

GOVERNMENT OF ASSAM
HIGHER EDUCATION (TECHNICAL) DEPARTMENT
DISPUR ::: GUWHATI - 6

No.ATE.68/2013/780

Dated Dispur, the 17th January, 2013

OFFICE MEMORANDUM

Sub : ADOPTION OF CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS OF GOVERNMENT ENGINEERING COLLEGES OF THE STATE.

The Govt. of India vide their letter No.1-32/2006-U II/UI(i), dated 31-12-2008 and letter number 1-32/2006-U.11(U.1(ii)), dated 31-12-2008 allowed the University Grant Commission (UGC) pay scale to the Teachers in the Universities and Colleges and the All India Council for Technical Education (AICTE) Pay Scale to Teachers of the Engineering Colleges and other Technical institutions w.e.f. 01-01-2006. Further, Government of Assam vide Notification No. FPC. 5/2010/154 dated 11/5/2010 extended the benefit of the revised UGC/AICTE pay scale to the teachers of the Engineering Colleges of Assam w.e.f from 01/01/2006.

As per new AICTE Guidelines (Published in The Gazette of India, No. 247, dated 8/11/2012) F. No. 37-3/Legal/AICTE/2012 dated 8/11/2012 the Career Advancement Scheme (CAS) promotion to the teachers would be subject to the Academic Performance Indicator (API) criteria in Performance Based Appraisal System (PBAS) norms as laid down in AICTE regulations. In pursuance of the above, the Govt. of Assam has decided to issue a guideline regarding the Career Advancement Scheme for the Teachers (Technical) of Engineering Colleges of Assam.

CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS ELIGIBLE FOR PROMOTION UNDER CAS FOR THE PERIOD 1/1/2006 TO 7TH NOVEMBER 2015

A1. As there are some teachers who have already acquired the requisite qualifications & training within the stipulated time frame as per AICTE Notifications F. No. 37-3/Legal/2010 dated 05/03/2010, F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 & F. No. 27/RIFD/Pay Scale/01/2013-14 dated 09/06/2016 but could not avail the benefit for placement in the higher grades due to some administrative constraints in time. As a result some teachers are deprived of the benefit of the CAS. The Govt. of Assam, Higher Education Department (Tech) has considered the entire matter of CAS and the conditions imposed in the guidelines issued by the AICTE from time to time. The following procedure will be adopted for placement of teachers in higher grades, who have fulfilled the required criteria before 08/11/2015, as per declaration on the AICTE Notification F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 [Clause 38]

These regulations shall apply to all Engineering Colleges of the state of Assam and shall remain valid up to 07/11/2015.

- A1.1. Persons entering the teaching Profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the pay band of Rs. 15600- 39100/- with AGP of Rs. 6000/- . Lecturers already in service in the pre-revised scale of Rs. 8000-13500/-, shall be re-designated as Assistant Professor with the said AGP of Rs. 6000/-.
- A1.2. An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000/-.
- A1.3. Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000/- after completion of 5 years service as Assistant Professor.
- A1.4. Assistant Professors who do not have Ph.D. or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000/- only after completion of 6 years service as Assistant Professor.
- A1.5. The upward movement from the AGP of Rs. 6000/- to AGP of Rs. 7000/- for all Assistant Professors shall be subject to their satisfying other condition as laid down by AICTE in this regulation (Clause A1.14).
- A1.6. The payoff the incumbents to the post of Lecturer(Senior Scale) i.e., the pre-revised scale of Rs. 10000- 15200/- shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in the pay band of Rs. 15600- 39100/- based on their present pay, with AGP of Rs. 7000/-
- A1.7. Assistant Professors with completed service of 5 years at the AGP of Rs. 7000/- shall be eligible, subject to other requirements as laid down by AICTE, (clause A1.14) to move up to the AGP of Rs 8000/-.
- A1.8. Post of Associate Professor shall be in the pay band of Rs. 37400- 67000/-, with AGP of Rs. 9000. Directly recruited Associate Professors shall be placed in the pay band of Rs. 37400- 67000/- with an AGP of Rs. 9000/- at the appropriate stage in the pay band in terms of the conditions of appointment
- A1.9. Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.
- A1.10. Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs.37400-67000/- and accordingly re-designated as Associate Professor.

