

Annexure - I

Career Advancement Scheme (CAS) Guidelines as per AICTE Regulations 2019, dated 01.03.2019 for Engineering & Technology, Pharmacy, Management & MCA.

Minimum Qualification and norms for Promotions for Stage II to Stage –IV

(I) Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-)

a.	Qualifications prescribed for the post of Assistant Professor			
b.	<p>Should have completed minimum training requirements as detailed below:</p> <p>i) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.</p> <p style="text-align: center;">OR</p> <p>ii) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE</p> <p style="text-align: center;">OR</p> <p>iii) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.</p> <p style="text-align: center;">AND</p> <p>iv) Completed minimum two weeks of relevant Industrial Training / Professional Training.</p>			
c.	Should have satisfied any one of the below mentioned set of requirements			
	Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor	
			Experience (Years)	Avg. 360⁰ feedback score (out of 10)
	1	-	4	8 to 10
	2	-	5	8 to 10
	3	-	5	5 to < 8

(ii) Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)

a.	Qualifications as prescribed for the post of Assistant Professor (Senior Scale)
b.	<p>Should have completed minimum training requirements at the level of Assistant Professor (Level – 11) as detailed below:</p> <p>i. Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT /</p>

	University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio. OR ii. One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE OR iii. Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. AND iv. Completed minimum two weeks of relevant Industrial Training / Professional Training			
c.	Should have satisfied any one of the below mentioned set of requirements			
	Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor	
			Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals
	1	-	4	1
	2	-	4	2
				Avg. 360 ⁰ feedback score (out of 10)
				8 to 10
				5 to < 8

(iii) Eligibility criteria for Associate Professor under CAS (Level – 13A1, Entry Pay 131400/-).

a.	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch
b.	Should have completed minimum training requirements at the level of Associate Professor (Level 13 A) as detailed below: i. Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio. OR ii. One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE OR iii. Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. AND iv. Completed minimum two weeks of relevant Industrial Training / Professional Training.

c.	Should have satisfied any one of the below mentioned set of requirements				
	Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
			Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360 ⁰ feedback score (out of 10)
	1	--	3	2	5 to < 8
	2	--	3	1	8 to 10

(iv) Eligibility criteria for Professor under CAS (Level – 14, Entry Pay 144200/-)

a.	Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch					
b.	Should have satisfied any one of the below mentioned set of requirements					
	Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
				Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360 ⁰ feedback score (out of 10)
	1	1	15	3	6	8 to 10
	2	2	15	3	6	5 to < 8
	3	-	16	3	4	8 to 10

Note: 360° Feedback for (i) to (iv)

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

(v) Qualifications for Promotion to Senior Professor (Level –15, Entry Pay 182200/-)

a.	Ph. D. degree in the relevant field
b.	Minimum ten years of experience in the cadre of Professor
c.	At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor. OR At least 8 research publications in SCI journals / UGC / AICTE approved list of journals,

	<p>should have provided academic leadership as institution head at least for 3 years at the level of Professor.</p> <p style="text-align: center;">OR</p> <p>At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.</p>
d.	<p>At least one patent awarded</p> <p style="text-align: center;">OR</p> <p>Development of one MOOC course applicable at national platform</p>

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

Appendix – I

Constitution of Screening cum Evaluation / Selection Committee

- I. The “Screening-cum-Evaluation Committee” for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of (*As per UGC Regulations*):**

A. For University teachers:

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Director, Academic & Planning;
- iii) Chairman, BOS of the concerned subject or HOD of the Autonomous Unit.
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:

I. For University Faculty Members:

- (a) The Selection Committee for the post of Professor Associate Professor in the University shall have the following composition:
 - (i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.
 - (iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the University.
 - (iv) Director, Academic & Planning.
 - (v) Chairman, BOS of the concerned subject or HOD of the Autonomous Unit.
 - (vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum

II. Senior Professor

- (a) The Selection Committee for the post of Senior Professor shall consist of the following persons:
- (i) Vice Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - (iv) Dean/**Director Academic & Planning** (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - (v) **BoS** Chairperson/Head of the **Autonomous Unit**. (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School, in case Head/ Chairperson does not fulfil the above requirement, if any.
 - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

Appendix – II

CALCULATION OF 360⁰ FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

a. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

Calculation of Credit Points

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

S. No.	Semester (I/II-Acad. Year)	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1		CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		Total	164	157	23.93	

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	

2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		Total	21		

Calculation of Credit Points
(Sample Calculations Page-2)

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit	Criteria	Enclosure
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		