

Revised ANGRAU Teachers (CAS) Regulations 2019

Eligibility Criteria for Promotion of University Teachers under CAS regulations 2019

Promotions under CAS Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic level 11)

1. Eligibility:

- He/she must have completed 4/5/6 years service in respect of candidates with Ph.D./PG in Professional courses or M.Phil./M.Sc. respectively in the subject/specialization and declaration of probation
- Must have attended
 - (i) One Orientation course of 21 days duration on teaching methodology and
 - (ii) Any one of the following: completed one Refresher/Research Methodology Course/Workshop, Syllabus Up-gradation Workshop, Training Teaching Learning-Evaluation, Technology Programmes/ 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
- Must have published one (1) research paper in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals during Assessment period.

2. Promotion criteria

- He/she should get 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.
- The promotion is recommended by the screening-cum-evaluation committee

3. Assessment of candidates performance:

- Assessment is quantified based on research and academic achievements with minimum required API score (Annexure).

Promotions under CAS from Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

1. Eligibility:

- He / She must have completed five years of service in Academic Level 11
- He / She should possess a Ph.D. Degree in the subject concerned/allied /relevant discipline

- Must have attended any two of the following in the last five years: Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology course/ Workshops/ Syllabus Up-gradation Workshop/Teaching Learning-Evaluation/Technology Programmes/Faculty Development Programme of at least two weeks (10 days) duration (or completed two courses of at least one week (5 days) duration in lieu of every single course/programme of at least two weeks (10 days) duration); or completed one MOOCs course in the relevant subject (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 conducting of a MOOCs course during the period of assessment
- Must have published three (3) research papers in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals during assessment period.

2. Promotion criteria

- He / She should get 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.
- The promotion is recommended by the Screening-Cum-Evaluation committee

3. Assessment of Candidates performance:

Assessment is quantified based on research and academic achievements with minimum required API score (Annexure).

Promotions under CAS from Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13 A)

1. Eligibility:

- He / She must have completed three years of service in Academic Level 12
- He / She should possess a Ph.D. Degree in the subject concerned/allied/relevant discipline
- Must have attended any one of the following in the last three years: Completed one course/programme from amongst the categories of Refresher Courses/Research Methodology Workshop/Syllabus Up-gradation Workshop/Teaching-Learning Evaluation/Technology Programme /Faculty Development Programme of at least two weeks (10 days) duration (or completed two courses of at least one week (5 days) duration in lieu of every single course/programme of at least two weeks (10 days) duration); or completed one MOOCs course in the relevant subject (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 conducting of a MOOCs course during the period of assessment

- Must have published seven (7) research papers in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals out of which three (3) research papers should have been published during assessment period.
- The candidate should satisfy any one of the following criteria:
 - a) Evidence of having guided at least two M. Sc./M. Tech./MBA or one Ph.D. student(s) during the assessment period
 - b) Must have published at least three additional research papers in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals during the assessment period
 - c) Must have successfully completed an externally funded project worth >10 lakhs during the assessment period
 - d) He/she should have a 'good' to 'outstanding' performance score during the assessment period

2. **Promotion criteria**

- He/she should get 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.
- The promotion is recommended by the Selection Committee after interview

3. **Assessment of Candidates performance:**

Assessment is quantified based on research and academic achievements and interview (Annexure).

Promotions under CAS from Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

1. **Eligibility:**

- He / She must have completed three years of service in Academic Level 13 A
- He / She should possess a Ph.D. Degree in the subject concerned/allied/relevant discipline
- Must have published ten (10) research papers in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals out of which three (3) research papers should have been published during assessment period.
- The candidate should satisfy any one of the following criteria:
 - a) Evidence of having guided at least one Ph.D. student during the assessment period
 - b) Must have published at least three additional research papers in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals during the assessment period
 - c) Must have successfully completed an externally funded project worth > 15 lakhs during the assessment period
 - d) He/she should have a 'good' to 'outstanding' performance score during the Assessment period.