- A1.11 Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade), as the case may be, until they are placed in the pay band of Rs. 37400- 67000/- and re-designated as Associate Professor in the manner described in 1.10 above.
- A1.12 Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000/- shall be eligible, subject to other condition, that may be prescribed by AICTE as applicable, to move to the pay band of Rs. 37400 – 67000/- with AGP of Rs 9000/- and to be designated as Associate Professor
- A1.13 Associate Professor completing 3 years of service in the AGP of Rs. 9000/- and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE (Clause A1.14). No teacher other than those with a Ph.D., shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000/- with AGP of Rs. 10000/-.
- A1.14 All advancements to higher grade pays in various cadres will be effected subject to:
- (i) Completion of two AICTE Approved Refresher programs /Short term courses of not less than two weeks duration and two one week each TEQIP sponsored programs or two one week each AICTE / UGC / MHRD / DST / Central / State Govt. Universities / Institutes short term programs. [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Clause 59) and F. No. 27/RIFD/Pay Scale/01/2013-14 dated 09/06/2016 (clause 59)]
 - (ii) Satisfactory Annual Confidential Report (ACR) for last three years.

A. CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHERS ELIGIBLE FOR PROMOTION UNDER CAS AFTER 7TH NOVEMBER 2015

- B1. As per new AICTE Guidelines (Published in The Gazette of India, No. 247, dated 8/11/2012) F. No. 37-3/Legal/AICTE/2012 dated 8/11/2012 the Career Advancement Scheme (CAS) promotion to the teachers would be subject to the **Academic Performance Indicator (API) criteria in Performance Based Appraisal System (PBAS)** norms as laid down in AICTE regulations
- B1.1 The CAS as per this new AICTE regulation shall come into force with effect from 08/11/2015. Provided that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 08/11/2015 [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Clause 38)], the CAS promotion of such a candidate shall be governed by the provisions of these Regulations.

- B1.2 A teacher who wishes to be considered for promotion under CAS may submit in writing to the State Government Engineering Colleges, within three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the State Government the Performance Based Appraisal System (PBAS) in a proforma as evolved by the State Government duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix I) set out in these Regulations.
- B1.3 In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the State Government Engineering Colleges should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 08/11/2015 and till the date on which these Regulations are notified, can be considered for promotion from the date, on or after 08/11/2015, on which they fulfill the eligibility conditions.
- B1.4. Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (A &B) of Appendix I or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he / she is successfully re-assessed.
- B1.5. The Selection Committee specifications as delineated in Clause B3 of this memorandum are applicable to Career Advancement promotions of Assistant Professor to Associate Professor and Associate Professor to Professor.
- B1.6. CAS promotions from a lower grade to a higher grade of Assistant Professor/ Associate Professor shall be conducted by a "Screening-cum-Evaluation Committee" adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix I.
- B1.7. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professor/ Associate Professor from one AGP to the other higher AGP shall consist of:
- B1.7a "Screening-cum-Evaluation Committee" for Engineering College teachers
(for stage 2 & stage 3):
- (i) The Principal of the College
(ii) Head of the concerned department from the college; and
(iii) Two subject experts in the concerned subject nominated by the Vice Chancellor of the affiliating University.
- B1.8. The quorum for the committee mentioned above shall be three including one subject expert.
- B1.9. The Screening-cum-Evaluation Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective Directorate of Technical Education based on these Regulations and as per the

minimum requirement specified in Tables II(B) and III of Appendix I for each of the cadre of Assistant Professor, shall recommend to the State Government about the suitability for the promotion of the candidates under CAS for implementation.

