



Detailed Guidelines for Promotion for Teachers in the University
Under CAS as per UGC Regulations 2018

Career Advancement Scheme - 2018 (CAS-2018)

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university the Assessment Criteria and Methodology Proforma as evolved by the Vishwavidyalaya supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in the UGC Regulations 2018. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in the Central Universities (Amendment) Statutes (for Dr. Harisingh Gour Vishwavidyalaya, 2019) as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor and for equivalent cadres.
- (iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a “**Screening-cum-Evaluation Committee**”, following the criteria laid down in Table-I of Appendix-II of UGC Regulations 2018.
- (iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original cadre.
- (v) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.

The candidate shall offer herself/himself for assessment for promotion, if she/he fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.

- (a) 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.
- (b) If, however, the candidate finds that she/he would fulfill the CAS promotion criteria, at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.



- (c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of University teachers for the CAS promotion is based on the following criteria:
- (a) **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/college examinations, participation in the evaluation of examination answer scripts, 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.
- (b) **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- (c) **Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.**
- (viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The University teachers shall submit to University an annual Self-Appraisal Report in the prescribed Proforma designed by the Vishwavidyalaya based on Table 1 to 2 of Appendix-II of UGC Regulations 2018. The report should be submitted at the end of every academic year, before 30th June of the relevant academic year. The teacher will provide documentary evidence for the claims made in the **Annual Self-Appraisal Report**, which is to be verified by the HOD/Teacher-in-charge etc. The submission should be through the Head of the Department (HOD)/Teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher shall submit an Application for promotion under CAS in the Proforma prescribed.

Step 3: A CAS Promotion shall be granted as mentioned in clause 6.4 of the Regulations 2018.



A. Career Advancement Scheme (CAS) For University Teachers

(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- An Assistant Professor who has completed four years of service with a Ph.D. Degree or five years of service with a M.Phil. / PG degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG degree in a professional course and satisfies the following conditions:
- Attended one orientation course of 21 days duration on teaching methodology;
- Any one of the following: completed 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 taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOCs course during the Assessment Period; and
- Published one research publication in the peer-reviewed journals or UGC-listed journals during Assessment Period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- She/he gets a 'satisfactory' or 'good' grade in the **Annual Performance Assessment Reports** of at least three/four/five of the last four/five/six years of the assessment period as the case may be as specified in Appendix-II, Table-1 of UGC Regulations 2018 and
- The promotion is recommended by the screening-cum evaluation committee.

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

Eligibility:

- Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- Has done any two of the following in the last five years of Academic Level 11/Senior scale: completed a course / programme from amongst the categories of refresher courses/research methodology/ workshops/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes / faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- Published three research papers in the peer-reviewed journals or UGC-listed journals during Assessment Period.



CAS promotion criteria:

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the **Annual Performance Assessment Reports** of at least four of the last five years of the Assessment Period, as prescribed in Appendix-II, Table -1 of the UGC Regulations 2018 and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

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

Eligibility:

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection Grade.
- (ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of refresher courses/ research methodology workshops/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 single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (v) Evidence of having guided at least one Ph.D. Candidate.

CAS promotion criteria:

A teacher shall be promoted if;

- (i) she/he 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 specified in Appendix-II, Table-1 of UGC Regulations 2018 and has a research score of at least 70 as per Appendix-II, Table-2 of UGC Regulations 2018 and
- (ii) The promotion is recommended by a selection committee constituted in accordance with Amended Statute 2019.

(4) Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- (i) An Associate Professor who has completed three years of service in Academic Level 13A.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline. -
- (iii) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) Evidence of having successfully guided doctoral candidate.
- (v) A minimum of 110 Research Score as per Appendix-II, Table-2 of UGC Regulations 2018.



CAS promotion criteria:

A teacher shall be promoted if;

- (i) She/he gets 'satisfactory' or 'good' grade in the **Annual Performance Assessment Reports** of at least two of the last three years of the Assessment Period, as per Appendix-II, Table-1 of UGC Regulations 2018 and at least 110 research score, as per Appendix-II, Table-2 of UGC Regulations 2018.
- (ii) The promotion is recommended by a Selection Committee constituted in accordance Amended Statute 2019.

(5) Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a selection committee constituted in accordance with Amended Statute of 2019.

Eligibility:

- (i) Ten years' experience as a Professor.
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. Degree has been successfully awarded to two candidates under her/his supervision during the Assessment Period.



Appendix-II

Table-1 Assessment Criteria and Methodology for University Teachers

Applies to Part-B.1 and B.2 of Annual Self Appraisal Report and Application for Promotion

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities:	
	(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related 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. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory- 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities.
Overall Grading shall be done as per following grades 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.		



DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)

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 have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to her/his absence from her/his teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the Competent Authority following all procedures laid down in the UGC Regulations as adopted by the Vishwavidyalaya.



Appendix-II

**Table-2: Methodology for University Teachers for Calculating Academic/ Research Score
(Applies to Part-B.1 and B.2 of Annual Self Appraisal Report and Application for Promotion)**

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

S.N.	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture /Medical & Veterinary Sciences & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences/Library /Education /Physical Education / Commerce/Management
1.	Research Papers in Refereed/Peer-Reviewed or UGC listed 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		
	(a) Development of Innovative pedagogy	05	05



	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/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/credit)	08	08
	(d) E-Content		
	Développement of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to développement of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /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/PG Dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) 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
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper 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-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | | |
|--|---|-----------|
| (i) Paper in refereed journals without impact factor | - | 05 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 total value of publication for each author.

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

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



Note :

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.