2. Promotion criteria

- He/she should get 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.
- The promotion is recommended by the Selection Committee after interview

3. Assessment of Candidates performance:

Assessment is quantified based on research and academic achievements and interview (Annexure).

Promotions under CAS from Professor (Academic Level 14) to Senior Professor (Academic Level 15)

1. Eligibility:

- He/she must have completed ten years of service in Academic Level 14
- Must have published ten (10) research papers in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals during Assessment period.
- The candidate should satisfy any one of the following criteria:
 - a) Evidence of having guided at least two Ph.D. students during the assessment period
 - b) Must have published at least three additional research papers in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals during the assessment period
 - c) Must have successfully completed an externally funded project worth > 20 lakhs during the assessment period
 - d) He/she should have a 'good' to 'outstanding' performance score during the Assessment period

2. Promotion criteria

The promotion shall be based on academic achievements, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having atleast ten years of experience. The selection shall be based on the interaction with a Selection Committee

3. Assessment of Candidates performance:

Assessment is quantified based on academic achievements and favourable review from three eminent subject experts (Annexure)

Eligibility Criteria for Promotion of Library Science under CAS regulations 2019

Promotions under CAS Assistant Librarian (Academic Level 10) to Assistant Librarian (Senior Scale/Academic level 11)

1. Eligibility:

- He/ She must have 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
- He/ She must have attended (i) at least one Orientation course of 21 days duration and (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities of at least 5 days

2. Promotion criteria

- He/ She should get 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.
- The promotion is recommended by the screening-cum-evaluation committee

3. Assessment of Candidates performance:

Assessment is quantified based on research and academic achievements with minimum required API score (Annexure)

Promotions under CAS from Assistant Librarian (Senior Scale/Academic Level 11) to Assistant Librarian (Selection Grade/Academic Level 12)

1. Eligibility:

- He/ She must have completed five years of service in Academic Level 11
- He/ She must have attended any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalisation (ii) Maintenance and related activities of at least two weeks (10 days) duration or two courses of at least one week (5 days) duration each in lieu of every single course/programme of at least two weeks (10 days) duration (iii) Taken/developed one MOOCs course in the relevant subject with e-certification (iv) library up-gradation course

2. Promotion criteria

- He/ She should get 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.
- The promotion is recommended by the Screening-Cum-Evaluation committee

3. Assessment of Candidates performance:

Assessment is quantified based on research and academic achievements with minimum required API score (Annexure)

Promotions under CAS from Assistant Librarian (Selection Grade/Academic Level 12) to Associate Librarian (Academic Level 13 A)

1. Eligibility:

- He/ She must have completed three years of service in Academic Level 12.
- He/ She must have attended any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalisation, (ii) Maintenance and related activities of at least two weeks (10 days) duration or two courses of at least one week (5 days) duration each in lieu of every single course/programme of at least two weeks (10 days) duration (iii) Taken/developed one MOOCs course in the relevant subject with e-certification (iv) library up-gradation course

2. Promotion criteria

- He/ She should get 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.
- The promotion is recommended by the Selection Committee after interview

3. Assessment of Candidates performance:

Assessment is quantified based on research and academic achievements and Interview (Annexure)

**Promotions under CAS from Associate Librarian (Academic Level 13A) to Librarian
(Academic Level 14)**

1. Eligibility:

- He/ She must have completed three years of service in Academic Level 13 A.
- He/ She must have attended any one of the following in the last three years:
 - (i) Training/ Seminar/ Workshop/ Course on automation and digitalisation
 - (ii) Maintenance and related activities of at least two weeks (10 days) duration or two courses of at least one week (5 days) duration each in lieu of every single course/programme of at least two weeks (10 days) duration
 - (iii) Taken/developed one MOOCs course in the relevant subject with e-certification
 - (iv) library up-gradation course.
- Evidence of innovative library services including the integration of ICT in a library.
- He/ She should possess a Ph.D. Degree in Library Science/ Information Science/Documentation/Archives and Manuscript-keeping

2. Promotion criteria

- He/ She should get 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.
- The promotion is recommended by the Selection Committee after interview

