GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
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ECF No. 596423/26

OFFICE MEMORANDUM

Subject : **MAINTENANCE OF QUALITY MANDATE IN THE MATTER OF CAS PROMOTION OF FACULTY MEMBERS (ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR) AND LIBRARIANS IN GOVT/ PROVINCIALIZED/ PDUAM/ GOVT. MODEL COLLEGES OF ASSAM.**

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) and College librarians in Govt/Provincialized/PDUAM/ Govt. Model Colleges of Assam.

The criteria for promotions under Career Advancement Scheme laid down under these Guidelines shall be effective from the date of notification of these Guidelines.

1. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on ANNEXURE-I

2. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting 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 authority of the College for verification and validation. He/she can do so three months before the due date.

    i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

    ii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in ANNEXURE A and B at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

    iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

3. In order to avoid any delay in holding the Screening cum Evaluation/Selection Committee meetings for various positions under the CAS, the College may initiate the process of screening/selection, and complete the process within six months from the date of receipt of application. Further, in order 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 for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

4. The Screening cum Evaluation/Selection Committee specifications as mentioned in ANNEXURE-B shall be applicable to all Career Advancement promotions from Assistant Professor to Associate Professor and for equivalent cadres.

5. The CAS promotion from a lower stage to a higher stage of Assistant Professor/Librarians shall be conducted through a "Screening-cum-Evaluation Committee" or "Selection committee", as deemed necessary, following the criteria laid down in ANNEXURE-B.

6. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

7. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the College on the date of consideration by the Selection Committee.

8. The Director of Higher Education, Assam shall issue notification after obtaining approval of the Department of Higher Education upon recommendation of the Governing Body of the concerned College in due concurrence of the related Government rules and notifications issued from time to time.

9. The Departmental Promotion Committee in Higher Education Department shall sit as and when necessary but at least once in every quarter.

10. As Assistant Professor in Selection Grade will be required to acquire Ph.D degree to be promoted to Associate Professor. However, for incumbents whose promotion from Assistant professor in Selection Grade to Associate Professor was due till 31st Dec, 2024 and do not have the Ph.D degree as on 31st December, 2024 shall be exempted from the mandatory Ph.D requirement, as one time provision and not to be quoted as precedence for future reference, to apply for promotion to Associate Professor and may be granted promotion, subject to fulfilment of all eligibility criteria and norms as laid down herein.

In the matter of CAS promotions of faculty members, the CAS promotions will be as per eligibility terms mentioned below in **ANNEXURE-A** by following selection process as per **ANNEXURE B**.

Upon attainment of promotion threshold (Level-13A), maintaining the level of Associate Professorship will be subject to fulfilment of certain condition based on Annual Performance Appraisal, as provided below, which will be subject to review by the Govt. of Assam.

Annual Performance Appraisal Index (APAI) will be accessed based on certain quantifiable performance indicators based on the conditions 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/Professional Development Programme by 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 or such programmes conducted by the respective Institution in collaboration with a department of Central/State University or Institutions of eminence or Institutions of national importance (like IIT, IIM, NIT, IISc etc.) or International/National funding/research bodies like UGC, ICSSR, DST, ICHR etc. or reputed Industry house which is in active collaboration through MoU with State Universities of Assam or directly with Govt. of Assam.

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. by the Govt. from time to time.

Henceforth, the system of Annual Performance Appraisal Index (APAI) will be applicable for all the Associate Professors of all Govt/ Provincialised/ Govt. Model colleges of Assam.

This Office Memorandum is issued in partial modification to the Office Memorandum issued vide Ecf No. 391244/9 dated 08-11-2023 and comes into force with immediate effect.

(Narayan Konwar, IAS)
Secretary to the Govt. of Assam
Higher Education Department

Memo ECF No. 596423/26-A
Copy to :-
1) The Vice Chancellors of Assam University and all State Universities of Assam.
2) The Director of Higher Education, Assam, Guwahati-19 for information and follow-up action.
3) The Registrars of Assam University and all State Universities of Assam.
4) The Principals, all Govt/Provincialized/PDUAM/ Govt. Model Colleges of Assam
5) P.S to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06
6) P.S to Hon'ble Adviser, Education, Assam, Dispur, Guwahati-06
7) P.S. to Secretary to the Govt. of Assam, Higher Education Department, Assam, Dispur, Guwahati-06

Joint Secretary to the Govt. of Assam
Higher Education Department

<div align="right">**ANNEXURE-A**</div>

<div align="center">**Table 1**</div>

1. ELIGIBILITY for FACULTY MEMBERS

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

Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

    i. Attended one Orientation course of 21 days' duration on teaching methodology or Faculty Induction Programme of 28 days; and

    ii. Any one of the following: Completed one Refresher / Research Methodology Course

<div align="center">OR</div>

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

<div align="center">OR</div>

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's 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/Senior Scale.

2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or 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.

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) Any one of the following during the last three years: completed one course / 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.

4) He/she gets 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)

2. ELIGIBILITY for LIBRARIANS

I. Librarian (Academic level 10) to Librarian (Academic level 11):

1) A Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years of experience, having at least a M.Phil. degree, or six years of service for those without a M. Phil or a Ph.D. degree.

2) He/she has attended at least one Orientation course of 21 days' duration; and

3) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

II. Librarian (Academic level 11) to Librarian (Academic level 12):

1) He/she has completed five years of service in that grade.

2) He/she has done any two of the following in the last five years: (i)Training/Seminar/Workshop/Course on automation and digitalization,

(ii)Maintenance and other activities as per Annexure A, Table 4 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),

(iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or

(iv) Library up-gradation course.