- B1.10. All the selection procedures outlined above shall be completed on the day of the screening committee /selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the screening/selection committee in the minutes.
- B1.11. CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre.
- B1.12. The incumbent teacher must be on the roll and active service of the colleges on the date of consideration by the Screening/Selection Committee for Selection under CAS Promotion.
- B1.13. Candidates shall offer themselves for assessment for promotion if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event the College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- B1.14. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- ✓B1.15. If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.
- ✓B1.16. If, however, the candidate finds that *he / she* fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of application.
- ✓B1.17. If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment his / her promotion will be deemed to be from the later date of successful assessment.

B2. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS / PROFESSORS:

- B2.1. Entry level Assistant Professors (Stage I) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 & stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in next clause.

- B2.2. In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 08/11/2015 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix- I is to be implemented for one year, initially based on the existing systems in Engineering Colleges for one year only with the minimum annual scores as depicted in Table II (B) for Engineering College teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2015, one year API scores for 2014 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2016, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (Research and academic contribution) API score for this category will be applied for the entire assessment period.
- B2.3. An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000 (Stage 2) .
- B2.4. Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the next higher grade of AGP of Rs. 7,000 (Stage 2) after completion of 5 years service as Assistant Professor.
- B2.5. Assistant Professors who do not have PhD or a Master's degree in the relevant branch / discipline of a program shall be eligible for the next higher grade of AGP of Rs. 7,000 (stage 2) only after completion of 6 years' service as Assistant Professor.
- B2.6. The upward movement from the entry level grade (stage 1) of AGP of Rs. 6000 to the next higher grade of AGP of Rs. 7000 (Stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by AICTE in this regulation.
- B2.7. Assistant Professors with completed service of 5 years in the grade of Rs. 7000 (Stage 2) shall be eligible, subject to meeting the API based PBAS conditions laid down by AICTE in this regulation, to move up to next higher grade of Rs 8000 (Stage 3).
- B2.8. Assistant Professors completing 3 years of teaching in the grade of Rs. 8000 (Stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS conditions laid down by AICTE in these regulations, to move to the Pay Band of Rs. 37400-67000 with the next higher grade of AGP of Rs. 9000 (Stage 4) and to be designated as Associate Professor. However, those joining the service after 08.11.2015 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage 4.
- B2.9. Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed

and designated as Professor and be placed in the next higher grade of AGP of Rs 10000 (Stage 5) subject to following:

- (a) Satisfying the required credit point as per API based PBAS requirements as provided in Tables of Appendix I and
- (b) An assessment by duly constituted selection committee as per promotion policy / Rule of Govt. of Assam for the post of Professor. Provided that no teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor.

B3. SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURES


The Government of Assam has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Associate Professor and Professor under Carrier Advancement Scheme (CAS). (Clause D)
 - (b) Specified selection procedures for CAS regulation for Teachers (Technical) of Engineering Colleges of the state of Assam.(as per clause B2 and clause B3 of this memorandum)
- C. In both the cases (A & B above), if a teacher acquires Ph.D. from inter-disciplinary Centre/Department, the Directorate of Technical Education, Assam will constitute a Committee and may take appropriate decision for the appropriateness of the work in the relevant discipline in which the faculty has acquired B.E./B. Tech. and M.E/M. Tech Degree [As as per declaration in the AICTE Notifications F. No. 27/RIFD/Pay Scale/01/2013-14 dated 04/01/2016 (Clause 5)]

D. SELECTION COMMITTEE SPECIFICATIONS:

Selection Committee for CAS promotion of teachers eligible on or before 08/11/2015 (both A and B Categories as above) is constituted as per following:

- (a) Commissioner & Secretary/Secretary, Education Department (Technical), Govt. of Assam, as Chairman
- (b) Commissioner & Secretary, Personnel Department.
- (c) Joint/ Deputy Secretary Education Department(Technical), Govt. of Assam, member Secretary,
- (d) Director of Technical Education, Govt. of Assam, member
- (e) Principals of AEC/JEC as members