3. Assessment of Candidates performance:

Assessment is quantified based on research and academic achievements and interview. (Annexure)

Eligibility Criteria for Promotion of Physical Education under CAS regulations 2019

Promotions under CAS Assistant Professor of Physical Education (Academic Level 10) to Assistant Professor of Physical Education (Senior Scale/Academic level 11)

1. Eligibility:

- He/ She must have completed four years of service having a Ph.D. degree in Physical Education or Physical Education and 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.
- He/ She must have attended (a) one Orientation course of 21 days duration and (b) any one of the following: (i) Refresher/Research Methodology Course/workshop, (ii) Training Teaching-Learning Evaluation Technology Programme / Faculty Development Programme of at least 5 days duration (iii) Taken/developed one MOOCs course (with e-certification)

2. Promotion criteria

- He/ She should get 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.
- The promotion is recommended by the screening-cum-evaluation committee

3. Assessment of Candidates performance:

- Assessment is quantified based on research and academic achievements with minimum required API score (Annexure)

Promotions under CAS from Assistant Professor of Physical Education (Senior Scale /Academic Level 11) to Assistant Professor of Physical Education (Selection Grade /Academic Level 12)

1. Eligibility:

- He/ She must have completed five years of service in Academic Level 11.
- He/ She must have attended any two of the following during the last five years: (i) Refresher course/Research Methodology workshop, (ii) Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least two weeks (10 days) duration or two courses of at least one week (5 days) duration each in lieu of every single course/programme of at least two weeks (10 days) duration (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification)

2. Promotion criteria

- He/ She should get 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.
- The promotion is recommended by the Screening-Cum-Evaluation committee

3. Assessment of Candidates performance:

- Assessment is quantified based on research and academic achievements with minimum required API score (Annexure)

Promotions under CAS from Assistant Professor of Physical Education (Selection Grade / Academic level 12) to Associate Professor of Physical Education (Academic Level 13A)

1. Eligibility:

- He/ She must have completed three years of service in Academic Level 12.
- He/ She must have attended any one of the following during the last three years: (i) Refresher course/Research Methodology workshop, (ii) Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least two weeks (10 days) duration or two courses of at least one week (5 days) duration each in lieu of every single course/programme of at least two weeks (10 days) duration (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification)

2. Promotion criteria

- He/ She should get 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.
- The promotion is recommended by the Selection Committee after interview

3. Assessment of Candidates performance:

Assessment is quantified based on research and academic achievements and interview. (Annexure)

Promotions under CAS from Associate Professor of Physical Education (Academic Level 13A) to Professor of Physical Education (Academic Level 14)

1. Eligibility:

- He/ She must have completed three years of service in Academic Level 13 A.
- He/ She must have attended any one of the following in the last three years: (i) Refresher course/Research Methodology workshop, (ii) Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least two weeks (10 days) duration or two courses of at least one week (5 days) duration each in lieu of every single course/programme of at least two weeks (10 days) duration (iii) Taken/developed one MOOCs course in the relevant subject (with e- certification).
- Evidence of organizing competitions and coaching camps of at least two weeks duration.
- Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-University/combined University etc.
- He/she should possess a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science

2. Promotion criteria

- He/she should get 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.
- The promotion is recommended by the Selection Committee after interview

3. Assessment of Candidates performance:

Assessment is quantified based on research and academic achievements and interview (Annexure).

Eligibility and Notification for calling for application for promotion by selection under CAS

Mode of Application:

- Online submission of application along with relevant documents
- Submission of a hard copy along with relevant documents

Process for completion of CAS Promotions:

- The CAS promotions are a biannual feature and the University shall issue general circular twice a year
- Any misinformation, plagiarism, criminal antecedents any other activity of the candidate deemed to be detrimental to the post applied for shall disqualify him / her without any notice
- Since the promotion under the CAS being a personal promotion to a teacher irrespective of vacancy in the next academic level, the CAS process shall not be kept pending / postponed for reasons such as sufficient applications are not received, the matters of qualifying service or meeting other eligibility conditions of some applications etc.
- The Process of selections under CAS shall be completed within three (3) months from the last date of submission of applications for the post of Assistant Professor (Senior scale) and Assistant Professor (Selection Grade) and six (6) months for the posts of Associate Professor, Professor and Senior Professor (However, not mentioned to cancel or re-advertise after three/ six months in the supplementary guidelines vide G.O.Ms.No.20)
- The University shall not consider the applications of those candidates for promotion under CAS if they do not fulfil the eligibility conditions as on the last date of submission of applications and no conditional orders should be issued
- No recommendations for CAS promotions should be made with a condition attached to the concurrence of future events

Re-assessment:

A candidate who does not succeed in an assessment, he/she shall have to re-assessed only after one year and when he/she succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of latest rejection

Verification of application for promotion by selection under CAS**Establishment of Internal Quality Assessment Cells (IQACs)**

The constitution of IQACs are essential and compulsory at Associate Deans, Associate Director of Research and Administrative office level as per CAS regulations 2019 for scrutiny of applications and forwarding to Departmental committee (DC)

Any claim of past regular teaching experience by an applicant as Assistant Professor/Associate Professor/Professor/ Senior Professor including previous ad-hoc and Temporary or contractual service (by whatever nomenclature it may be called) is valid only if the claimant fulfils all the conditions prescribed under chapter III of G.O. Ms. No. 20 dt: 28.06.2023 of the Higher Education (UE) Department of Government of Andhra Pradesh.

The composition of the Departmental committee (DC), Screening cum Evaluation Committee (SEC) and Selection Committee (SC) are approved through Proc. No. 11734/Ser II/A1/2023 dated 18.01.2024 of the Registrar, ANGRAU and furnished here under

Verification of Applications by Departmental Committee (DC):**Departmental Committee:**

- a. Chairman of Board of Management (Secretary, BoM)
 - b. University Head of the Department
 - c. Concerned HOD
 - d. Two Associate Professors / Professors of the Department
- After verification by DC the applications should be validated by Screening-cum-Evaluation Committee (SEC)

**Validation of Applications for promotion by selection under CAS by Screening cum
Evaluation Committee (SEC)**

Validation of Applications by SEC: Screening cum Evaluation Committee (SEC)

1. Nominee of the Vice-Chancellor as Chairperson
2. Faculty Dean
3. University Head of the concerned subject
4. External subject expert

***Nominee of the Vice-Chancellor**

- Dean of Faculty / Senior Professor / 10 years service as Professor
- *The Chairperson should be common for all subjects. Other three members should be from respective subjects
- The Dean /Director / HoD is eligible for appointment as members of SEC, provided that he/she hold a position equivalent to or higher than the post notified. If the Dean / Director / HoD is not qualified for appointment to SEC, the Vice-Chancellor shall appoint a Substitute of the rank of a Senior Professor / Professor in the allied/relevant subject. The external expert to be nominated by the Vice-Chancellor shall be in the rank of a Professor and above from the University panel of experts.
- The quorum for SEC shall be three including Chairperson and one subject expert.
- The SEC shall validate the lists and the method adopted by the DCs, and correct any discrepancies in the lists of eligible, and ineligible candidates received from the DCs. The reason(s) for correction, if any, shall be recorded by the SEC.
- The SEC for a subject shall verify and evaluate the Grades and academic/ research scores secured by the applicants in the subject concerned through the Assessment Criteria and Methodology Proforma designed by the respective universities based on the criteria and methodology as per ANGRAU Teachers (CAS) Regulations-2019.
- In case, the SEC finds any deficiency in the application/ documentary evidence for the claims made by the applicant, the same may be informed to him/her in writing with an instruction to submit the information / document by a prescribed date, failing which the application shall be disqualified for that year.
- After scrutiny, the lists of (a) eligible candidates, (b) ineligible candidates shall be posted on the university website along with the criteria adopted and validated scores for shortlisting and reasons for disqualification of candidates, if any.
- Any candidate with a grievance on his/her status as (a) ineligible and (b) eligible shall appeal in writing to the Vice-Chancellor of the university within Seven (7) days from the date of display of the lists in the university website.
- The appeal of a candidate shall be adjudicated by the Vice-Chancellor within seven (7) days from the date of receipt, and whose decision is final. The Vice-Chancellor may be assisted by a Committee of experts in this process. No further appeal shall be entertained in the matter by the university.

