GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited
NOTIFICATION

Keeping in view the guidelines issued by the Higher Education Department, Haryana, Panchkula vide its memo No. No.7/79-2017 C-IV(3) dated 11.11.2022, the Vice Chancellor, exercising his powers under Section 11(5) of the University Act in anticipation of approval of the Executive Council, is pleased to order that the teachers may submit their requests for promotion under Career Advancement Scheme as per guidelines issued by the Technical Education Department, Haryana, Panchkula vide its memo No.U/9/441-43 Univ. dated 17.04.2015. The teachers/ other academic staff, who become eligible for promotion under Career Advancement Scheme(CAS) upto 10.11.2022, may apply accordingly. The application form and guidelines shall be made available on the University website on 05.12.2022. Those, who have already submitted their requests, may update their applications keeping in view the guidelines dated 17.04.2015. The applications, complete in all respects, should reach in the office of Deputy Registrar(Faculty) by 12.12.2022.

REGISTRAR

Endst.No.F-III/F.No.47/4433-4452   Dated: 02.12.2022

Copy of the above is forwarded to the following for information and necessary action:-

1. The Directors, Haryana School of Business, Human Resource Development Centre, Distance Education/ Librarian, University Library and all the Chairpersons, University Teaching Departments, GJUS&T, Hisar with the request to circulate the notification among all the teachers/ academic staff for their information/ compliance.
2. The Co-Ordinator, IQAC, GJUS&T, Hisar.
3. The Assistant Registrar(Accounts), GJUS&T, Hisar.
4. The Joint Director(Audit), GJUS&T, Hisar.
5. The Assistant Registrar(Estt.), GJUS&T, Hisar.
6. The Assistant Registrar(Academic), GJUS&T, Hisar.
7. Internal Sets (F-I and F-II).

Deputy Registrar(Faculty)

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

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Application Form for Promotion of Teachers and Other Academic Staff under Career Advancement Scheme (CAS)

Important Note: The candidate, applying for promotion under CAS, is required to fill in this form and attach ten copies along with other required testimonials. The candidate should fill the form in her/his own handwriting.

Part-I: General Information and Academic Performance

1. Full Name (In block letters):_____

2. Post applied for _____ Deptt._____

3. Assessment Period under CAS _____ Due date of Promotion_____

4. (a) Father's/Husband's Name: _____
   (b) Mother's name: _____

5. Address for Correspondence   Permanent Address
   (Give phone/email if available)   (Give phone/email if available)

   Phone _____   Phone_____
   Email : _____   Email : _____

6. (a) Date of Birth :_____   Date-------- Month---------- Year--------------------

   (b) Place of Birth:_____

7. Male or Female   _____

8. Marital Status: Married or Unmarried Single _____

9. Nationality:_____

10. (a) Do you belong to Scheduled Caste/Scheduled Tribe?(Yes/No)   _____
    (b) Do you belong to Backward Class? (Yes/No)   _____

11. Educational Qualifications (Strike off which is not applicable):

Exam Passed	University/ Board	Year of Passing	Percentage of Marks/Grade	Division	Main Courses Studied	Award/Medal/ Merit, if any
Matric						
Hr.Sec./Pre.Univ / 10+2/ Inter/Equivalent						
BTech/BBA/BSc/B.Com/B Pharma/BPT/Any Other Bachelor's Degree						
MTech/MBA/MCom/MA/ MSc/MPharma/MPT/MCA /Any Other Master'sDegree						
NET						
M.Phil						
Ph.D	Subject... Topic of Thesis....................................... .... Name of Guide....................................... Year of Award of Degree............................. Name of the University/Institute that has awarded the Ph.D. Degree..............................					
Any other Exam.						
Field(s) of Specialization						

12. Teaching/Professional/Research positions held
(Give particulars in descending chronological order starting with the present post).

Employer	Post held	Pay Scale	Basic Pay	Period of employment From to	Nature of duties/ work

13.   (a) Has there been any break in your service career?_____

   If so, give details thereof with reasons _____

   (b)   Have you ever been punished during your service

   or convicted by a Court of Law? If so, give details._____

   (c)   Were you at any time declared medically unfit or

   Asked to submit your resignation or discharged or

   Dismissed? If yes, give details in a separate sheet._____

14. (a) Total teaching experience(full-time) in College/University

   ....

