

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA:.....GUWAHATI-781 019

GC.132/2010/Pt./54

Dated Kahilipara, the 06-01-2014

From:- Sri P. Jidung, *M.A., M.Phil., LL.B., AES.*
Director, Higher Education, Assam
Kahilipara, Guwahati-19.

To:- ☒ The Principal,
..... College/ Mahavidyalaya
P.O.-..... District-.....

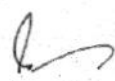
Sub:- Placement in Senior Scale and Selection Grade Scale of pay.

Ref:- 1) Govt. O.M. No.AHE.162/2012/Pt/46, dated 13-11-2013
2) Govt. letter No.AHE.162/2012/Pt/47, dated 13-11-2013.
3) Govt. corrigendum No.AHE.162/2012/Pt/75, dated 27-12-2013.
4) Govt. corrigendum No.AHE.162/2012/Pt/76, dated 27-12-2013.

Sir,

In inviting a reference to the subject cited above, I like to forward herewith copies of Govt. Office Memorandum and Corrigendum in connection with placement of teachers/ librarians in the Senior Scale/ Selection Grade Scale/ Associate Professorship for favour of information and necessary action.

Yours faithfully


Director, Higher Education, Assam
 Kahilipara, Guwahati - 19.

Memo No.G(B) UGC.132/2010/Pt./54-A
Copy to:

Dated Kahilipara, the 06-01-2014

- 1) The Commissioner and Secretary to the Govt. of Assam, Education (Higher) Department, Dispur, Guwahati-6.
- 2) Guard file.


Director, Higher Education, Assam
Kahilipara, Guwahati - 19.

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No.AHE.162/2012/Pt/75

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

The date appeared in the following para/ clauses in the Govt. Office Memorandum No.AHE.162/2012/Pt./46, dated Dispur, the 13-11-2013 is hereby corrected as follows:

- 1) Para -3: Read as 31-12-2013 instead of 30-06-2010.
- 2) Para -4: Read as 13-11-2013 instead of 31-12-2008.
- 3) Clause 2(a)(ii): Read as 31-12-2013 instead of 30-06-2010.
- 4) Clause 2(b)(ii): Read as 31-12-2013 instead of 30-06-2010.
- 5) Clause 3(a): Read as 13-11-2013 instead of 31-12-2008.
- 6) Clause 3(b): Read as 13-11-2013 instead of 31-12-2008 as appeared in the last line.

The other terms and condition as laid down in the O.M. No.AHE.162/2012/Pt/46, dated 13-11-2013 will remain the same.

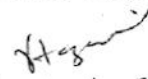
Sd/-(H.K. Sharma. IAS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department.

Memo No.AHE.162/2012/Pt/75-A
Copy forwarded for information to:

Dated Dispur the 27th December, 2013

1. The Principal Accountant General, (A&E), Assam, Maidamgaon. Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.:


Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No.AHE.162/2012/Pt/76

Dated Dispur the 27th December, 2013

C O R R I G E N D U M

The date appeared in the following para/ clauses in the Govt. Office Memorandum No.AHE.162/2012/Pt/47, dated Dispur, the 13-11-2013 is hereby corrected as follows:

- 1) Para -2: Read as to be effective from 13-11-2013 instead of 01-01-2009.
- 2) Para -3 Clause 1 – Read as "Thus, if a teacher is considered for Career Advancement Scheme (CAS) promotion in 2014 one year Academic Performance Indicator (API) scores for the year 2013 alone will be required for assessment. In case of a teacher being considered for Career Advancement Scheme (CAS) promotion in 2015, 2(two) years average API score for these categories will be required for assessment and so on leading progressively for the complete assessment period. For category III (research and academic contribution) Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

instead of

Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

CAREER ADVANCEMENT SCHEME (CAS) TIME SPAN

Duration:

- i) Read (as per UGC guideline instead of off campus Degree not admissible).
- ii) Read (as per UGC guideline instead of off campus Degree not admissible).
- iii) Appendix III. (Appendix-III – Table: II(B))
- iv) Please read 1(one) year and 2(two) years relaxation respectively for M.Phil and Ph.D. Degree.
Added appendix III Table VII for assessment of API in respect of Librarian for CAS promotion

The other terms and condition as laid down in the O.M. No.AHE.162/2012/Pt/47, dated 13-11-2013 will remain the same.

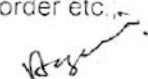
Sd/-(H.K. Sharma, IAS)
Commissioner & Secretary to the Govt. of Assam
Higher Education Department

Memo No.AHE.162/2012/Pt/76-A
Copy forwarded for information to:

Dated Dispur the 27th December, 2013

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.


