

**Minimum API requirement for the promotion of teachers under CAS in  
University Departments**

S.No		Eligibility	CAS Promotion Criteria
1	<p><b>Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)</b>  <b>Or</b>                      Assistant Prof. (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)</p>	<p>(i) An Assistant Professor who has completed <b>four years</b> of service with a Ph.D. degree or <b>five years</b> of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or <b>six years</b> of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:</p> <p>(ii) Attended <b>one Orientation course of 21 days duration on teaching methodology</b>;</p> <p>(iii) <b>Any one of the following:</b> 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 /MOOC's course during the assessment period; and</p> <p>(iv) Published <b>one research publication</b> in the peer-reviewed journals or UGC- listed journals during assessment period.</p>	<p>(i) He/she 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 provided in Appendix II, Table 1), and;</p> <p>(ii) The promotion is recommended by the screening-cum evaluation committee</p> <p><b>Category I and Category II : He/she gets a 'satisfactory' or 'good' grade</b>  <b>Category III- Research and Academic contribution: 40/ assessment period</b></p>

S.No		Eligibility	CAS Promotion Criteria
II	<p><b>Assistant Professor (Senior Scale/ Academic Level 11) to Assistant Professor (Selection Grade/ Academic Level 12)</b> Or Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)</p>	<p>(i) Assistant Professors who have completed <b>five years</b> of service in Academic Level 11/Senior Scale.</p> <p>(ii) Any <b>two</b> of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/ programmes from among the categories of Refresher Courses/ Research Methodology course/ Workshops/ Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or 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.</p>	<p>(i) He/she gets a <b>‘satisfactory’ or ‘good’ grade</b> in the annual performance assessment reports five years of the assessment period as the case may be (as provided in Appendix II, Table 1), and; (ii)The promotion is recommended by the <b>screening-cum evaluation committee</b></p> <p><b>Category I and Category II : He/she gets a ‘satisfactory’ or ‘good’ grade</b> <b>Category III- Research and Academic contribution: 100/ assessment period</b></p>

S.No		Eligibility	CAS Promotion Criteria *
III	<p><b>Assistant Professor (Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)</b></p> <p>Or</p> <p>Assistant Professor (Stage 3/ AGP Rs. 8000/-)</p> <p>to</p> <p>Associate Professor (Stage 4/AGP Rs.9000/-)</p>	<p>1) Assistant Professor who has completed <b>three years</b> of service in Academic Level 12/ Selection-Grade.</p> <p>2) A <b>Ph.D. degree</b> in subject relevant /allied/relevant discipline.</p> <p>3) Any <b>one</b> of the following during the last three years: completed <b>one course</b> / programme from amongst the categories of Refresher Courses/ Methodology 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 single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.</p>	<p>(i) He/she gets a <b>'satisfactory' or 'good' grade</b> in the annual performance assessment reports of three years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;</p> <p>(ii)The promotion is recommended by the <b>Selection Committee</b></p> <p><b>Category I and Category II :</b>  <b>He/she gets a 'satisfactory' or 'good' grade</b></p> <p><b>Category III- Research and Academic contribution: 90/ assessment period</b></p>

S.No		Eligibility	CAS Promotion Criteria
IV	<p align="center"><b>Associate Professor (Academic Level 13A) to Professor (Academic Level 14)</b></p> <p align="center">Associate Professor (Stage 4/ AGP Rs. 9000/-) to Professor (Stage5/AGP Rs.10000/-)</p>	<ol style="list-style-type: none"> <li>1) An Associate Professor who has completed <b>three</b> years of service in Academic Level 13 A.</li> <li>2) A Ph.D degree in the subject concerned/allied/relevant discipline.</li> <li>3) A minimum of <b>ten research publications</b> in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</li> <li>4) Evidence of having successfully guided doctoral candidate.</li> <li>5) A minimum of 110 Research Score as per Appendix II, Table 2</li> </ol>	<p>(i) He/she gets a <b>‘satisfactory’ or ‘good’ grade</b> in the annual performance assessment reports of <b>three years*</b> of the assessment period as the case may be (as provided in Appendix II, Table 1), and;</p> <p>(ii) The promotion is recommended by the <b>Selection Committee</b></p> <p><b>Category I and Category II : He/she gets a ‘satisfactory’ or ‘good’ grade</b></p> <p><b>Category III- Research and Academic contribution: 110/assessment period</b></p>
V	<p align="center"><b>Professor (Academic Level 14) to Senior Professor (Academic Level 15)</b></p>	<ol style="list-style-type: none"> <li>(i) <b>Ten years’</b> experience as a Professor.</li> <li>(ii) A minimum of <b>ten publications</b> in the peer-reviewed or UGC-listed journals and</li> <li>(iii) <b>Ph.D. degree</b> has been successfully awarded to <b>two</b> candidates under his/her supervision during the assessment period.</li> </ol>	<p>A <b>Professor</b> can be promoted to the post of <b>Senior Professor</b> under the CAS. The promotion shall be based on academic achievement, 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 at least ten years’ of experience.</p> <p>The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations</p>

