

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff.

CAS FORM

Dept of Higher Education, U.P.
CAREER ADVANCEMENT SCHEME (CAS)
PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.

(As per revised guideline of UGC notified in Gazette of India, Part III, Section-4, No-271 dated 18 July 2018 and U.P. Govt. Order No. 600/Satter-I-2019-16(114) 2019 dated 28-06-2019)
Application for Assistant Professor Stage-II (Academic Level 10 to 11) / Assistant Professor Stage-III (Academic Level 11 to 12) / Associate Professor Stage-IV (Academic Level 12 to 13A)

PART-I : PERSONAL DATA
(To be filled up by the Assistant Professor/Associate Professor)

Application for the promotion of (please ✓)		<input type="checkbox"/> Assistant Professor Stage-II (AL-10 to 11)
		<input type="checkbox"/> Assistant Professor Stage-III (AL-11 to 12)
		<input type="checkbox"/> Associate Professor Stage-IV (AL-12 to 13A)
01 Name (in BLOCK Letters)		
02 Father's/Mother's Name/ Husband Name		
03 Department		
04 Mobile number		
05 Email ID		
06 College Name & Address		
07 Website		
08 College NAAC Grade and date of validity		
09 Current Designation and Academic Level and pay	Pay.....	Academic Level.....
10 Date of first Joining as regular (in Govt. College of U.P.)		
11 Which position and Academic Level (11, 12, 13A) are you an applicant under CAS?		
12 Date of eligibility for promotion		
13 Order number and date of last promotion (if applicable)		
14 Assessment period	From.....to.....	
15 Date of required RCOC/ short term course as per UGC regulation 2018, Part-II of this form		
16 Date of award of (One is Considered as displayed on degree or Approved by EC of University. Proof to be attached) Ph.D. is an essential qualification for promotion in Academic Level 13A (Page 81 of UGC regulation 2018)	Professional degree.....	M.Phil.....
		Ph.D.....

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17 Date and Place of Birth	: Place of Birth.....					
18 Sex	: Male <input type="checkbox"/> Female <input type="checkbox"/>					
19 Nationality	:					
20 Indicate whether belongs to SC/ST/OBC category	:					
21 Address Postal	: Distt.....State.....Pin Code.....					
22 Address Permanent	: Distt.....State.....Pin Code.....					
23 Academic Qualifications- (High School till Post Graduation)						
	Examinations	Name of the Board / University	Year of Passing	Division/ Class/ Grade	Subject/s	Rank and Remark if any
24	Matriculation/ High School					
	Intermediate (10 + 2)					
	B.A. / B.Sc. / B.Com. / & equivalent					
	M.A. / M.Sc. / M.Com. / & equivalent					
	Other, if any					
25 Research Degree(s) :						
	Degrees	Title	Date of Award	University		
	M.Phil.					
	Ph.D. / D.Phil.					
	D.Sc. / D.Litt.					
	Others (Please Specify)					
26 Particulars of NET/JRF/SLET/GATE etc						
	Name of the Test	Name of the test conducting body	Month and Year	Roll No.	Subject	Score, where applicable

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27 Service Record:

Sr. No.	Post/ Designation	Name of Employer	Date of Joining	Date of Leaving	Pay Scale/ Pay Band & AGP	Reason of leaving	Major achievement

28 Period of teaching experience

a) P.G. Classes (in years) :

b) U.G. Classes (in years) :

29 Research Experience excluding years spent in M.Phil. / Ph.D. (in years) :

30 Fields of Specialisation under the Subject / Discipline (if any) :

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PART-II
CAREER ADVANCEMENT SCHEME (CAS)
PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.)
Assessment Period.....Stage.....

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

Stage-I Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

Attended one OC of 21 days on teaching methodology
Completed one RC/ Research Methodology Course
or Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration;
or Completed one MOOCs course (with e-certification) or development of e-content in four-quadrants / MOOCs course during the assessment period.

CAS Promotion Criteria He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least 3/4.5 of the last 4/5.6 years of the assessment period as the case may be, as specified in Appendix II, Table 1.
The promotion is recommended by a screening-cum-evaluation committee.