Deputy Secretary to the Govt. of Assam
Higher Education Department

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR : GUWAHATI-6

No.AHE.162/2012/Pt/47

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/UI(i), dated 31-12-2008 and letter number 1-32/2006-U.11(U.1(ii) dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f. 01-01-2006. As per new U.G.C. guidelines, the Career Advancement Schemes (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e., 30th June, 2010. In pursuance of the above, the Govt. of Assam has decided to issue a guideline regarding career advancement of college teacher in Assam.

Guidelines for Career Advancement Schemes (CAS) promotion of College Teachers (Assistant Professor as re-designated/ librarians /Non-Technical faculties of Engineering College/other Technical Institutions as per revised UGC guidelines dated 30-06-2010 to be effective from 01-01-2009.

1. In order to facilitate to implement of the Regulations 2010, in the Universities and Colleges in the Career Advancement Schemes (CAS) Promotion, the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) will be progressively and prospectively rolled out. Accordingly, the Performance Based Appraisal System (PBAS) based on the Academic Performance Indicator (API) scores of categories I and II as mentioned in these tables is to be implemented for one year only with the minimum annual scores as described in Table II(b) for college teachers. This annualized Academic Performance Indicator (API) scores can then be compounded progressively as and when the teacher becomes eligible for Career Advancement Schemes (CAS) promotion to the next cadre. Thus, if a teacher is considered for Career Advancement Schemes (CAS) promotion in 2009, one year Academic Performance Indicator (API) scores for the year 2008 alone will be required for assessment. In case of a teacher being considered for Career Advancement Schemes (CAS) promotion in 2010, two years average of Academic Performance Indicator (API) scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), Academic Performance Indicator (API) score for this category will be applied for the entire assessment period.

2. A teacher who wishes to be considered for promotion under Career Advancement Schemes (CAS) may submit in writing to the college, with three months in advance of the due date that he/she fulfils all qualifications under Career Advancement Schemes (CAS) and submits to the college the Performance Based Appraisal System (PBAS) proforma duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under Career Advancement Schemes (CAS), the college should immediately initiate the process of screening/selection and shall complete the process within six months from the date of application.

3. Candidates who do not fulfill the minimum score requirement under the Academic Performance Indicator (API) Scoring System proposed in the Regulations as per Tables II(A and B) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.

4. Career Advancement Schemes (CAS) promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by the same "Screening-cum-Evaluation Committee" adhering to the criteria laid out as Academic Performance Indicator (API) score in Performance Based Appraisal System (PBAS).

5. Career Advancement promotions from Assistant Professor to Associate Professor will be conducted by the Selection Committee.

(Contd.-2)

6. Assessment of Academic Performance Indicator (API) scoring shall be processed and made by the IQAC cell of the respective colleges as per Appendix and Table prescribed by UGC.

7. The "Screening cum Evaluation Committee" for Career Advancement Schemes (CAS) promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

(A) COMPOSITION:

- i) The Principal of the college;
- ii) Head of the concerned department from the college not below the rank of Associate Professor.
- iii) Two subject experts in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

(B) DUTIES & FUNCTIONS:

- i) To verify API Score
- ii) To verify other relevant documents
- iii) To report their findings for consideration of the Selection Committee.

8. The quorum for these committees mentioned above shall be three including the one subject expert/ university nominee need to be present.
9. All the selection procedures outlined above, shall be completed on the day of the selection committee meeting. Wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
10. Career Advancement Schemes (CAS) promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
11. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/ Career Advancement Schemes (CAS) Promotion.
12. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum Academic Performance Indicator (API) scores indicated in the appropriate Academic Performance Indicator (API) system tables by submitting an application and the required Performance Based Appraisal System (PBAS) 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.
13. In the final assessment, if the candidates do not either fulfill the minimum Academic Performance Indicator (API) scores in the criteria as per Performance Based Appraisal System (PBAS) proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed.
14. The Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department, (Chairman), Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

Assistant Professor/ Librarian and equivalent cadre will be eligible for stage promotion through a procedure if he/she has fulfilled the following conditions:

CAREER ADVANCEMENT SCHEME (CAS): TIME SPAN

1. (a) Assistant Professor with AGP of Rs.6000 to (stage I to 2) Rs.7000
DURATION
 - i) 4 years with Ph.D. (off campus Degree not admissible)
 - ii) 5 years with M.Phil (off campus Degree not admissible)
 - iii) 6 years regular service without M.Phil.Ph.D.
- (b) Minimum Requirement for Career Advancement Scheme (CAS) from stage I to-stage II
 - i) Minimum API scores using PBAS scoring performa enclosed as per the norms provided in Table II(A)/II(B) Appendix III.
 - ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration.
 - iii) Screening cum Verification process for recommending promotion.
(Appendix-III – Table: III).

