

IMPORTANT INSTRUCTIONS:

1. The incumbent teacher/other academic staff who are on the roll and active service of the University are alone eligible to apply for Promotion under Career Advancement Scheme (CAS).

2. Applications should be submitted as per the following instructions.

(a) Teachers/Other Academic Staff who qualify for any of the stages on or before 07-11-2015

Application to be used: CAS Application Forms **without API** (Respective Stage to Next Stage)

(b) Teachers/Other Academic Staff who qualify for any of the stages on or after 08-11-2015

Application to be used: CAS Application Form **with API**

Teachers/other academic staff who **qualify on or after 8-11-2015** for any of the stages mentioned in TABLE-I(A) will be **assessed with API** in addition to the qualifications required for the movement from one stage to another stage are given in Column 5 of Table-I(A).

(i) *If a teacher/other academic staff qualifies on or after 8-11-2015 and if the period between 8-11-2015 and the date of qualification is less than one year, the API will be assessed for one full year prior to the date of qualification in addition to the other requirements as given in Column 5 of Table-I(A).*

(ii) *If a teacher/other academic staff qualifies on or after 8-11-2015 and if the period between 8-11-2015 and the date of qualification is less than two/three/four/five years, the API will be assessed for full two/three/four/five years as the case may be prior to the date of qualification in addition to the other requirements as given in Column 5 of Table-I(A).*

3. (a) *The teachers are requested to fill up the downloaded application form and generate the filled in application and submit **hardcopies** (3 copies for Stage 1-2, Stage 2-3 & 5 copies for Stage 3-4, Stage 4-5) of the application along with all supporting documents.*

4. **Only the teachers/other academic staff, who have become eligible for promotion under CAS, may apply.**

5. **The eligible teachers and other academic staff are requested to submit “separate application” for the upward movement of “each stage”.**

6. The **Notification, Important Instructions, Eligibility Conditions, Application** are available on the website <https://annamalaiuniversity.ac.in>. The teachers are requested to download and read the entire document before apply for the promotion under CAS.

7. **Eligibility:**

- (a) Assistant Professor possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (Stage 2) after completion of **four years** of service as Assistant Professor subject to the fulfilment of the conditions.
- (b) Assistant Professor M.Phil. Degree or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of **five years** of service as Assistant Professor subject to the fulfilment of the conditions.
- (c) Assistant Professor who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of **six years** of service as Assistant Professor subject to the fulfilment of the conditions.
- (d) Assistant Professor who has completed **five years** of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the requirements laid down by these, to move up to next higher grade of Rs.8000 (Stage 3).
- (e) Assistant Professor who has completed **four years** of service obtained Ph.D. in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the requirements laid down by these, to move up to next higher grade of Rs.8000 (Stage 3).
- (f) Assistant Professor completing **three years** of teaching in the grade of Rs.8000 (Stage 3) shall be eligible to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (Stage 4) and to be designated as Associate Professor subject to the fulfilment of the conditions.
- (g) Associate Professor possessing Ph.D. degree and completing **three years** of service in Stage 4 shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (Stage 5) subject to the fulfilment of the conditions

8. **Assessment of Research Contribution:**

- (a) The research contribution in case of teachers shall be assessed by the Selection committee based on the information provided by the applicant under the heads (i) Research Publications (Papers) (ii) Research Publications (Books etc.), (iii) Research Projects, (iv) Research Guidance and (v) Training Courses and Conferences, Seminar and Workshops (Refer Table-II(A)).

9. Assessment of Domain Knowledge and Teaching Practices in case of teachers shall be assessed by the Selection committee based on the following activities (Refer Table-II(A)).:

Sl. No.	Nature of Activity
1	Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated.
2	Lectures or other teaching duties in excess of the AICTE norms.
3	Preparation and Imparting of knowledge / instruction as per curriculum/ syllabus, enrichment by providing additional resources (Text book/manual etc.) to students
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.
5	Examination duties (invigilation, question paper setting, evaluation / assessment of answer scripts) as per allotment.