Promotion by Selection under CAS

Conduct of Interview by selection committee (SC):

The constitution of Selection Committee as follows:

- | | | |
|--|---|----------|
| a) The Vice-Chancellor | - | Chairman |
| b) The Dean of the faculty concerned | - | Member |
| c) The University Head of the Department concerned* | - | Member |
| d) Three experts in the subject concerned 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 | - | Member |

*University Head is mandatory in the committee. However, in the absence of University Head of the department concerned, any other Professor or person of the department nominated by the Vice-chancellor.

- At least four members, including two outside subject experts, shall constitute the quorum
- Subject to fulfillment of the eligibility criteria for promotion, the SEC validated Academic/ Research score of each applicant for the qualifying period as per the assessment criteria and methodology and minimum API score requirement shall be given for information to the Selection Committee.
- Only eligible candidates shall be called for interview. Ordinarily a minimum of 10 days notice should be given to the candidates for the interview.
- The Candidate called for interview should report well in advance on the date of interview for verification of their original certificates and research publications. Any mismatch between the originals and data furnished in the application and/or false claim will disqualify the candidate for interview. No appeal shall be entertained at this stage.
- Audio Video recording of entire Interview process for all the candidates shall be mandatory
- Interview for candidates of Indian origin who are abroad and unable to appear for the interview in person may be conducted at no-risk to the University through video-conferencing. If selected he/she will be issued a 'letter of intimation' of his/her selection and will be directed to meet Registrar in person on or before a stipulated date for verification of claim. If claim found correct, the appointment order shall be issued.

However, any mismatch/distortion of information found will disqualify the candidate and the letter of intimation issued is treated as withdrawn without any notice. No appeal shall be entertained at this stage by the University.

- No recommendations for CAS promotions should be made with a condition attached to the concurrence of future events

Counting of Past Service for Promotion under CAS:

- Only the publications during the relevant qualifying period in the peer-reviewed (NAAS rated) journals / Scopus journals / Web of Science / UGC-CARE listed journals approved as on the last date of application as per the then notification shall be considered for awarding relevant scores to the applicants of Assistant Professor / Associate Professor / Professor / Senior Professor.
- Work experience in Industry / National Laboratories / other Scientific Organizations such as CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT shall be considered only if the applicant has worked in the same / related discipline, and was appointed in an equivalent cadre and pay scale of Assistant Professor / Associate Professor / Professor by a duly constituted selection committee, in addition to the conditions as stipulated by UGC / concerned Regulatory Authority from time to time.
- Any claim of past regular teaching experience by an applicant to the post of Assistant Professor/ Associate Professor / Professor, including previous adhoc or temporary or contractual service (by whatever nomenclature it may be called), is valid provided that the claimant fulfils all the following conditions for the concerned period:
 - Possessed the essential and mandatory qualifications for the post held as stipulated by UGC / concerned Regulatory Authority;
 - Held a Ph.D. Degree, if applicable, awarded in conformity with the relevant UGC Regulations;
 - Appointed in the same cadre/equivalent grade post by a Competent Authority only on the recommendations of a duly constituted Selection Committee as per the regulations issued by the UGC/ concerned Regulatory Authority as amended from time to time;
 - Not appointed as part-time/guest faculty with pay on hourly basis even if paid monthly;
 - Drawn the pay scale/ total gross emoluments not less than that equivalent to the pay scales applicable to a regularly appointed candidate in such post concerned and it shall be verifiable against his/her bank account statement or Income Tax Returns for that period;