2. Assistant Professor with AGP of Rs.7000 to (stage 2 to 3) Rs.8000.

DURATION: 5 years

- Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) of Appendix III.
- One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.
- Screening cum Verification process for recommending promotion.
(Appendix-III – Table: II(B)).

3. Assistant Professor with AGP of Rs.8000 to (stage 3 to 4) Rs.9000

Duration : 3 years

- Minimum API scores using PBAS scoring proforma enclosed as per the norms provided in Table II(A)/II(B) of Appendix III.
- At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.
- One course / programme from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.
- A selection committee process as stipulated in the UGC regulation and in Table II(B) of Appendix III. (Appendix-III – Table: II(B))

APPENDIX-III TABLE-II(B)				
		Assistant Professor/equivalent cadres Stage 1 to Stage 2 (AGP Rs.6000/- to Rs.7000/-)	Assistant Professor equivalent cadres Stage 2 to Stage 3 (AGP Rs.7000/- to Rs.8000/-)	Assistant Professor equivalent cadres Stage 3 to Stage 4 (AGP Rs.8000/- to Rs.9000/-)
I	Teaching-learning, Evaluation Related Activities (Category-I)	75/Per year Out of 125	75/Per year Out of 125	75/Per year
II	Co-curricular, Extension and Profession related activities (Category-II)	15/Per year Out of 50	15/Per year Out of 50	15/Per year
III	Minimum total average annual Score under Categories I and II	100 (I+II) Per year	100 (I+II) Per year	100 (I+II) Per year
IV	Research and Academic contribution (Category III)	5/Per year 20/25/30 Assessment period:- From the date of achieving Stage 1 to the due date for Stage 2 (4 years period for the teachers possessing Ph.D. in the relevant subject at entry level in addition to NET/SLET/SLE; 5 years for the teachers possessing M.Phil in the relevant subject at entry level in addition to NET/SLET/SLT; and 6 years for the teachers who does not have Ph.D./ M.Phil Degree in the relevant subject at entry level)	10/Per year 50/Assessment period:- From the date of achieving Stage 2 to the due date for Stage 3 (5 years period)	15/Per year 45/Assessment period:- From the date of achieving Stage 3 to the due date for Stage 4 (3years period)
	Expert Assessment System	Screening cum Evaluation Committee & Departmental Promotion Committee	Screening cum Evaluation Committee & Departmental Promotion Committee	Selection Committee & Departmental Promotion Committee
V	Total Marks in the Expert Assessment Minimum required marks for promotion is 50	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion.	No separate Marks. Screening Committee to verify API Scores. Thereafter, the Departmental Promotion Committee will recommend the name of the selected teacher to the Governing Body for promotion	Contribution to Research- 20 marks Assessment of domain knowledge and teaching practices-60 marks Interview performance-20 marks

This is issued in partial modification/ additions to clause (G) of the Govt. Notification issued vide No.FPC.16/99/11, dated 18th September, 1999.

The guidelines notified above should be read with notifications, amendments and guidelines issue by UGC from time to time in this regard.

Sd/-

(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.-4)

Dated Dispur the 13th November, 2013

Memo No. AHE.162/2012/PV/47-A

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
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6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
- ✓ 11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.;

Deputy Secretary to the Govt. of Assam
Higher Education Department

48

**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06**

No.AHE.162/2012/Pt/46

Dated Dispur the 13th November, 2013

OFFICE MEMORANDUM

The Govt. of India vide their letter No.1-32/200-U II/UI(i), dated 31-12-2008 and letter number 1-32/2006-U.11(U.1(ii), dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) pay scale to teachers of the Engineering Colleges and other Technical Institutions w.e.f.01-01-2006. As per new U.G.C. guideline No. F.3-1/2009 dated 30th June, 2010, the Career Advancement Scheme (CAS) promotion to the teachers and Librarians would be subject to the Academic Performance Indicator (API) criteria Performance Based Appraisal System (PBAS) norms laid out in these U.G.C. regulations, i.e. 30th June, 2010.

