

Minimum API requirement for the promotion of College 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/-) to 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/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Summary of Grading

Categories	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Category - II						
Category - III						
Total Score						

Verified by Screening cum Evaluation Committee

	Name	Signature
College Principal		
Head of the Department		
Subject expert - 1		
Subject expert - 2		

Place :

Date :

Form : G (Lib / CAS / 2010 / L 10-11, 11- 12, 12-13A & 13A to 14)

Government of Karnataka
DEPARTMENT OF COLLEGIATE EDUCATION

Application form for promotion under Career Advancement Scheme (CAS) for librarians in
Government First Grade Colleges (As per UGC Regulations 2010 & 2016)

For Promotion:

- I. College Librarian (Academic Level 10) (Stage 1) to College Librarian (Senior Scale / Academic Level 11) (Stage 2)
- II. College Librarian (Senior scale /Academic Level 11) (Stage 2) to College Librarian (Selection grade / Academic Level 12) (Stage 3)
- III. College Librarian (Selection grade / Academic Level 12) (Stage 3) to College Librarian (Academic Level 13A) (Stage 4)
- IV. College Librarian (Academic Level 13A) (Stage 4) to College Librarian (Academic Level 14) (Stage 5)

Application for promotion from Level _____ to Level _____

Name : _____

Designation : _____

College : _____

Department / Subject : _____

Notification Reference No. _____ **Date:** _____

Paste Self-
attested Recent
Passport Size
Photograph

Period of Assessment for promotion : From _____ **to** _____

PART – A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Current Designation	:	
3.	Date of Birth and Age	:	
4.	Gender	:	
5.	Nationality	:	
6.	Indicate Whether Belongs to (SC/ST/OBC/General/Minority/Differently Abled)	:	
7.	Current Pay Scale & Grade Pay	:	
8.	Date of Appointment	:	
9.	Date of Declaration of Probation	:	
10.	Position, Stage and Grade Pay applied for	:	
11.	Date of Last Promotion, if any	:	
12.	Date of Eligibility for Promotion	:	
13.	Address for correspondence (with Pin Code)	:	
14.	Permanent Address (with Pin Code)	:	
15.	Mobile Telephone Number	:	
16.	Landline Telephone Number (with code)	:	
17.	E-Mail ID	:	
18.	Non-Qualifying Period of Service, unauthorized absence / LWA / Department enquiry / Disciplinary action, etc., if any	:	

19. Academic Qualifications (Graduation onwards):

Qualifications	Name of the Board / University	Year of Passing	% Marks Obtained / CGPA Grade	Division / Class / Grade	subject
Graduate Degree (UG)					
Post Graduate Degree (PG)					
Integrated IMA/IMSc/ IMS (UG-PG)					
Others (specify if any)					

20. Eligibility Qualifications :**(a) Research Degree(s) :**

Degree	Discipline / Subject (As per UGC – Regulations)	Title of the Thesis / Dissertation	Date of Award with Reg. No.	University
M. Phil.				
Ph.D./D.Phil.				
D.Sc. / D.Litt				
Other qualifications (if any)				

(a) Minimum Eligibility:

	Discipline / Subject (As per UGC – Regulations)	Date of Qualification	Name of Agency
NET			
SLET / SET			

21. Previous Experience : (GFGCs)

Name of the College	Date of		Salary with grade pay / level	Reasons for Leaving
	Joining	Leaving		

22. Fields of Specialization in the Subject/Discipline

a)

**23. Details of Orientation / Refresher / Research Methodology / Training Program/Summer and winter School / Workshops/ QIP/ FIP /FDP etc Course attended: (Attach certificates)
(organized by Human Resource Development Center / UGC Academic staff college)**

Sr. No	Name of the course	Place	Duration		No. of Days	Name of the Institution where program is conducted
			From	to		
01						
02						
03						

24. Whether service relaxation is eligible for possessing Ph.D / M.Phil : Yes / No

PART-B

.PART B: API CALCULATION OF CATEGORY II AND III:

CATEGORY II: PROFESSIONAL DEVELOPMENT AND EXTENSION ACTIVITIES

(Since all the activities are based on objectively verifiable records, evidences must be provided to the committee)