Secretary to the Govt. of Assam
Education Higher (Technical) Department

Memo No.ATE.68/2013/780 – A
Copy to:-

Dated Dispur, the 17th February, 2013

1. The Accountant General, Beltola, Guwahati, Assam, for information and necessary action
2. The Vice Chancellor, Dibrugarh University, Dibrugarh, Assam.
3. The Vice Chancellor, Gauhati University, Guwahati, Assam.
4. The Vice Chancellor, Assam Science & Technology University, Guwahati.
5. The Director of Technical Education, Govt. of Assam, Kahilipara, Guwahati-19, Assam, for information and necessary action. Application for promotion under CAS shall be submitted as per the proforma in Appendix-II. The proforma alongwith the details of Scheme shall be made available online.
6. The Director, Higher Education, Govt. of Assam, Kahilipara, Guwahati-19, Assam, for information and necessary action
7. The Deputy Secretary, Finance (PRU) Department, Dispur, Guwahati – 6.
8. P.S. to Commissioner & Secretary, Finance Department, Dispur, Guwahati – 6.
9. The Principal, Assam Engineering College, Guwahati-781013, Assam.
10. The Principal, Jorhat Engineering College, Jorhat-785007, Assam.
11. The Principal, Jorhat Institute of Science & Technology, Jorhat, Assam.
12. The Principal, Bineswar Brahma Engineering College, Kokrajhar, Assam.
13. The Principal, Barak Valley Engineering College, Karimganj.
14. Guard file

They are requested to inform all concerned accordingly

By order etc.,



11/1/13
Joint Secretary to the Govt. of Assam
Education Higher Technical Department

TABLE-1

APPENDIX-I

**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) FOR CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF TEACHERS OF ENGINEERING COLLEGES OF
ASSAM**

CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES		
Brief explanation:- Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities (b) domain knowledge (c) participation in examination and evaluation (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.		
Sl no	Nature of activity	Maximum score
1	Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated	50
2	Lectures or other teaching duties in excess of the AICTE norms	10
3	Preparation and imparting of knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students.	20
4	Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation, Question paper setting, evaluation/assessment of answer scripts) as per allotment	25
	Total score	125
	Minimum API Score Required	75

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

BRIEF EXPLANATION:- Based on the teacher's self assessment, category II API scores are proposed for co-curricular and extension activities, and professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores.

Sl no	Nature of activities	Maximum score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20
2	Contribution in Corporate life and management of the department and Institution through participation in academic and administrative committees and responsibilities	15
3	Professional development activities (such as participation in seminar, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Total score	50
	Minimum API score required	15

CATEGORY III :- RESEARCH AND ACADEMIC CONTRIBUTIONS

BRIEF EXPLANATION:- Based on teacher's self assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion/CAS in Engineering Colleges. The self assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sl no	APIs	Engineering	Maximum Points
III A	Research Papers	Referred journals	15/publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN - number	10/publication
		Seminar/Conference proceedings as full paper, etc. (Abstract not to be included)	International 10/publication National 05/publication
III B	Research Publications (Books, chapters in books, Magazine, other than referred journal articles)	Text or reference books published by international publishers with an established review system	50/sole author 10/chapter in an edited book
		Subjects books by national level publishers/state and central Govt. publications with ISBN/ISSN numbers	25/sole author, and 5/ chapter in edited books
		Subject books by local publishers	15/sole author, and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by international publishers.	10/chapter
		Chapters contributed to edited knowledge based volumes published by international publishers chapters in knowledge based volumes by Indian/national level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/chapter
III C	RESEARCH PROJECTS		
III C(i)	Sponsored projects carried out/ongoing	Major projects amount mobilized with grants above Rs 30.0 lakh	20/each project
		Major projects amount mobilized with grants above Rs 5.0 lakh up to Rs 30.0 lakh	15/each project
		Minor projects amount mobilized with grants above Rs 50,000/- up to Rs 5 lakh	10/each project