- Complied with the required eligibility criteria for promotion to various Academic Levels under CAS as stipulated in G.O. Ms. No. 14, Higher Education (UE) Department, dated: 3.02.2019 and other relevant GOs issued by Government from time to time;
- Besides fulfilling the other eligibility conditions, completing 4 / 5 / 6 years of experience, as the case may be, as Assistant Professor for promotion to Assistant Professor (SS) / Level 11, 5 years of service as Assistant Professor (SS) in the university / college concerned for promotion to Assistant Professor (SG) / Level 12, 3 years of service as Assistant Professor (SG) in the university / college concerned for Associate Professor / Level 13A and 3 years of experience as Associate Professor in the university / college concerned for Professor / Level 14 is compulsory.
- The promotion under CAS is step-wise and should flow in a linear way from academic levels 10- 11- 12- 13A-14-15. The past service should not be counted in a cumulative manner for a promotion under CAS that circumvent the service qualification mentioned above for this sequence.
- Any claim for counting the past service of upto 4/5/6 years, as the case may be, shall be made at the beginning of the career when claiming for the first CAS promotion only. Subsequent claims for counting the past service at later stages of career shall not be entertained.
- Further, such service shall not be considered either to protect previous pay at the time of recruitment/promotion or for pensionable service at the time of superannuation.
- Nevertheless, no distinction shall be made with reference to the nature of management of the institution where the previous regular service was rendered (University / Constituent / Government / Aided / Autonomous / Private) while counting the past service for promotion under CAS.
- Further, in majority of the affiliating universities in the state, there is a practice prevailing in the name of 'Ratification' for selection of teachers for Private Colleges through an advertisement and selection by a duly constituted selection committee as per the University guidelines / Regulations of UGC/concerned Regulatory Authority issued from time to time.
- Henceforth, there shall be no 'Ratification' for selection of teachers for Private Colleges and all the Private Colleges shall appoint regular teachers duly following the Regulations issued by the UGC / concerned Regulatory Authority and Government Orders issued from time to time.
- Any such previously ratified service shall be considered only from the date of such ratification provided that the selection is satisfied with all the conditions prescribed for this purpose as per the Regulations issued by UGC/concerned Regulatory Authority and any GOs issued from time to time. For all the pending CAS promotions, such ratified service shall also be verified as per the guidelines prescribed herein whenever required.

The below checklist may be used while calculating the valid past service of a candidate:

A	Name of the Candidate:			
B	Period of Past Service claimed by the Candidate:			
	CHECKLIST FOR THE SAID PERIOD			
	CRITERIA (A)	Yes/ No (B)	If Yes, Specify the annexure number (C)	Relevant details of the annexure in brief (D)
	NOTIFICATION CRITERIA			
1	Whether appointed through an All India Advertisement (in case of Colleges at least State level Open Advertisement) for merit based Selection? (Y/N) (Note: Specify the type of notification in Column D. If the candidate is not appointed through All India Advertisement or through State Level Open Competition at least in case of Colleges, such service shall not be counted)			
	QUALIFICATION CRITERIA			
2	Whether holding a Master's Degree in the relevant subject with prescribed Class/grade/ score? (Y/N) (Note: Specify Degree with score in Column D. If the candidate is not possessing Ph.D./NET/SLET/SET if required as per Regulations of UGC/concerned Regulatory Authority, such service of the candidate shall not be considered for this purpose)			
2A	If applicable, whether holding a regular Ph.D. (OR) Qualified in NET/SLET/SET in the relevant subject as prescribed by UGC/ concerned Regulatory Authority? (Note: Specify whether Ph.D./NET/SLET/SET in Column D. If the candidate is not possessing Ph.D./NET/SLET/SET if required as per Regulations of UGC/concerned Regulatory Authority, such service of the candidate shall not be considered for this purpose)			
3	Whether possessing other essential qualifications such as Minimum API Score or Minimum Service in a lower Academic Level etc as per regulations of UGC/ concerned Regulatory Authority at the time of his /her promotion? (Y/N) (Note: Specify the qualifications, API score and			