Stage-II Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale
Any two of the following in the last five years of Academic Level 11/ Senior Scale:
Completed course/programme from among the categories of Refresher Courses/Research Methodology course/Workshop/Syllabus Up Graduation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ 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 MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in e-quadrant (in least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least 4 of the last 5 years as prescribed in Appendix II, Table 1.
The promotion is recommended by a screening-cum-evaluation committee.

Stage-III Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility completed Three years of service in (Selection Grade/Academic Level 12)
A Ph.D. degree in subject relevant / allied/relevant discipline
Any one of the following:
RC/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration
Or two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration;
or completed one MOOCs course (with e-certification); or contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least 2 of the last 3 years as prescribed in Appendix II, Table 1.
The promotion is recommended by the selection committee in accordance with these Regulations.

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**PART-III
CAREER ADVANCEMENT SCHEME (CAS)**
PROMOTIONS FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.)
Assessment Period.....Stage.....

32. Assessment Criteria and Grading of Activity for College Teachers
(as specified in Clause 6.1 and Appendix II, Table I of UGC Regulation 2018)
(Please see detailed instructions in UGC-Gazette of India, Part III, Section-4, No-271 dated 18-7-2018)

Serial number	Nature of activity	Grading Criteria	Assessment period..... Write "Good", "Satisfactory", or "Not Satisfactory" (as the case may be) in academic year column of concerned category, applicable for you. Assessment must be based on evidence produced by the teacher.											Annexure No	Page No	Activity Grading approved by IQAC		
			Proof required	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year				Academic Year	
1 Teaching <i>Teaching (Number of classes taught/total classes assigned) >100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)</i>			<ul style="list-style-type: none"> 80% & above - Good 70% & above - Satisfactory Less than 70% - Not satisfactory 	Certified copy of Proof of related activity														
2 Involvement in the University/College students related activities/ research activities																		
A Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.			Certified copy of Administrative responsibilities assigned and work done															
B Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.			Certified copy of duties assigned and work done in each year															
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.			Good - Involved in at least 3 activities Satisfactory - 1-2 activities Non-satisfactory - Not involved/ undertaken any of the activities	Certified copy of list assigned and work done in each year														
D Organizing seminars/ conferences/ workshops, other college/university activities.			Note: Number of activities can be written or across the broad categories of activities	Certified copy of Proof of organizing activity in each year														
E Evidence of actively involved in guiding Ph.D students			Certified copy of activities	Certified copy of Proof of guidance														
F Conducting minor or major research project sponsored by national or international agencies.			Certified copy of project & sponsorship	Certified copy of Proof of project & sponsorship														
G At least one single or joint publication in peer-reviewed or UGC list of Journals.			Proof and reprint of publication as per UGC reg.	Proof and reprint of publication as per UGC reg.														

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Overall Grading in the year	2018		
Overall grading Calculation-			
<ul style="list-style-type: none"> Good: Good in teaching and satisfactory or good in activity at Sl.No.2 Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2 Not Satisfactory: If neither good nor satisfactory in overall grading Overall grading required for Promotion: Good/Satisfactory required during assessment period as prescribed in Part-I. 			
Note:			
<ul style="list-style-type: none"> 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. 			
33 OTHER RELEVANT INFORMATION			
Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.			
34 LIST OF ENCLOSURES: (Please attach the self-attested, copies of certificates, sanction orders, papers etc. wherever necessary)			
Sr. N	Enclosure detail	Annexure No	Page No

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Declaration by the applicant:
I certify that the information provided is correct as per records available with the University/College and/or documents enclosed along with this duly filled CAS proforma.

Signature of faculty:.....
Name:.....
Designation:.....

Report of Principal and Convener/Director of IQAC
All the document submitted by Assistant Professor/Associate Professor are verified and found authentic. The Overall grading is Good or Satisfactory each year during assessment period, as mentioned the above are correct.

Name & Signature of the Principal
Name of the college.....
Place:.....
Date:.....

Name & Signature of the Convener/Director of IQAC:
Name of the college.....
Place:.....
Date:.....

N.B.: The individual proforma for CAS promotion duly filled along with all enclosures, will be duly verified by the IQAC and shall be placed before the Screening cum Evaluation Committee or Selection Committee for Promotion.

34 In case of the Principal/Convener IQAC is not satisfied with the reporting by the teacher in the self-appraisal and thus not willing to certify (as mentioned above), then Principal/Director, H.E/Convener IQAC must record below the reasons in writing for not certifying the reported self-appraisal information as mentioned in PART- II and PART-III (serial no. 31 to serial number 32).