10. **Date of Eligibility for the upward movement under CAS:**

- (a) If a candidate applies for promotion under CAS on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
- (b) If, however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
- (c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

TABLE – I(A)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER
ADVANCEMENT SCHEME**

1	2	3	4	5
Sl. No.	Promotion of Teachers through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening / Selection Criteria	Minimum Academic Performance Requirements and Screening / Selection Criteria
			Teachers who qualify between 05-03-2010 and 7-11-2015	Teachers who qualify from 8-11-2015 onwards
1	Assistant Professor/equivalent cadres from Stage 1 to Stage 2 AGP Rs.6000 to Rs.7000	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil. / PG Degree in Professional Courses such as LLM, M.Tech. or six years of service who are without Ph.D. / M.Phil. / PG Degree in Professional Courses	(i) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State Govt. / TEQIP / CIILP/ ISTE/ NITTTR /IIT / DTE / SBTE / University, etc. (ii) Screening cum verification process for recommending promotion.	(i) Minimum API scores using PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(A). (ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. /State Govt. / TEQIP / CIILP/ ISTE/ NITTTR /IIT / DTE / SBTE / University, etc. (iii) Screening cum verification process for recommending promotion.
2	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3 AGP Rs.7000 to Rs.8000	Assistant Professor with completed service of five years in Stage 2.	(i) 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 weeks duration approved or conducted by AICTE / Central Govt. /State Govt./ TEQIP /	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(A). (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching - Learning – Evaluation

			<p>CIILP / ISTE/ NITTTR / IIT/ DTE/SBTE /University, etc.</p> <p>(ii) Screening cum verification process for recommending promotion.</p>	<p>Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 weeks duration approved or conducted by AICTE / Central Govt. /State Govt./ TEQIP / CIILP / ISTE / NITTTR / IIT/ DTE / SBTE / University, etc.</p> <p>(iii) Screening cum verification process for recommending promotion.</p>
3	<p>Assistant Professor (Stage 3) to Associate Professor (Stage 4)</p> <p>AGP Rs.8000 to Rs.9000</p>	<p>Assistant Professor with 3 years of completed service in Stage 3</p>	<p>(i) At least three publications in the entire period as Assistant Professor (twelve years).</p> <p>(ii) 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 approved or conducted by AICTE/ Central Govt./ State Govt./ TEQIP / CIILP/ ISTE/ NITTTR / IIT /DTE / SBTE / University, etc.</p> <p>(iii) A selection committee process as stipulated in regulation and in Table-II(A) without API.</p>	<p>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(A).</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years).</p> <p>(iii) 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 approved or conducted by AICTE / Central Govt./ State Govt./ TEQIP / CIILP / ISTE / NITTTR / IIT / DTE / SBTE / University, etc.</p> <p>(iv) A selection committee process as stipulated in these Regulations and in Table-II(A).</p>

4	Associate Professor (Stage 4) to Professor (Stage 5) AGP Rs.9000 to Rs.10000	Associate Professor with three years of completed service in Stage 4.	(i) A minimum of five publications since the period that the teacher is placed in Stage 3 / 3 years since the appointment of Associate Professor by direct recruitment. (ii) A selection committee process as stipulated in regulation and in Table-II(A) without API.	(i) Minimum yearly / cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table-II(A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in Stage 3 / 3 years since the appointment of Associate Professor by direct recruitment. (iii) A selection committee process as stipulated in this Regulation and in Table-II(A).
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TABLE-II(A)

MINIMUM APIS REQUIRED

**TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)
WEIGHTAGES FOR EXPERT ASSESSMENTS**

Sl. No.	Activity	Assistant Professor / equivalent cadres (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Associate Professor (Stage 4) to Professor (Stage 5)
I	Teaching-learning Evaluation Related Activities (Category-I)	75 / year	75 / year	75 / year	75 / year
II	Co-curricular Extension and Profession related activities (Category-II)	15 / year	15 / year	15 / year	15 / year
III	Minimum total average annual score under Categories I and II*	100 / year	100 / year	100 / year	100 / year
IV	Research and Academic Contribution (Category III)	10 / year (40 / assessment period)	20 / year (100 / assessment period)	30 / year (90 / assessment period)	40 / year (120 / assessment period)
Expert Assessment system		Screening committee	Screening committee	Selection committee	Selection committee
V	Percentage distribution of weightage points in the expert assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening Committee to verify API Scores	No separate points. Screening Committee to verify API Scores	30% contribution to research, 50% Assessment of domain knowledge and Teaching practices, 20% interview performance	50% contribution to research, 30% Assessment of domain knowledge and Teaching practices, 20% interview performance

***Teachers may score the balance of 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.**