   (b) Total Research experience....... ....

15.   Guidance/Supervision of Ph.D. Thesis
   (a)   Number of Candidates registered for Research Supervision at present.........................
   (b)   Number of Candidates who have successfully Completed/Submitted Ph.D. During Present
         Assessment Period under CAS..

   16.Language(s) known   Read   Write   Speak
   ....
   ....

17. Present Pay...............In the Pay Scale of ....Total Emoluments.................. ...

18. List of Major Publications during present assessment period: Please attach the list of required number
    of publications* (three papers for Associate Professor and five for Professor) with ten copies thereof:

Publications		Published	In Press, if any	Accepted for Publication	Communicated for Publication
Books					
a)	Independently				
b)	Jointly				
Research Papers					
a)	Independently				
b)	Jointly				
Patents					
a)	Independently				
b)	Jointly				
Any Other Publication					
a)	Independently				
b)	Jointly				

*Paper accepted for publication will carry weight equivalent to published paper

19. API-Score based on PABS* (Year-wise for the whole assessment period under CAS, viz, 4 year for AGP of Rs 7000; 5year for AGP of Rs 8000; 3 year for AGP of Rs 9000; 6 year for AGP of Rs 10000; 10 year for AGP of Rs 12000 respectively)

Category → Year	Session	API-Score of Category-I	API-Score of Category-II	API-Score of Category-III
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total				

*Please refer to Part-II of this proforma for calculating the detailed API-Score of Category I, II, and III.

20. Teacher whose promotion under CAS has become due before March 2, 2012, she/he should mention her/his best one year with total API-Score for Category-III here...

List of Enclosures:

1..
2..
3..
4..
5..
6..
7..
8..
9..
10..
11..
12..
13..
14..
15..

I certify that the foregoing information given by me is correct, complete to the best of my knowledge and belief and no material information has been concealed. I am not aware of any circumstances which may impair my fitness for employment.

Date.....................   **Signature of the Candidate**

Forwarded by Chairperson/Dean (in case of HSB)

faculty - 1185 / 6/5/15

Resc Dos

5/5/15

From

Director General,
Technical Education Department
Haryana (Panchkula).

To

Registrar,
1. Deenbandhu Chhotu Ram University of Science & Technology, Murthal (Sonepat),
2. Guru Jambheshwar University of Science & Technology, Hisar,
3. YMCA University of Science & Technology, Faridabad.

Memo No. ୦ | ୨ | 441-43 Univ.
Dated: 17 | 4 | 15

Subject: **Regarding adoption of various recommendations of the UGC & MHRD with regard to minimum qualification for appointment of teachers and other academic staff in the Technical Universities and measures for the maintenance of the standard of Technical Education.**

Kindly refer to the subject mentioned above. In this regard the matter mentioned above was considered and I have been directed to convey accordingly that all the technical universities of the state should implement amended appendix-III Table-I issued vide UGC regulation Dated 13-06-2013 under which scoring pattern for parameters listed in Table has been modified to ensure inclusive participation by faculty members under different categories. The compliance of same may be intimated to this office.

This is for your information and necessary action.

Joint Director (Univ.)
For Director-General Technical Education
Haryana (Panchkula)

DA as Above

AMENDED APPENDIX – III TABLE – I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.

Category I: Teaching, LEARNING AND EVALUATION Related ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.
Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75

Note: a: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

Note 2 :

The model table proposes API scores and the mode for awarding these scores for various parameters of Category I of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.

2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if his/her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, s/he would claim additional 2 x 16 hours in row 1A (ii). If s/he has actually taught for 275 hours in that semester, s/he would claim 275 hours in row 1A (iii). So, in all, she would get credit for 320+32+275 = 627 hours for that semester. S/he would do similar calculation for the second semester and the total would be entered in each row.

3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But s/he will be awarded the maximum of 20 points in that category.

4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.