III C(ii)	Consultancy project carried out/ongoing	Amount mobilized with minimum of Rs 3.0 lakh	10/every Rs 3.0 lakh
III C(iii)	Completed Project Quality Evaluation	Completed Project Report(Acceptance from funding agency)	20/each major project 10/each minor project
III C (iv)	Projects Outcome/Output	Major policy document of Govt. Bodies at Central and State level Patent/Technology transfer/Product/Process	30/each national level output or patent 50/each for international level
III(D)	RESEARCH GUIDANCE		
III D (i)	ME/M.TECH	Degree Awarded only	3/Each candidate
	Ph.D.	Degree Awarded only	10/Each candidate
		Thesis Submitted	7/Each candidate
III E	Training courses and conference/seminar/workshop paper		
III E (i)	Attended methodology workshop, training, teaching, learning-evaluation technology programmes, soft skills development programmes, faculty development programme (Max 30 points)	Not less than two weeks duration	20/each
		one week duration	10/each
III E (ii)	Paper in conference/seminars/workshop etc.	Participation and presentation of research paper(oral/poster) in	
		a. International conference	15/each
		b. National	10/each
		c. Regional/state level	5/each
III E (iii)	Invited lectures or presentations for conferences/symposia	d. Local/college level	3/each
		a. International	10/each
		b. National level	5/each

TABLE- II
(MINIMUM APIs AS PROVIDED IN TABLE I)
TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME
(CAS) IN ENGINEERING COLLEGES OF ASSAM (UG & PG) AND WEIGHTAGES FOR EXPERT
ASSESSMENT

		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/equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5)
I	Teaching-learning, evaluative 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 Category I & II	100/Year	100/Year	100/Year	100/Year
IV	Research & Academic contribution (Category III)	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/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	20% contribution to research 60% assessment of domain knowledge and teaching practices 20% interview performance/annual confidential report	30% contribution to research 50% assessment of domain knowledge and teaching practices 20% interview performance/annual confidential report

TABLE: III			
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR CAS PROMOTION OF TEACHERS IN ENGINEERING COLLEGES			
	Promotion of teachers through CAS	Service requirement	Minimum academic performance requirements and Screening/Selection criteria
1	Assistant Professor /Equivalent cadres (Stage 1 to Stage 2)	Assistant Professor in stage 1 and completed 4 years of service with PhD or 5 Years of service with M.Tech/ME or 6 years of Service without PhD/ ME/ M.Tech	<ol style="list-style-type: none"> 1. Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II (B) of Appendix I 2. One Induction/orientation and one training/research methodology course of 2/3 weeks duration approved or conducted by AICTE/Central Govt/State Govt/TEQIP/CHILP/ISTE/NITTTR/IIT/DTE/SBTE/University etc. 3. Screening-cum-verification process for recommending promotion/CAS benefit.
2	Assistant Professor /Equivalent cadres (Stage 2 to Stage 3)	Assistant Professor with completed service of five years in stage 2.	<ol style="list-style-type: none"> 1. Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II(B) of Appendix I 2. One course/programme from among the categories of refresher courses, methodology workshops, training, teaching-learning-evaluation technology programmes, soft skills development programmes and faculty development programmes of 2/3 week duration approved or conducted by AICTE/Central Govt/State Govt/TEQIP/ CHILP/ ISTE/ NITTTR/IIT/DTE/SBTE/University etc. 3. Screening-cum-verification process for recommending promotion/CAS benefit.

3	Assistant Professor (Stage 3) to Associate Professor/equivalent cadre (Stage 4)	Assistant Professor with completed service of three years in stage 3.	<ol style="list-style-type: none"> 1. Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II (B) of Appendix 1 2. At least three publications in the entire period as Assistant Professor (Twelve years). However, in case of college teachers, an exemption of one publication will be given to M.Tech/M.E. holders and an exemption of two publications will be given to Ph.D. holders 3. One course/programme from among the categories of refresher courses, methodology workshops, training, teaching-learning-evaluation technology programmes, soft skills development programmes and faculty development programmes of 2/3 week duration approved or conducted by AICTE/Central Govt/State Govt/TEQIP/ CHILP/ ISTE/ NITTTR/IIT/DTE/SBTE/University etc. 4. Selection committee process as stipulated in these regulations and in table II(B) of Appendix 1.
4	Associate Professor(Stage 4) to Professor / equivalent cadres (Stage 5)	Associate Professor with three years of completed service in stage 4.	<ol style="list-style-type: none"> 1. Minimum yearly/cumulative API scores using the PBAS scoring Performa developed by the concerned State Government as per the norms provided in table II(B) of Appendix 1. Teachers may combine two assessment periods (in stage 2 and 3) to achieve minimum API scores, if required. 2. A minimum of five publications since the period that the teacher is placed in stage 3 3. Selection committee process as stipulated in these regulations and in table II(B) of Appendix 1.