* There are some teachers and librarians who have participated in Orientation Course(O.C.) and Refresher Course (R.C.) within the stipulated time, but could not avail benefit for placement in the senior scale and selection grade due to some administrative constrains in time. As a result some teachers are deprived from the benefit of the career advancement schemes.

The Govt. of Assam, Higher Education Department has considered the entire matter of career advancement schemes and the conditions and accountability imposed in the guidelines issued by the UGC from time to time. The following procedures will be adopted for placement of lecturers/ librarians in senior / selection grade scale of pay working against valid sanctioned post/ appointed/ approved by the competent authorities who have fulfilled the required criteria before 30-06-2010. (30/11/2013)

The implementation of the Career Advancement Schemes (CAS) for Lecturers/ Librarians in colleges, who have acquired eligibility on or before 31-12-2008, but have not fulfilled the requirement of completion of Orientation Course (O.C.) and Refresher Course (R.C) will be considered in terms of UGC guidelines, if the requirement of completion of Orientation Course (O.C) and Refresher Course (R.C) is fulfilled within 31-12-2013. Financial benefit for the Career Advancement Schemes (CAS) will be admissible from the date of eligibility on or before 31-12-2008. (12/11/2013)

It should be strictly followed that the qualifying criteria as specified below shall not be relaxed/ waived/ compromised under any circumstances.

1) (a) Lecturer will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

- i) Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D;
- ii) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
- iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
- iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the lecturers and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
- v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11, dated 21-02-2011;
- vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.

1) (b) Librarian will be considered for placement in the senior scale of pay if he/she has fulfilled the following conditions:

- i) Completed minimum 6 years of service after regular appointment with relaxation of one year and 2 years, respectively, for those with M.Phil and Ph.D;

(Contd. 2)

- ii) Participated in one Orientation Course (O.C.) and one Refresher Course (R.C.) of approved duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission (those with Ph.D. degree would be exempted from one Refresher Course within the stipulated time);
 - iii) Consistently satisfactory performance in the works appraisal reports as specified in the Rules.
 - iv) The Departmental Promotion Committee (D.P.C.) constituted in every college will scrutinize the relevant documents of the librarian and recommend the names for placement in the senior scale of pay as per Govt. Notification No.AHE.44/2011/11, dated 21-02-2011;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) and send to the Director of Higher Education, Assam for placement in the Senior Scale of pay as per Govt. letter No.AHE.44/2011/11 dated 21-02-2011;
 - vi) The Lecturer who becomes eligible for consideration for placement in the senior scale, the Director of Higher Education, Assam shall issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (a) Lecturer in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012 *Subject to UGCs and extension of date of participation till 31 Dec 2012*
 - iii) Consistently satisfactory performance in the works appraisal reports.
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 2) (b) Librarian in senior scale will be eligible for placement in the selection grade scale of pay if he/she has
- i) Completed minimum 5 years of continuous service in the senior scale;
 - ii) Two R.C. after placement in the senior scale, but, must have participated on or before 30-06-2010 as per Govt. O.M. vide No.B(2)H.222/2003/158, dated 12-03-2012.
 - iii) Consistently satisfactory performance in the works appraisal reports.
 - iv) Recommendation of the D.P.C. constituted by the College;
 - v) The Governing Body (G.B) of the colleges will accord approval on the recommendation of the Departmental Promotion Committee (D.P.C.) report;
 - vi) The Director of Higher Education, Assam will issue order after obtaining approval of the Committee comprising Commissioner & Secretary/Secretary, Higher Education Department,(Chairman) Director of Higher Education, Assam, (Member Secretary) and Sr. F.A., Higher Education (Member) will scrutinize, verify and approve the promotional cases. The Committee shall sit as and when necessary but at least once in every quarter.
- 3) (a) Lecturers (now Assistant Professor, Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1st January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Lecturers (now Assistant Professor) (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 and accordingly re-designated as Associate Professor with AGP 9000 provided if he/she has completed 3 (three) years of service in the Selection Grade Scale of pay within 31-12-2008.
- 3) (b) Librarian (Selection Grade) who have not completed three years in the pay scale of Rs.12,000-18,300 on or after 1st January,2006 shall be placed at the appropriate stage in the Pay Band of Rs.15,600-Rs.39,100/- with AGP of Rs.8,000 till they complete three years of service in the grade of Librarian (Selection Grade) and thereafter shall be placed in the higher Pay Band IV of Rs.37,400-67,000 with AGP 9000 provided if he/she completed 3(three) years of service in the Selection Grade Scale of pay within 31-12-2008.