**Appendix II (As per A.P.Go.Ms14 dated 13.2.2019)**

**Table 1**

**Assessment Criteria and Methodology for University/College Teachers**

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/ Co-ordinator, 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 counselling, 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
<p><b>Overall Grading:</b>  <b>Good:</b> 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.  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading</p> <p><b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.</p>		

**Table 2****Methodology for University and College Teachers for calculating Academic Research Score**

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

S.No	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture/Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/Social/ Sciences/ Library/ Education/ Commerce/ Management/ & other related discipline
1	Research Papers in 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		
	Development 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 development 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./P.G 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	-	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 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.



**Table: 3 A**  
**Criteria for Short listing of candidates for Interview for the Post of Assistant Professors in Universities**

S. No.	Academic Record	Score			
		1	Gradation	80% & Above = 15	60% to less than 80% =13
2	Post-Graduation	80% & Above = 25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non-creamy layer) /PWD) to less than 60%=20	
3		60% & above = 07	55% to less than 60% = 05		
4	Ph.D	30			
5	NET with JRE	07			
	NET	05			
	SLET/SET	03			
6	Research Publications (2 marks for each research published in Peer-Reviewed or UGC-listed Journals)	10			
7	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8	Awards				
	International/ National Level (Awards given by International Organisations/ Government of India/ Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D      Maximum - 30 Marks  
(ii) JRF/NET/SET      Maximum - 07 Marks  
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.
- (C)
- |                         |    |            |
|-------------------------|----|------------|
| Academic Score          | -  | 80         |
| Research Publications - | 10 |            |
| Teaching Experience     | -  | 10         |
| <b>Total</b>            | -  | <b>100</b> |
- (D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges / Institutions only

Table 4  
**Assessment Criteria and Methodology for Librarians**

S. No	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>• Library Resource and Organization and maintenance of books, journals and reports.</li> <li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>• Assistance towards updating institutional website</li> </ul>	<p>90% and above – Good Below 90% but 80% and above – Satisfactory Less than 80% - Not satisfactory</p>
2	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop +1 institution level seminar/ workshop or 4 institution seminar/ workshop Unsatisfactory – Not falling in above two categories</p>
3	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date[ Satisfactory-90% catalogue database made up to date Unsatisfactory – Catalogue database not up to mark. (To be verifies in random by the CAS Promotion Committee)</p>
4	<p>Checking inventory and extent missing books</p>	<p>Good : Checked inventory and mission book less than 0.5% Satisfactory – Checked inventory and missing books less than 1% Unsatisfactory – Did not check inventory OR Checked inventory and mission books 1% or more.</p>

5	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.
Overall Grading	<b>Good:</b> Good in Item 1 and satisfactory/ good in any two other items including Item 4. Satisfactory: <b>Satisfactory</b> in Item 1 and satisfactory/ good in any other two items including Item 4. <b>Not satisfactory:</b> It neither good nor satisfactory in overall grading.	
Note: <ol style="list-style-type: none"> <li>1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</li> <li>2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</li> <li>3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</li> </ol>		

Table 5

**Assessment Criteria and Methodology for Directors of Physical Education and Sports**

<b>S. No</b>	<b>Activity</b>	<b>Granting Criteria</b>
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above – Good Above 80 but below 90- Satisfactory. Less than 80- Not satisfactory.
2.	Organizing intra college competition	Good – Intra college competition in more than 5 disciplines. Satisfactory – Intra college competition in 3-5 disciplines. Unsatisfactory–Neither good nor satisfactory.
3.	Institution participating in external competitions	Good – National level competition in at least one discipline plus Sate/District level competition in at least 3 disciplines. Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition. (ii) Being invited for coaching at state/ national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory: Not involved/ undertaken any of the activities.

Overall Grading	<b>Good:</b> Good in Item 1 and satisfactory/good in any other items. <b>Satisfactory:</b> Satisfactory in Item 1 and satisfactory/good in any other two items. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading.
<p>Note:</p> <ul style="list-style-type: none"><li>i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</li><li>ii) The institution must obtain student feedback. The feed-backs must be shared with concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</li><li>iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</li></ul>	