Annual Self-Assessment for the performance Based Appraisal System (PBAS)

-----Session/Year-----

(To be completed and submitted at the end of each academic year)

PART-A
GENERAL INFORMATION

1. Name (Block letters) :
2. Father's/Mother's name/
Husband's name :
3. Department :
4. Current Designation f& Grade Pay :
5. Date of last Promotion :
6. Address for correspondence
(with pin code) :
7. Permanent Address
(with pin code) :
Telephone No. :
E-mail :
8. Whether acquired any degrees or fresh academic qualifications during the year :
9. Academic Staff College Orientation / Refresher Course attended during the year :

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

10. Date of Appointment in Govt. of Assam :
11. Date of joining :
12. For which position & AGP you are applying under CAS :
13. Date of eligibility for Promotion :

14. Educational Qualification (Gradation onwards):

Examination	Name of the University	Year of passion	Marks obtained (%)	Class / Grade
BE/B.Tech				
M.Tech/M.E				
Other examination, if any				

15. Research Degree(s) :

Degree	Name of the University	Date of award	Title
Ph.D/D.Phil			
D.Sc/D.Lit			
Other examination, if any			

16. Details of Teaching / Research / Academic Experience :

Designation	Employer	Period of service		Scale of pay
		From	To	

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of Principal/ i/c Principal

Date :

Seal

Part-B

Academic Performance Indicators (API)

(Please see detailed instruction of the PBAS- proforma before filling out this section)

CATEGORY 1:

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, seminars, tutorials, practical, contact hours (give semester-wise details, where necessary)

Sl.No.	Course/ Paper	level	Mode of Teaching*	No. of Classes per week allotted	No. of Classes /practical conducted	% of Classes/Practicals taken as per documented record

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C).

		API
a)	Classes taken (maximum 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given)	
b)	(i) Teaching load in excess of AICTE norms (Maximum scores 10)	

(ii) Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/ Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and Imparting of knowledge/instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. score: 20)				API Score

(iii) Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc.

Sl. No.	Short description	API Score
Total score (Max. score: 20)		

B(i) Articles/ Chapters published in Books

Sl. No.	Title with page no.	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

B (ii) Full papers in Conference Proceedings

Sl. No.	Title with page no.	Details of Conference Publication	ISSN/ ISBN No.	No. of Co-author	Whether you are the main author	API score

B (iii) Books published as single author or as editor

Sl. No.	Title with page no.	Type of Book & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed.	No. of Co-author	Whether you are the main author	API score

C) Ongoing and Completed Research Projects and Consultancies

C.(i) & (ii) Ongoing Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

C.(iii) & (iv) Completed Projects/ Consultancies

Sl. No	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	Whether document Patent as outcome	policy	API score

D) Research Guidance

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API score
M.E/M.Tech. /Master in appropriate field				
Ph.D or equivalent				

E) (i) Training Courses, Teaching-Learning -Evaluation Technology Programmes, Faculty Development Programme (not less than one week duration)

Sl. No.	Programme	Duration	Organized by	API Score

E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the paper presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College or University level	API score

E) (iii) Invited lectures/ Chairman-ships at National or International conferences/seminar etc.

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National	API score

PART C : OTHER RELEVANT INFORMATION	
Please give details if any other credential, significant contributions, awards, received, etc. not mentioned earlier.	
Sl. No.	Details (Mention Year, value, etc. where relevant)
LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers, etc. wherever necessary)	
Sl. No.	Sl. No.
1	6
2	7
3	8
4	9
5	10

PART-D

Summary of API scores

	Criteria	Last academic year	Total-API score for assessment period	Annual Average API score for Assessment period
I	Teaching, learning and Evaluation related Activities			
II	Co-curricular, Extension and Professional Development related Activities			
	Total (I+II)			
III	Research and Academic Contributions			

I certify that the information provided a correct as per records available and documents enclosed alongwith the duly filled PBAS proforma.