The guidelines notified above should be read with notifications, amendments and guidelines issued by UGC from time to time in this regard.

Sd/-

(H.K.Sharma, IAS)

Commissioner & Secretary to the Govt. of Assam
Higher Education Department

(Contd.-3)

Memo No.AHE.162/2012/Pt/46-A

Dated Dispur the 13th November,2013

Copy forwarded for information to:

1. The Principal Accountant General, (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
2. P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
3. OSD to Minister Education, Assam, Dispur, Guwahati-6.
4. P.S. to Additional Chief Secretary to the Govt. of Assam, Education Department, Dispur, Guwahati-6.
5. P.S. to Commissioner & Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
6. The Deputy Secretary to the Govt. of Assam, Political (Cabinet Cell) Department, Dispur, Guwahati-6.
7. The Under Secretary to the Govt. of Assam, Finance (PRU) Department, Dispur, Guwahati-6.
8. The Director of Higher Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
9. The Director of Technical Education, Assam, Kahilipara, Guwahati-19 for information and necessary action. He is also requested to inform all concern.
10. The Director of Education, BTC, Kokrajhar, Assam.
11. The President/General Secretary, Assam College Teachers' Association, Solapara, Guwahati-8.

By order etc.;

Deputy Secretary to the Govt. of Assam
Higher Education Department

[Signature]
Kahilipara

1/328839/2023

**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR :: GUWAHATI-6**

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EcfNo.391244/9

Dated Dispur, November, 2023

OFFICE MEMORANDUM

**Subject : MAINTENANCE OF QUALITY MANDATE IN THE MATTER OF CAS
PROMOTION OF FACULTY MEMBERS (ASSISTANT PROFESSOR TO
ASSOCIATE PROFESSOR)**

With a view to enhancing the Quality of Education across Higher Educational Institutions of the state as per the NEP-2020 mandate and to maintain the Quality of Teaching and Research to develop a positive education ecosystem in the state, the Government of Assam in Higher Education Department is pleased to issue the following guidelines to be followed in the matter of CAS Promotion of faculty members (Assistant Professor to Associate Professor).

The promotion criteria under the Career Advancement Scheme (CAS) laid down under these Guidelines shall be effective from the date of notification of these Guidelines.

1. The overall selection procedure shall incorporate a transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given the candidate's performance in different relevant parameters based on ANNEXURE-I.
2. The candidate shall offer himself or herself for assessment for promotion if he or she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology. The candidate shall have to submit an application along with the required Assessment Criteria and Methodology Proforma supported by all credentials as per the Assessment Criteria and Methodology guidelines and Annual Performance Assessment report to the concerned College authority for verification and validation.
3. The candidate can submit his or her application three months before the due date of the CAS promotion. The date of promotion shall be counted as:
 - 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 the minimum period of eligibility.
 - If, however, the candidate finds that he or she would fulfil the CAS promotion criteria, as defined in ANNEXURE A and B, at a later date and applies on that date and is successful, his or her promotion shall be affected from that date of the candidate fulfilling the eligibility criteria.
 - The candidate who fails in the first assessment shall be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his or her promotion shall be from the date of successful assessment.
4. To avoid any delay in holding the Screening cum Evaluation or Selection Committee meetings for various positions under the CAS, the College may initiate the process and complete the process within six months from the date of receipt of the application.
5. Further, to avoid any hardship, the candidates who fulfil all other criteria mentioned in these guidelines, as on and till the date on which these guidelines are notified, can be considered

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for promotion from the date of notification or after the date on which they fulfil these eligibility conditions.

6. The Screening cum Evaluation or Selection Committee specifications, as mentioned in ANNEXURE-B, shall apply to all Career Advancement promotions from Assistant Professor to Associate Professor and for equivalent cadres.
7. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", by following the criteria laid down in ANNEXURE-B.
8. The promotion under the CAS being a personal promotion to a faculty holding a substantive sanctioned post, the said post shall revert to its original cadre on his or her superannuation.
9. For the promotion under the CAS, the applicant teacher must be in the role and in active service of the College on the date of consideration by the Selection Committee.
10. The Director of Higher Education, Assam, shall issue an order after obtaining approval of the Department of Higher Education upon recommendation of the Assam College Services Recruitment Board or Departmental Promotion Committee in due concurrence of the related Government rules and notifications issued from time to time. The Assam College Services Recruitment Board or Departmental Promotion Committee shall sit as and when necessary but at least once every quarter.

Regarding CAS promotions of faculty members, the eligibility terms are mentioned in **ANNEXURE-A** and the selection process at **ANNEXURE B**.