	service details in Column D. If the candidate, either directly recruited or promoted, without possessing the essential qualifications prescribed by UGC/concerned Regulatory Authority, such service of the candidate shall not be considered for this purpose)			
	PAY CRITERIA			
4	Whether appointed as a Regular faculty in the equivalent cadre post with corresponding UGC Pay Scale? (OR) Whether appointed as Regular/Adhoc/Contract/ Part-time/Guest/Others with a consolidated pay equivalent to the gross emoluments drawn by a regular teacher in such post during that period? (Y/N) (Note: Specify the type of appointment regular/others and Scale or Gross pay per month in Column B. If the candidate's appointment is not in the equivalent cadre/ not in the equivalent scale/not with equivalent gross pay, such service of the candidate shall not be considered for this purpose)			
5	Whether appointed as Adhoc/ Contract/ Part-time/ Guest/Others with pay on hourly basis even if paid monthly? (YIN) (Note: Specify type of appointment and hourly pay in Column D. If the candidate is appointed on hourly basis during the period, such service of the candidate shall not be considered for this purpose)			
6	Whether the Total Emoluments Drawn by the Candidate are verifiable against his/her bank account statement or Income Tax Returns for the years? (Y/N) (Note: Specify total emoluments drawn per month by the candidate as per the bank account statement / IT Return for the years in Column D. If such gross emoluments are not verifiable or not equivalent to gross pay of a regular employee drawing UGC Scale, such service of the candidate shall not be considered for this purpose)			

	SELECTION COMMITTEE CRITERIA			
7	Whether appointed by a competent authority based on the recommendations of a duly constituted Selection Committee as per UGC/relevant Regulatory Authority? (Y/N) (Note: Specify the Selection Committee in Column D as per the annexure duly attested by the competent authority in the University concerned. If the annexure is not attached by the competent authority and/or the Selection Committee is not duly constituted as prescribed by UGC / concerned Regulatory Authority, such service of the candidate shall not be considered for this purpose)			
8	Whether the service prior to the date of (so called) ratification by universities with a duly constituted Selection Committee is also counted? (Y/N) (Note: Specify the date of appointment and date of ratification in Column D. If any service prior to the date of ratification is recommended by the Selection Committee/University concerned, such service of the candidate shall not be considered for this purpose)			

- It shall be the responsibility of the candidate to produce all the relevant documents/certificates required for the checklist within the stipulated deadline. No extension shall be granted.
- This checklist shall be prepared by the Departmental Committee constituted and accordingly, it shall be verified and final service eligible for counting as past service for this purpose shall be recommended by Search-cum-Evaluation Committee constituted for CAS.

General instructions to be followed for filling and submission of CAS application form

1. All the eligible teachers as on notification date for specified assessment period are requested to submit their filled in application forms in the prescribed proforma through proper channel to the University for placement in Assistant Professor Academic Level 10-11(1Set) and 11-12 (1Set), Assistant Professor to Associate Professor (Level 12-13A) (2Sets) / Associate Professor to Professor (Level 13A-14) (2Sets) and Professor to Senior Professor (Level 14-15) (4Sets) as per Career Advancement Scheme Regulations 2019 in the Revised UGC pay scales of 2016.
2. The application form along with enclosures should be submitted as indicated above. Additional three (3) sets of the self assessed score card should be submitted along with the application form.
3. All the enclosures/proof of claims should be enclosed to the application form serially numbered at the bottom of the page with black ball point pen.
4. The candidate claiming marks under each sub head has to enclose the relevant documents as proof of claim. The proof should be assigned a proper number which has to be compulsorily mentioned in the space provided for the purpose in the application form against the column in the table and also in the contents page.
5. The application form along with enclosures should be spiral bound. Book bound copies should be avoided.
6. Application form without enclosures or enclosures submitted in absurd manner or without serial numbers will not be entertained and are liable to be rejected.
7. The candidate should strike off with red ball point pen whichever is not applicable to him/her. If any information furnished wrongly will be liable for punishment as per university rules.
8. The applicants are requested to furnish the copies of qualifications obtained and last date of viva-voce exam held, which is essential to consider Ph.D. qualification to which they are eligible.
9. They have to go through the application thoroughly and ensure that they have filled all the required information.
10. It has to be indicated clearly whether any leave i.e Earned Leave / HPL / EOL (without pay & allowances) is availed, if not "Nil" has to be indicated. The Heads of Offices are responsible for any wrong information furnished by the applicants.