Signature of incumbent with Designation and date

Signature of the HOD with date & seal

Signature of the Principal / i/c Principal with date & seal

Instruction for Filling up Part B of the PBAS Proforma

Part B of the Proforma is based on the AICTE Regulations 2010. It is to be filled out for the recently completed academic year.

The Proforma is to be filled as per these tables and self-assessment scores given. For each category, maximum scores that can be given or carried forward in indicated in the Table –

The self-assessment scores are further to be based on the indicators / activities.

N.B.: The self-assessment scores are subject to verification by the College, and by the Screening cum Verification Committee or Selection Committee as the case may be.

I Teaching and Evaluation Related Performance :			
		Indicators / Activities	Maximum Scores
	(i)	(a)	Lecturers/Practical's/Tutorials/contact classes taken should be based on verifiable records. No scores should be assigned if a teacher has taken less than (say) of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievements.
			50

	(b)	If teacher has taken classes exceeding AICTE norm, then two point to be assigned for each extra hour of classes	10
	(ii)	Imparting of knowledge/instruction vis-à-vis with the prescribed material (Text book / Manual etc.) and methodology of the curriculum (100% compliance = 20 points)	20
	(iii)	Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of subject Content, Course Improvement, etc.	
		Updating of courses, design of curriculum, (5-single course)	10
		Preparation of resource materials, fresh reading materials, Laboratory manuals, etc.	10
		Use of innovative teaching-learning methodologies, use of ICT; updated subject content and course improvement.	10
	a.	ICT Based Teaching material : 10 points/each	
	b.	Interactive Courses : 5 points/each	
	c.	Participatory Learning modules : 5 points/each	
		Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity : 5 points)	10
		Developing and imparting soft skills/communication skills/personality development courses/modules(Each activity : 5 points)	10
		Developing and imparting specialized teaching-learning programmes in physical education, library, innovative compositions and creations in music performing and visual arts and other traditional areas (Each activity : 5 points)	10
		Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students.	10
	a.	workshop/Training course : 10 points each	
	b.	Popularization program : 5 points each	
		Maximum Aggregate Limit	20
	(iv)	Examination Related Work	
		College/University end semester/Annual Examination work as per duties allotted,(Invigilation - 10 points, evaluation of answer scripts - 5 points, Question paper setting - 5 points) (100% compliance = 20 points)	20

	College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance - 10 points)	10
	Examination work such as coordination or flying squad duties, etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance - 10 points)	10
	Maximum Aggregate Limit B(iv)	25
II	Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution	
	(i) Extension and Co-curricular Related Activities	
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-imparting training and placement activity (5 point each)	10
	Positions held/Leadership role played in organization linked with Extension work and National service Scheme (NSS), NCC or any other similar activity (each activity 10 points)	10
	Students and Staff Related Socio-Cultural and Sports Programmes campus publications (department level 2 points, institutional level 5 points).	10
	Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms, etc.(5 points each)	10
	Maximum Aggregate Limit	20
	(ii) Contribution to corporate life and management of the institution	
	Contribution to Corporate life in Universities/Colleges through meetings, popular lectures, subject related events, articles in College magazine and University volumes (2 point each)	10
	Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator (10 points each)	10
	Responsibility for or participation in committees for Students Welfare, Counseling and Discipline (5 each)	10
	Organization of Conference/Training International (10 points), national/regional (5 points)	10
	Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Membership in profession related committees at state and national level.	10
a. At national level : 3 points each	
b. At state level : 2 points,each	
Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership/participation in Bodies/Committees on Education and National Development (5 each)	10
Publication of articles in newspapers, magazine or other publications (not covered in category 3) : radio talks etc.(1 point each).	10
Maximum Aggregate limit	15

III RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

This is to be filled as per the AICTE Regulations, 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per formula provided in the Table I

iii Summary of API Scores

The Summary must take into account the maximum score limits for each set of indicators.