Upon attainment of the promotion threshold (Level-13A), maintaining the level of Associate Professorship will be subject to fulfilment of certain conditions based on the Annual Performance Appraisal Index (APAI), as provided below, which will be subject to review by the Govt. and Assam College Teachers Recruitment Board. APAI will be assessed based on certain quantifiable performance indicators provided below:

1. Annual Academic Performance Audit and Research Output.
2. Annual Teaching-Learning and Mentorship report with feedback from stakeholders.
3. Annual participation in the corporate life of the college.
4. Annual Community Outreach with a quantifiable outcome or results.
5. Annual participation and successful completion of at least one Capacity Building programme or Professional Development Programme by UGC-HRDC or ARPIT (Annual Refresher Programme in Teaching) or Teaching Learning Centers or Faculty Development Centers under Pandit Madan Mohan Malviya National Mission on Teachers Training scheme.

In case of non-fulfilment of the above-mentioned conditions and receipt of non-satisfactory performance analysis, their position as Associate Professor may be reconsidered for further review. Accordingly, the matter will be placed before the Assam College Services Recruitment Board for necessary follow-up procedures, as decided by the Govt. from time to time.

Henceforth, the system of Annual Performance Appraisal Index (APAI) will apply to all the Associate Professors of all Provincialised or Govt. Model Degree Colleges or PDUAMs of Assam.

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This Office Memorandum is issued in cancellation of Office Memorandum No. AHE.162/2012/Pt/47 dated 13-11-2013 and comes into force immediately.

This Office Memorandum will be applicable for Govt. Colleges also.

Signed by

(Narayan Kumar Pathak)
Secretary to the Govt. of Assam
Higher Education Department
Date: 08-11-2023 12:50:34

Memo No.391244/9-A

Dated Dispur, November, 2023

Copy to:

- 1) All Vice Chancellors of the Universities of Assam.
- 2) The Director of Higher Education, Assam, Guwahati-19 for information and follow-up action.
- 3) P.S to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06
- 4) P.S to Hon'ble Adviser, Education, Assam, Dispur, Guwahati-06
- 5) P.S. to Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-06
- 6) All Registrars of Universities of Assam.

By order etc.

Signed by

Nayan Kumar Pathak
Joint Secretary to the Govt. of Assam
Higher Education Department
Date: 08-11-2023 14:10:18

ANNEXURE-A**Table 1****ELIGIBILITY****I. Assistant Professor(Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

A	Assistant Professors who have completed – 1. four years of service and have a Ph.D. degree. or 2. Five years of service and have an M.Phil. or 3. Have PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D. or 4. Six years of service without a Ph.D. or M.Phil. or PG Degree in Professional courses.
B	1. Attended one Orientation course of 21 days duration on teaching methodology or Faculty Induction Programme of 28 days; and
C	1. Must complete a course or programme from any one of the following categories: • Completed one Refresher or Research Methodology Course • Any two of the following: Workshop or Syllabus Up-gradation Workshop or Training Teaching-Learning – Evaluation or Technology Programmes or Faculty Development Programmes of at least one week (5 days) duration • Any one of the following: MOOCs course (with e-certification) or development of e-contents in four quadrants or MOOCs course during the assessment period.

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

- 1) Assistant Professors who have completed five years of service in Academic Level 11 or Senior Scale.
- 2) Must have completed courses or programmes from any two of the following categories in the last five years of Academic Level-11 or Senior Scale:
 - Refresher Courses

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- Research Methodology course
- Workshops
- Syllabus Up Gradation Workshop
- Teaching-Learning-Evaluation
- Technology Programmes
- Faculty Development Programme
- 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 or programme of at least two weeks (ten days) duration
- MOOCs course in the relevant subject (with e-certification)
- Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course
- Contribution towards conducting of a MOOCs course during the period of assessment.

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

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- 2) A Ph.D. degree in subject relevant/allied/relevant discipline.
- 3) Must completed any one course or programme amongst the following categories during the last three years:
 - Refreshercourses
 - Methodology courses
 - Workshop
 - Syllabus Up-gradation Workshop
 - Teaching-Learning-Evaluation
 - Technology Programme
 - 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 singlecourse
 - Completed one MOOC course (with e-certification)
 - Contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course
 - Contribution towards the conduct of a MOOC course during the period of assessment.