III. Librarian (Academic level 12) to Librarian (Academic level 13A):

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years:
   (i)Training/ Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per-Table 4 of at least two
   weeks' (ten days) duration,
   (iii) 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),
   (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and
   (v) Library up-gradation course.

NOTE: Any of the above-mentioned Capacity Building Programmes/ Professional Development Programmes can be done either at UGC-HRDC/MMTTC 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 or such programmes conducted by the respective Institution in collaboration with a department of Central/State University or Institutions of eminence or Institutions of national importance (like IIT, IIM, NIT, IISc etc.) or International/National funding/research bodies like UGC, ICSSR, DST, ICHR etc. or reputed Industry house which is in active collaboration through MoU with State Universities of Assam or directly with Govt. of Assam.

Table-2

ASSESSMENT CRITERIA AND METHODOLOGY for Faculty Members

(For grading based on Annual Performance Assessment Report)

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (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

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 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 and government.

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

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/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.

II. **Personal Capacity Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology/Faculty Induction courses, Faculty Development Courses, Professional Development Courses, development of e-contents and MOOC's, organising 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.

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/assessment period	50/assessment period	45/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 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.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**	10 per paper	10 per paper
2.	**Publications (other than Research papers)**		
	(a) Books authored which are published by ;		
	International publishers	15	15
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	15	15
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	05	05
	Book	12	12
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	12	12
	National	10	10
	(b) *Policy Document (Submitted to an International body/organisation 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)	12	12
	International (within country)	10	10
	National	07	07
	State/University	05	05

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 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.

- 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 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 4

(Minimum API requirement for the promotion of Librarians under CAS in Colleges)

Sl.No.		Librarian (Level 10 to Level 11)	Librarian (Level 11 to Level 12)	Librarian (Level 12 to Level 13A)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

ASSESSMENT CRITERIA AND METHODOLOGY for LIBRARIANS

(For grading based on Annual Performance Assessment Report)

S.No.	Activity	Grading Criteria
1	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: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	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
3.	If library has a computerized database then OR If library does not have a computerized database	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 upto mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	Good: Checked inventory and missing book less than 0.5% Satisfactory: Checked inventory and missing book less than 1% Unsatisfactory: Did not check inventory Or Checked inventory and missing books 1% or more.

5.	(i) Digitization of books database in institution having no computerized database.	Good: Involved in any two activities
	(ii) Promotion of library network.	Satisfactory: At least one activity
	(iii) Systems in place for dissemination of information relating to books and other resources.	Not Satisfactory: Not involved/ undertaken any of the activities.
	(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.	
	(v) Design and offer short-term courses for users.	
	(vi) Publications of at least one research paper in UGC approved journals.	
Overall Grading	**Good:** Good in Item 1 and satisfactory/good in any two other items including Item 4. **Satisfactory:** Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. **Not satisfactory:** If neither good nor satisfactory in overall grading.	

Note:

(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.

(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.

(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

ANNEXURE- B

TABLE-A

(CONSTITUTION OF COMMITTEES)

1. **THE "SCREENING–cum-EVALUATION COMMITTEE" FOR CAS PROMOTION OF ASSISTANT PROFESSOR/ EQUIVALENT CADRES IN LIBRARIANS FROM ONE LEVEL TO THE OTHER HIGHER LEVEL (LEVEL10 and 11) SHALL CONSIST OF:**

    a. **For Assistant Professors ((Academic Level-10 and Level-11)**

    i) The Principal of the college; (Chairperson)

    ii) Head /Teacher-In 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;

    b. **For Librarians (Academic Level-10 and Level-11)**

    i) The Principal of the college; (Chairperson)

    ii) The University Librarian of the concerned affiliated University;

    iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel

    NOTE: The quorum for the meeting shall be three, including one subject experts/University nominee.

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

        a. **For ASSOCIATE PROFESSOR**

        i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

        ii) The Principal of the College.

        iii) The Head of the Department / 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 expert in the concerned subject. In case of Colleges notified/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 subjectexpert.

        v) Two subject-experts not connected with the college 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 fromthe list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/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 offive names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

        vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of 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.

        b. **For LIBRARIAN (in ASSOCIATE scale; Level-13A)**

        i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

        ii) The Principal of the College.

        iii) The University Librarian or nominee of University Librarian, as approved by Vice-Chancellor of the concerned affiliating university.

        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 expert in the concerned subject. In case of Colleges notified/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 who are working Librarians not connected with the college 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/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.

vii) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of 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 (LEVEL-10 and 11)

Stage 1: The Screening-cum-Evaluation 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(s) under CAS for implementation.

Stage 2: The recommendation shall be forwarded by 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 DEPARTMENTAL PROMOTION COMMITTEE, constituted by 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, 2, 3, 4), 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 Governing Body through the Principal within two weeks to the Government for verification of procedures of the constitution of Selection Committee and selection process by DEPARTMENTAL PROMOTION COMMITTEE, constituted by Department of Higher Education to proceed for notification.

TABLE-C
(CAS PROMOTION CRITERIA)

I. Assistant Professor/Librarian (Academic Level 10) to Assistant Professor/Librarian (Senior Scale/Academic Level 11)

A teacher shall be promoted if;

i. He/she gets 'satisfactory' 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 Annexure-A (Table 1, 2, 3, 4), and;

ii. The promotion is recommended by the screening-cum-evaluation committee in accordance with these guidelines and approved by Departmental Promotion Committee.

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

A teacher shall be promoted if;

i. He/she gets 'satisfactory' grade in the annual performance assessment reports of at least four of the last five of the assessment period, as specified in Annexure-A (Table 1, 2, 3, 4), and;

ii. The promotion is recommended by the screening-cum-evaluation committee in accordance with these guidelines and approved by Departmental Promotion Committee.

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

A teacher shall be promoted if;

i) He/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, 4), and

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