5. Under 4c, the teacher is only required to give a proof that s/he administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of his/her teaching. S/he would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

Category	Nature of activity	Notes	Unit of assessment	Score
Category I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES			
1A (i)	Classroom teaching (including lectures, seminar)	As per allocation	Hours per academic year	
1A (ii)	Classroom teaching (including lectures, seminar) in excess of UGC	As per	Hours per	

1A (iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register	Hours per academic year	
1B	Tutorials and Practicals	Actuals as per attendance register	Hours per academic year	
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A	Hours per academic year	
	Sub-total 1	**Score = hours/10 (max score 100)**		
2	Research Supervision (including Masters thesis)	Max 1 hour per student per working week	Hours per academic year	
	Sub-total 2	**Score = hours/10 (Max score = 30)**		
3A	Question paper setting, moderation and related work	Actual hours	Hours per academic year	
3B	Invigilation/supervision and related examination duties	Actual hours	Hours per academic year	
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re evaluation	Max 20 minutes per full script	Hours per academic year	
	Sub-total 3	**Score = hours/10 (Max score = 20)**		

4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/multi-lingual teaching	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	
4B	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	
4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performa and summary feedback to be attached	2 points per course (max 10 points)	

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70) from category II.

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AMENDED Category II: Co-curricular, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	15

Note :

The model table proposes API scores and the mode for awarding these scores for various parameters of Category II of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.

2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if his/her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, s/he would claim additional 2 x 16 hours in row 1A (ii). If s/he has actually taught for 275 hours in that semester, s/he would claim 275 hours in row 1A (iii). So, in all, s/he would get credit for 320+32+275 = 627 hours for that semester. S/he would do similar calculation for the second semester and the total would be entered in each row.

3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But s/he will be awarded the maximum of 20 points in that category.

4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.

5. Under 4c, the teacher is only required to give a proof that s/he administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. S/he would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

Category	Nature of activity	Notes	Unit of assessment	Score
Category II	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES			
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	
5B	Other co-curricular activities (Cultural,	Evidence to be provided.	Outstanding = 10 Very good = 7	

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	Sports, NSS, NCC etc)	Scores to be finalized by the screening committee	Good = 5 Average = 3 Modest = 1	
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under III)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	
	Sub-total 5			
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convenor, Teacher-in-charge or similar duties that require regular office hours for its discharge)	Actual hours spent	Hours per academic year	
6B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours spent	Hours per academic year	
	Sub-total 6	Score = hours/10 (Max score = 30)		
7	Overall contribution to the collective/corporate life of the institution (including 5, 6 and any other contribution)	Evidence to be provided. Scores to be finalized by the screening committee	Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	
	GRAND TOTAL (1 TO 7)	(OUT OF 250)		

Minimum score required for promotion: 150 out of a total of 250 from category I and II, at least 100 (from Maximum of 180) from category I and 20 (from maximum of 70)

AMENDED CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S No.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
III A	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter

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				5 / Chapter	III(E)
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and withnumbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories		III(F) (i)
III (C)	RESEARCH PROJECTS				
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project	
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project	
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively	
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project	
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level,	
III (D)	RESEARCH GUIDANCE				
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate	
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each candidate	
		Thesis submitted	Thesis submitted	7 /each candidate	

III(I)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each
		(b) One week duration	(b) One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10 each
		b) National	b) National	7.5 / each
		c) Regional/State level	c) Regional/State level	5 / each
		d) Local – University/College level	d) Local – University/College level	3 / each
III(E) (iv)	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 /each
		(b) National level	(b) National level	5

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – 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 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes.

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned

teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

3. The parameters listed in table of category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-

- III (A) : Research papers (Journals, etc)   30%
- III (B) : Research publications (Books, etc)   25%
- III (C): Research Projects   20%
- III (D): Research Guidance   10%
- III (E): Training Courses and Conf/Seminar, etc   15%

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MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I. Teaching-learning, Evaluation Related Activities (category I)	75/Year	75/year	75/year	75/year	75/year
II. Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
III. Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year	100/Year	100/Year
IV. Research and Academic Contribution (Category III)	1J/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V. Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% – Contribution to Research. 50% – Assessment of domain knowledge and teaching practices. 20 % – Interview performance	50% – Contribution to Research. 30 % – Assessment of domain knowledge and teaching practices. 20 % – Interview performance	50% – research. 50 % – Performance evaluation and other credential by referral procedure

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

Explanatory note for Tables II (a) and II (b)

1. All universities / colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the universities / colleges for follow up by the universities / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.

2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these regulations from 31-12-2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.

3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities / colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.

4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings

5. For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor, the publication requirement shall be met over the two previous stages.

6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.

7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.

8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
   (b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application
   (c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.