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- 4) He/she gets a minimum 'satisfactory' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as mentioned in **Annexure A** (Table 2)

NOTE: Any of the above-mentioned Capacity Building Programmes/Professional Development Programmes can be done either at UGC-HRDC or ARPIT(Annual Refresher Programme in Teaching) or Teaching Learning Centers/Faculty Development Centers under Pandit Madan Mohan Malviya National Mission on Teachers Training scheme.

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Table-2

ASSESSMENT CRITERIA AND METHODOLOGY**(For grading based on Annual Performance Assessment Report)**

S.No.	Activity	GradingCriteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught include sessions on tutorials, lab and other teaching related activities)	80% & above – Good 70% to 80% – Satisfactory Less than 70% – Not satisfactory
2.	Involvement in the University or College students related activities or research activities:	Involved in at least 3 activities – Good 1 or 2 activities – Satisfactory. Not involved in any activities – Not satisfactory. Note: The number of activities can be within or across the broad categories of activities
	Administrative responsibilities such as Head or Chairperson or Dean or Director or Co-Ordinator or Warden etc.	
	Examination and evaluation duties assigned by the college or university or attending the examination paper evaluation.	
	<i>Student-related</i> co-curricular, extension and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.	
	Organizing seminars or conferences or workshops, other college or university activities.	
	Evidence of being actively involved in guiding Ph.D students.	
	Conducting minor or major research projects sponsored by national or international agencies.	
	At least one single or joint publication in a peer-reviewed or UGC list of Journals.	

Overall Grading:**Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.Or**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.**Not Satisfactory:** If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which the teacher has spent 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

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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 or her absence from his or her teaching responsibilities subject to the condition that such leave or 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 and government.

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The Annual Performance Assessment report of College teachers for the CAS promotion is based on the following criteria:

- I. Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university or college examinations, participation in the evaluation of examination answer scripts, and conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- II. Personal Capacity Development related to Teaching and Research Activities:** Attending orientation or refresher or methodology or Faculty Induction courses, Faculty Development Courses, Professional Development Courses, development of e-contents and MOOC, organising seminars or conferences or workshops or presentation of papers and chairing of sessions or guiding and carrying out research projects and publishing the research output in national and international journals etc.
- III. Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.**

Table-3

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG&PG))

S.No.		Assistant Professor (Level-10 to Level-11)	Assistant Professor (Level-11 to Level-12)	Assistant Professor (Level-12) to Associate Professor (Level-13A)
1	Research and Academic contribution (Category-III)	20 per assessment period	50 per assessment period	45 per assessment period
2	Expert assessment system	Screening cum Evaluation Committee and Departmental Promotion Committee	Screening cum Evaluation Committee and Departmental Promotion Committee	Selection Committee and Departmental Promotion Committee

METHODOLOGY FOR CALCULATING ACADEMIC/RESEARCH SCOPE

(Assessment must be based on evidence produced by the teacher such as – a copy of publications, project sanction letter, utilisation and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences	Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC-CARE listed or SCOPUS INDEXED Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by;		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		

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	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula per course	02 per curricula per course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks per credit)	20	20
	MOOCs (developed in 4 quadrant) per module per lecture	05	05
	Content writer per subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (in case of MOOCs of lesser credits 02 marks per credit)	08	08
	(d) E-Content		
	Development of e-content in 4 quadrants for a complete course per e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module incomplete course per paper per e-book (at least one quadrant)	02	02
	Editor of e-content for complete course or paper or e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded (05 per thesis submitted)	10 per degree awarded (05 per thesis submitted)
	M.Phil. or P.G or U.G. dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	Grant of More than Rs. 10lakhs	10	10
	Grant of Less than Rs. 10lakhs	05	05
	(c) Research Projects Ongoing:		
	Grant of More than Rs. 10lakhs	05	05
	Grant of Less than Rs. 10lakhs	02	02
	(c) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b)*Policy Document (Submitted to an International body/ organization like UNO, UNESCO, World Bank, International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05

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6.	*Invited lectures, Resource Person, paper presentation in Seminars or Conferences or full paper in Conference Proceedings (Paper presented in Seminars, Conferences and also published as fullpaper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-CARE listed Journals (Impact factor to be determined as per Thomson Reuters list):

i)	Paper in refereed journals without impact factor	-	5 Points
ii)	Paper with impact factor less than 1	-	10 Points
iii)	Paper with impact factor between 1 and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor > 10	-	30 Points

- (a) Two authors: 70% of the total value of publication for each author.
- (b) More than two authors: 70% of the total value of publication or the First or Principal or Corresponding author and 30% of the total value of publication for each of the joint authors.