Signature of the Principal
Name of the college.....
Place:.....
Date:.....

Signature of the Convener/Director of IQAC:
Name of the college.....
Place:.....
Date:.....

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CR FORM

राजकीय महाविद्यालय, बिलासपुर (रामपुर)

गोपनीय आस्था प्रपत्र
वर्ष - २० - २०

- शिक्षक का नाम
- उपनाम
- शैक्षिक योग्यता प्रतिभात सहित (स्नातकोत्तर डिग्री/शोध डिग्री एवं अन्य)
- कुछ उदाहरण
- राजकीय सेवा में अविरत नियुक्ति की तिथि
- उपनाम का नाम जहाँ कार्य कर रहे हैं कार्य करने की अवधि
- वर्तमान धारित पद एवं वेतनमान
- नियुक्ति की प्रकृति (परिधीनाकाश/अस्थायी एवं स्थायी)

9. आठवां शत वर्ष में विभिन्न वर्षों एवं वेतनमान में कार्य करने वाले आठवां शत के आठ अशिक्षक अधिकारी का नाम एवं पद

शिक्षक का नाम एवं पद	अवधि		वेतनमान	अधिकारी का नाम व पद जिसके अधीन कार्य किया
	से	तक		
1	2	3	4	5

10. सम्पूर्ण शिक्षण अनुभव

- अ. स्नातक वर्ष ब. स्नातकोत्तर वर्ष
11. आकरिका अवकाश को छोड़कर आठवां शत वर्ष में यदि कोई अवकाश लिया हो तो उसका विवरण : से तक
- विभाग प्रभारी के प्रतिहरतावार दिनांक : अधिकारी के हरतावार दिनांक :
- नोट :

अधिकाारी/शिक्षक का आत्मनूनांकन

1. संरचनात विभाग

कक्षा	वर्ष में आयोजित व्याख्यान		वर्ष में किये गए व्याख्यान		वीर्य अवकाश की अनुपस्थिति अवधि में आयोजित व्याख्यान की पकड़ के लक्षण में आयोजित किये गये प्रयास	आयोजित विभाग का प्रतिभात परीक्षाकाल एवं प्रथम श्रेणी प्राप्त छात्रों की संख्या
	L	T/P	L	T/P		
1	2	3	4	5		
स्नातक (अभ्यन्तर/बाह्य कक्षा)						
स्नातकोत्तर (अभ्यन्तर/बाह्य कक्षा)						

2. (1) व्यवसायिक दक्षता में सुधार : (अभिव्यक्ति/पुनर्चर्चा कार्यक्रम में प्रतिभाता, सेमिनार/संशोधन/कर्यलक्षणाओं में प्रतिभाता अथवा आयोजन एक 0-0-0-0-0-0 में शोध कार्य हेतु चयन, शोध संस्थाओं की सदस्यता आदि)

(2) अकादमिक / उच्च शिक्षण संस्थानों की सदस्यता : (बोर्ड ऑफ स्टडीस, रिसर्च डिग्री कमेटी, उच्च शिक्षा से सम्बन्धित समितियाँ, अकादमिक संस्थाओं की फेलोशिप आदि)

(3) कम्प्यूटर कार्य में प्रवीणता (Proficiency in Computer) एवं आठवां शत वर्ष में कम्प्यूटर में प्राप्त प्रमाणपत्र / डिप्लोमा/पूरा किया गया पाठ्यक्रम

(4) महाविद्यालय में किसी व्यवसायिक पाठ्यक्रम Add of Course/संघटित करने में योगदान

ब. शोध में योगदान

- आपके निर्देशन में शोध हेतु संगीकृत छात्रों की संख्या
- यदि आप स्वयं शोधकर्ता हैं तो संगीकरण का वर्ष एवं शोध का शीर्षक अंकित करें
- आठवां शत वर्ष में शोध उपधि प्राप्त छात्रों की संख्या
- आठवां शत वर्ष में प्रकाशित पुस्तक, शोध पत्र, लेख, सेमिनार में प्रस्तुत शोध पत्र आदि का विवरण
- आठवां शत वर्ष में प्राप्त पुरस्कार, सम्मान, पदक का विवरण
- शोध परियोजनाओं का विवरण

