

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)/2010 dated 28-06-2019)

**Application for Assistant Professor Stage-II (Academic Level 10 to 11) /
Assistant Professor Stage-III (Academic Level 11 to 12) /
Associate Professor Stage-IV (Academic Level 12 to 13A)**

PART-I : PERSONAL DATA

(To be filled up by the Assistant Professor/Associate Professor)

	Application for the promotion of (please ✓)		<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 RC/OC/ short term course as per UGC regulation 2018, Part-II of this form		
16	Date of award of <i>(Date is Considered as displayed on degree or Approved by EC of University. Proof to be attached)</i> Ph.D. is an essential qualification for promotion in Academic Level 13A (Page 81 of UGC regulation 2018)		Professional degree..... M.Phil..... Ph.D.....

- 17 Date and Place of Birth
- 18 Sex
- 19 Nationality
- 20 Indicate whether belongs to SC/ST/OBC category
- 21 Address Postal
- 22 Address Permanent

Place of Birth.....

Male Female

Distt.....State.....Pin Code.....

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
Matriculation/ High School					
Intermediate (10 + 2)					
B.A. / B.Sc. / B.Com. / & equivalent					
M.A. / M.Sc. / M.Com. / & equivalent					
Other, if any					

24

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

27 Service Record:

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

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)	:

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 Eligibility	Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11) 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 LL.M. M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses. Attended one OC of 21 days on teaching methodology Completed one RC / Research Methodology Course or Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration. or Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.	Proof page no
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. <i>The promotion is recommended by a screening-cum-evaluation committee.</i>	Part- III
Stage-II Eligibility	Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale Any two of the following in the last five years of Academic Level-11/Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification), or ontribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment	Proof page no
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 <i>The promotion is recommended by a screening-cum-evaluation committee.</i>	Part- III
Stage-III Eligibility	Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) 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 ecertification), or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment	Proof page no
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 <i>The promotion is recommended by the selection committee in accordance with these Regulations.</i>	Part- III

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							Activity Grading approved by IQAC	Annexure No	Page No	Activity Grading approved by Screening Committee	
			Proof required	Academic year	Academic year	Academic year	Academic year	Academic year	Academic year					
1	Teaching		Write "Good", "Satisfactory", or "Not Satisfactory" (as the case may be) in academic year column of concerned category, applicable for you. Assessment must based on evidence produced by the teacher.											
	<i>Teaching: (Number of classes taught total classes assigned) x100%</i> <i>(Classes taught includes sessions on tutorials, lab and other teaching related activities)</i>	<ul style="list-style-type: none"> • 80% & above - Good • Below 80% but 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	<i>Administrative responsibilities</i> such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.	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	Certified copy of Administrative responsibilities assigned and work done											
B	<i>Examination and evaluation</i> duties assigned by the college / university or attending the examination paper evaluation.		Certified copy of duties assigned and work done in each year											
C	<i>Student related co-curricular, extension and field based activities</i> such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.		Certified copy of duty assigned and work done in each year											
D	<i>Organizing seminars/ conferences/ workshops, other college/university activities.</i>		Certified copy of Proof of organizing activity in each year											
E	Evidence of actively involved in guiding Ph.D students		Certified copy of Proof of guidance											
F	Conducting minor or major research project sponsored by national or international agencies.		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-											

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35 **Declaration by the applicant:**

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

Signature of faculty:.....

Name:.....

Designation:.....

Report of Principal and Convenor/Director of IQAC

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

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

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

N.B.: The individual proforma for CAS promotion 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/Convenor 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./Convenor 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 Convenor/Director of IQAC:
 Name of the college.....
 Place:.....
 Date:.....

ISMAIL NATIONAL MAHILA PG COLLEGE, MEERUT
(Affiliated with C.C.S University, Meerut, formerly Meerut University)
NAAC Accredited 'A' Grade College
Self-Appraisal Form for Non-Teaching Staff (2020-21)

1. General Information :

a.	Name	
b.	Designation	
c.	Department/Section	
d.	Educational Qualification	
e.	Date of Joining in this Institution	
f.	Work Experience	

2. Performance :

S.NO.	STATEMENT	Poor	Satisfactory	Good	Excellent	Outstanding
	• I am helpful to the teachers whenever they approach me for help.					
	• I am patient to the needs of the public (Parents, Business Associates, Vendors, Well-wishers of the institution).					
	• I develop a good rapport with the public especially during admission process.					
	• I respond quickly to the needs of the student, faculty and institution.					
	• I carry out the tasks/ areas of management assigned to me in a responsible manner.					
	• I am able to organize work and carry it out					
	• I voluntarily help my colleagues when they are burdened with work.					
	• I complete the work for the day on time.					
	• If needed I extend my work timings to complete the task assigned.					
	• I positively respond to any instruction, guidance, correction and discipline by my superiors.					
	• I can immediately locate the files (for which I am responsible) when asked for data.					
	• I report on time to work.					

EMPLOYEE'S SIGNATURE

PRINCI