Cate gory	Nature of Activity	Unit of calculation		Self appraisal API Score	Verified API Score by Committee
II (a)	Students related co-curricular, extension and field based activities	Actual Hours spent per academic year	Total Hours Spent		
	(1)	(2)	(3)	(4)=(3)/ 10 (Max 15)	(Max 15)
	Cultural Exchange				
	Library service Programmes (various level of extramural and intramural)				
	Extension				
	Library-literary work through different channels.				
	Any other activities				
II(b)	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/ 10 (Max 15)	(Max 15)
	Section-in-charge				
	Director/Principal/Vice- Principal				
	Convener/Chairman/ coordinator of library service program				
	Hostel Warden				
	Admission/Academic/ Examination committees/ Local management committee/				

	library committee/Standing Committee/Sexual Harassment & Prevention Committee				
	BOS/ Faculty / Academic Council /Senate				
	Institutional Governance				
II(c)	Professional Development activities	Actual Hours spent per academic year	Total Hours Spent	Self appraisal API Score	Verified API Score by Committee
	(1)	(2)	(3)	(4)=(3)/10 (Max 15)	(Max 15)
	Participation in Seminars / Conferences / Short Term Training Courses / e- library training courses/Workshops and events				
	Talks / Lectures in Refresher / Orientation/ STTP/ Faculty Development course/ e- library training courses/Workshops and events				
	Membership of associations International/ National/State				
	Publications of articles in newspaper/magazine etc not covered in Category III.				
	Dissemination/Radio Talks				

Total API points of Category II	
--	--

According to the applicable Regulations the applicant is eligible/not eligible in category II: -----

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(Since the self-assessment score is based on verifiable records, all necessary evidences must be provided at the time of scrutiny)

III A) RESEARCH PAPERS PUBLISHED:

(a) Refereed Journals as notified by UGC#

Sr. No	Title of the paper with page Nos.	Journal name#with ISBN/ISSN No	Whether Journal is notified by UGC? #	Impact Factor, if any	No of First/Principal/ corresponding authors/supervisor/mentors	No of other authors	Self appraisal API Score *	Verified API Score by Committee *
Sub Total IIIA(a)								

(b) Other reputed Journals as notified by UGC

Sr. No	Title of the paper with page Nos.	Journal name# with ISBN/ISSN No	Whether Journal is notified by UGC? #	No of First / Principal/ corresponding authors/supervisor/mentors	No of other authors	Self appraisal API Score*	Verified API Score by Committee *
Sub Total IIIA(b)							

III B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

(a) Text/Reference, Subject Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total IIIB(a)							

(b) Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total IIIB(b)							

(c) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total IIIB(c)							

(d) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

Sr. No	Title of the Book with ISBN/ISSN No	Name of the Publisher with address	Whether Book approved by the University and intimated in the UGC? #	No of authors	No of co-authors	Self appraisal API Score*	Verified API Score by Committee*
Sub Total III B(d)							

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author / supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Clause 6.0.5 (i) :The University shall identify the journals subject-wise through subject expert committees and forward there commendations to UGC in the format prescribed by UGC for approval of

the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". This clause 6.0.5 (i) will be strictly followed by the University.

III C) RESEARCH PROJECTS:

(i) Sponsored projects: Major /Minor projects							
Sr. No.	Title of Project	Name of Sponsoring Agency	Period	Grant /Amount mobilized in Lakhs	Major/Minor /Patent/Tec hnology Transfer/pro duct/process	Self appraisal API Score	Verified API Score by Committee
(ii) Sponsored projects: Major /minor projects							
(iii) Projects Outcome / Outputs: Patent / Technology transfer / Product / Process							
Sub Total III C							

III (D) RESEARCH GUIDANCE:

Sr.No.	Ph.D / M.Phil.	Degree awarded/ Thesis submitted	Guide/ co-guide	Self appraisal API Score	Verified Score API by Committee
Sub Total III D					

III (E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS

International/National/state/University level Awards					
Sr. No.	Name of the award	Body/Organization /Association	Level International /National/State/University	Self-appraisal API Score	Verified API Score by Committee
International /National/state/University level Fellowships					
Sr. No.	Name of the fellowship	Sports body/Organization / Association	Level International /National/state/ University	Self-appraisal API Score	Verified API Score by Committee

Sub Total III E(i)					

(i) Invited Lectures/paper presented in Conferences/Seminars:

Invited lectures/paper presentations						
Sr No	Title of the Invited lecture/paper presentations	Title of Conference/seminar	Organized by	Level International /National/ State/University	Self-appraisal API Score	Verified API Score by Committee
Sub Total IIIE(ii)						

III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL (INCLUDING MOOCS COURSES WITH E-CERTIFICATION)

Sr.No.	e-learning delivery process/material	Title of the process/material	Details of the website	No of modules developed	Self-appraisal API Score	Verified API Score by Committee
Sub Total III F						

Total API points of Category III	
---	--

hereby declare that the information / documents provided by me are correct to the best of my knowledge and belief and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2010 and 2016 as amended from time to time.

Place :

Signature :

Date :

Name and Designation:

Table-B

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

S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage2/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/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Summary of Grading

Categories	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Category - II						
Category - III						
Total Score						

Verified by Screening cum Evaluation Committee

	Name	Signature
College Principal		
Head of the Department		
Subject expert – 1		
Subject expert – 2		

Place :

Date