11. The Associate Deans of Colleges, Associate Directors of Research and Heads of Research Stations / Schemes and KVKs/DAATTCs are therefore requested to certify the service particulars and details of leave availed by the candidates by verifying the same with their Service Registers and certify the correctness of the particulars furnished in the application in the prescribed proforma and forward the same with their endorsement to the University.
12. Mandatory requirement of training either offline or online during assessment period will only be considered.
13. The eligibility date for promotion will be fixed on the date of completion of the mandatory requirement.
14. For allocation of ACR marks, Reporting officer should take into consideration of all aspects indicated in the Part III (ACR Proforma), keep the ACR in the sealed cover and submit along with application. The sealed cover shall be opened at the time of assessment by the Team at University.If no marks were allotted in Part III (ACR Proforma) by the Reporting Officer the applicant will lose marks for the same.
15. Only the copies certified by the concerned authority where ever necessary should be accepted. Self-certification of attachments should not be accepted. In such cases, where the candidate could not able to get certified by the concerned controlling officer (either because of retirement, or any other valid reasons), the present controlling officer can certify based on records or CRs.
16. The Head of Offices are requested to verify the particulars thoroughly while forwarding the applications. Any lapse in this regard will be viewed seriously and Head of Offices and concerned teacher will be held responsible for the lapse and action will be initiated against them as per rules in vogue.
17. The applications received after due date will not be considered.
18. The Applicant teacher should be on the active service on the date of notification issued by the University

GENERAL CONDITIONS

1. The Selection Committee specifications for direct recruitment as well as CAS promotions from Assistant Professor to Associate Professor, Associate Professor to Professor, Professor to Senior Professor and for equivalent cadres shall be as per Proc. No. 11734/Ser II/A1/2023 dated 18.01.2024 of the Registrar, ANGRAU.
2. The CAS promotions from a lower stage to a higher stage of Assistant Professor shall be through a "Screening-cum-Evaluation Committee". The Screening-cum-Evaluation Committee on verification/evaluation of score secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the University shall recommend to the Board of Management of the University about the suitability of the candidate for promotion under CAS.
3. The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendations made on the basis of the performance in the interview are duly signed by all members of the selection committee.
4. For all Selection Committees specified in these Regulations, University Head of Department should be either in the same or higher position (Academic level) than the position (Academic level) for which the interview is to be held.
5. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
6. The University shall send a general circular twice a year, inviting applications for the CAS promotion from the eligible candidates.
 - i. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii. The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed 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.
 - iii. The date of promotion from Assistant Professor to Associate Professor (from level 12 to 13A) and promotion from Associate Professor to Professor (Level 13 A to 14) shall be from that of minimum period of eligibility along with monetary benefits.
 - iv. On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would

now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

7. The overall promotion procedure shall incorporate transparent, objective and credible methodology of analysis of the merit and credentials of the applicants based on weightage given to the performance of the candidate in different relevant dimensions and his / her performance based on a scoring system proforma.
8. The performance of the candidate should be consistently satisfactory as obtained in the annual appraisal (confidential) reports.
9. Evaluation of research publication shall be as per the prescribed score card. Popular articles if any, published by the candidates shall be considered only in the concerned discipline / assigned work. Appropriate weightage for such publication shall be given as per the score card.
10. The process of promotions should involve inviting the biodata with duly filled score card based template and reprints of requisite number of publications of candidate wherever necessary. All supporting documents shall be verified and certified by the Head.
11. A teacher shall have earned annual increments regularly during the assessment period for CAS promotion.
12. The Screening cum Evaluation Committee on verification / evaluation of score secured by the candidates through score system (Academic Level 11 and Academic Level 12) and the recommendations of the selection committee (Academic Level 13A, 14 and 15) shall recommend to the Board of Management about the suitability for the promotion of the candidate (s) under CAS for consideration and approval.