Joint Projects: The Principal Investigator and Co-investigator would get 50% each.

Note:

- If the paper presented is part of an edited book or proceeding, it can be claimed only once.
- Publications submitted by the candidate for assessment shall have been published during that assessment period.
- For joint supervision of research students, the formula shall be 70% of the total score for the Supervisor and Co-supervisor. The supervisor and Co-supervisor both shall get 7 marks each.
- *For the purpose of calculating the research score of the teacher, the combined research score from categories 5(b) and 6 above shall have an upper capping of thirty per cent of the total research score of the teacher concerned.
- The research score shall be from a minimum of three categories out of six categories.

TABLE-A**(CONSTITUTION OF COMMITTEES)****1. THE “SCREENING–cum-EVALUATION COMMITTEE” FOR CAS PROMOTION OF ASSISTANT PROFESSOR OR EQUIVALENT CADRES IN LIBRARIANS OR PHYSICAL EDUCATION AND SPORTS FROM ONE LEVEL TO THE OTHER HIGHEST LEVEL (LEVEL10, 11, 12) SHALL CONSIST OF:**

- i) The Principal of the college;
- ii) Head or Teacherin-charge of the Department concerned from the college;
- iii) Two subject experts in the subject concerned, nominated by the Vice-Chancellor from the university panel of experts;

NOTE: The quorum for the meeting shall be three, including one subject expert or a University nominee.

2. SELECTION COMMITTEE FOR CAS PROMOTION FROM ASSISTANT PROFESSOR (Level-12) to ASSOCIATE PROFESSOR (Level-13A) at the College Level shall consist of the following persons:

- i) The Chairperson of the Governing Body or his or her nominee, from amongst the members of the Governing body, shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department or Teacher in-charge of the concerned subject from the college.
- iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be an expert in the concerned subject. In case of Colleges notified or declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
- v) Two subject experts not connected with the college are to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified or declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- vi) An academicians belonging to the SC or ST or OBC or Minority or Women or Differently-abled categories, if any of the candidates belonging to these categories is the applicant, to be nominated by the Vice Chancellor if any of the above members of the selection committee does not belong to that category.

NOTE: The quorum for the meeting shall be five, including two subject experts.

TABLE-B**(PROMOTION PROCEDURE)****1. FOR ASSISTANT PROFESSOR and equivalent cadres of Librarian or Physical**

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Education and Sports (LEVEL-10, 11, 12)

Stage 1: The Screening-cum-Evaluation Committee on verification or evaluation of grades secured by the candidate through the Assessment Criteria, as per Annexure-A (Table 1), shall recommend to the Governing Body of the College about the suitability for the promotion of the candidate(s) under CAS for implementation.

Stage 2: The recommendation shall be forwarded by the Governing Body through the Principal within two weeks to the Government for verification of procedures of the constitution of Screening-cum-Evaluation Committee and evaluation process by the DEPARTMENTAL PROMOTION COMMITTEE, constituted by the Department of Higher Education to proceed for notification.

2. FOR ASSOCIATE PROFESSOR (LEVEL- 12 to LEVEL-13A)

Stage 1: The Selection Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria, as per Annexure-A (Table 1), shall recommend to the Governing Body of the College about the suitability for the promotion of the candidate under CAS for implementation.

Stage 2: The recommendation shall be forwarded by the Governing Body through the Principal within two weeks to the Government for verification of procedures of the constitution of the Selection Committee and selection process by the DEPARTMENTAL PROMOTION COMMITTEE, constituted by the Department of Higher Education to proceed for notification.

TABLE-C**(CAS PROMOTION CRITERIA)****I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

A teacher shall be promoted if;

- i) He or she gets a 'satisfactory' grade in the annual performance assessment reports of at least three or four or five of the last four or five or six years of the assessment period, as the case may be, as specified in Annexure-A (Table 1, 2, 3), and;
- ii) The promotion is recommended by the screening-cum-evaluation committee in accordance with these guidelines and approved by the Departmental Promotion Committee.

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

A teacher shall be promoted if;

- i. He/she gets a 'satisfactory' grade in the annual performance assessment reports of at least four of the last five assessment periods, as specified in Annexure-A (Table 1, 2, 3), and;
- ii. The promotion is recommended by the screening-cum-evaluation committee in accordance with these guidelines and approved by the Departmental Promotion Committee.

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

A teacher shall be promoted if;

- i) He or she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Annexure-A (Table 1, 2, 3), and

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ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these guidelines and approved by the Departmental Promotion Committee.