शोध परियोजनाओं का शीर्षक	निधि प्रदान करने वाले अधिकार/पुणेदरी का नाम	शोध की अवधि एवं वर्तमान स्थिति

3. प्रसार कार्य (Extension Work) /साधुसामिक सेवा (Community Service)

अ. साधुसामिक कार्यों में संलग्नता : (राष्ट्रीय पुस्तक, सामाजिक संरक्षण, जनसंचार, वैज्ञानिक बुद्धिमत्ता, राष्ट्रीय सूचना का संयोजन, पर्यावरण, संरक्षण, युवासेवा, हेमि आवाज में राहत कार्य, सामाजिक/सांस्कृतिक सेवा का प्रसार, राष्ट्रीय मिशन (Pulse Polio/National Literacy Mission etc.) NGO में संलग्नता एवं कार्यों की संख्या का प्रतिहरतावार कक्षा)

ब. क्षेत्रीय संरक्षण का विकास एवं सांस्कृतिक कार्यों का संघान (राष्ट्रीय कौशल कोर/राष्ट्रीय सेवायोजना/सेक्टर/एकल में भाग लेने वाले विद्यार्थी संख्या)

द. महाविद्यालय के संशोधित जीवन की रचना में योगदान : (सह-शैक्षिक भविष्यिकी या स्पोर्ट्स, डिपेंडेंस, अंतर-सांस्कृतिक भविष्यिकी, राष्ट्रीय एवं अंतर-राष्ट्रीय विद्यार्थी का आवाज, वीसास लक्षण, छात्र कल्याण, परिंदर अनुसन्धान एवं महाविद्यालय स्तर पर अंतर-विभिन्न समितियों/प्रसार कार्यों (Women cell, Grievance Redressal Cell, Internal Quality Assurance Cell, Proctorial Board, NAAC/UGC Committee, Scholarship, Extension Lecture etc.) में संलग्नता का विवरण

4. अधिकारी द्वारा नियुक्ति की तिथि से विभिन्न राजकीय महाविद्यालय में की गई सेवा का विवरण :

महाविद्यालय	धारित पद	काम से	काम तक	अवधि एवं अनुभव	
				स्नातक	परस्नातक

5. अन्य विभिन्न योगदान (शिक्षण/शोध/प्रसार के क्षेत्र में)

6. आपके बुद्धिमत्ता में आठवां शत वर्ष में महाविद्यालय में अपने कार्योत्तर योगदान का उदाहरण करें

7. उच्च परियोजनाओं का उदाहरण करें जिनके कारण आप अपनी राजकीय सेवा में महाविद्यालय में अपेक्षित योगदान नहीं कर सके हैं

दिनांक : अधिकारी/शिक्षक के हरतावार

प्रतिवेदक अधिकारी की अनुमति

(आधिकारी के निर्देशन एवं कार्य का अनुमानित निम्नलिखित कार्य, विवरण, शोध कार्य में नियमित कक्षा लेख पाठ्यक्रम की पूर्ण कक्षा, असाध्य कक्षा एवं शिक्षण में अनुभव की अनुमति, शोध कार्य में नियमित कक्षा लेख पाठ्यक्रम की पूर्ण कक्षा, कम्प्यूटर दक्षता, असाध्य कक्षा, प्रसार कार्यों में दक्षता एवं संलग्नता का मत, रुचि, कार्य निर्देशन के प्रति आनंद, कम्प्यूटर दक्षता, असाध्य कक्षा, प्रसार कार्यों में दक्षता एवं संलग्नता का मत, स्वयंसेवा से सम्बन्ध सामाजिक कार्यों के निर्देशन में तत्परता एवं विद्यार्थी का सहायता हेतु, एक अनुभव में सरकारी रूप में सुलभता कार्यों में प्रतिदिन व्यय की जाए)

प्रमाणित किया जाता है कि मेरी जानकारी में कोई ऐसा तथ्य नहीं है जिससे

डा०/श्रीमती/कु० की सत्यता पर संदेह व्यक्त किया जा सके। मैं इनकी सत्यता प्रमाणित करता/करती हूँ।

दिनांक :

प्रतिवेदक अधिकारी के हरतावार नाम एवं पदनाम

सगीदक/सहीकर्ता अधिकारी की अनुमति