



Government of West Bengal
Department of Higher Education
University Branch
Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata – 700 091.

No. 1047-Edn(U)/ HED-12016(21)/3/2021-UNV SEC-Dept. of HE

Date: 15.07.2026

Memorandum

Terms and Conditions towards CAS Promotion for the Teachers, Librarians and Directors of Physical Education and Sports of State Aided Universities in West Bengal

Consequent upon the implementation of revised pay structure under the Pay revision in terms of the Department's G. O. No. 1306(22)-Edn(U)/EH/1U-77/17 dated 30/12/2019, read with Department's G. O. No. 120(22)-Edn(U)/EH/1U-77/17 dated 03.02.2020, *the question of allowing the stages of promotion under the CAS in the light of UGC Regulation, 2018 vide No. F.1-2/2017(EC/PS) dated 18.07.2018 and subsequent notification vide No. F.9-1/2010(PS/MISC) Pt. Vol. II dated 06.06.2024 for Teachers, Librarians and Directors of Physical Education and Sports of State Aided Universities was under the active consideration of the State Government for some time past.*

2. Now, after careful consideration and keeping in view of the local conditions applicable in the State, the Governor has been pleased to decide that the Career Advancement Scheme of the regular Teachers, Librarians and Directors of Physical Education and Sports of State Aided Universities in the State of West Bengal shall be, as annexed, followed by all State Aided Universities in the State of West Bengal under the administrative control of this Department so that the revised pay structure as introduced in terms of G. O. No. 1306(22)-Edn(U)/EH/1U-77/17 dated 30.12.2019, read with Department's G. O. No. 120(22)-Edn(U)/EH/1U-77/17 dated 03.02.2020 and the scheme of Career Advancement Scheme and other service conditions of the regular Teachers, Librarians and Directors of Physical Education and Sports of State Aided Universities will be considered as a composite one.

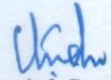
3. *The above scheme shall be applicable only to the regular Teachers, Librarians, and Directors of Physical Education and Sports of Stateaided Universities in the State of West Bengal under the administrative control of this Department, whose promotion under the Career Advancement Scheme (CAS) becomes due on or after 01.01.2025, and it shall be deemed to have taken effect from 01.01.2025.*

4. In all other cases, where the Career Advancement fell due prior to **01.01.2025**, the same will continue to be guided by G. O. No. 1197-Edn(U) dated 31.12.2012, read with 1343-Edn(U)/1U-41/11(Pt) dated 07.12.17 and subsequent amendments issued in this regard.

5. This is issued with the concurrence of the Finance Department vide U.O. No. Group P(1)/2026-2027/0167 dated 07.07.2026 and approval of the competent authority of this Department.

Yours faithfully,

Enclosure: Annexure-A

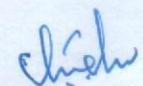

Senior Special Secretary

No. 1047/1(79)-Edn(U)

Date: 15.07.2026

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700001;
2. The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700001;
3. The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata-700091;
4. Finance Department, Group – P2, Government of West Bengal.
5. Finance Department (Group B), Government of West Bengal.
6. Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 700 091.
7. The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata – 700 001.
8. Registrar _____ University.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office I, 11A, Mirza Ghalib Street, Kolkata - 700087.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office II, 11A, Mirza Ghalib Street, Kolkata - 700087.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office III, IB Block, Sector – III, Salt Lake City, Kolkata – 700 106.
12. Finance Officer _____ University.
13. Deputy Secretary to the Governor, Lok Bhavan, Kolkata.
14. Budget Branch of this Department.
15. Statistical Cell of this Branch.
16. Private Secretary to the Hon'ble Minister-in-Charge, Department of Higher Education;
17. Sr. P.S. to the Additional Chief Secretary of this Department.
18. IT Cell of this Department.
19. Guard File.


Senior Special Secretary

GUIDELINES FOR CAREER ADVANCEMENT SCHEME IN RESPECT OF TEACHERS, LIBRARIANS AND DIRECTORS OF PHYSICAL EDUCATION AND SPORTS OF STATE-AIDED UNIVERSITIES IN WEST BENGAL

1. Coverage

These would apply to the Teachers, Librarians and Directors of Physical Education and Sports of State Aided Universities in West Bengal.

2. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson. The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teacher in the Assessment Criteria and Methodology Proforma.

A. The assessment of the performance of university teachers, librarians and directors of physical education and sports for the CAS promotion is based on the following criteria:

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, counseling and mentoring, additional teaching to support the university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/colleges 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 Development Related to Teaching and Research Activities: Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii. Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.

B. Assessment Process

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

Step 1: The University Teachers, Librarians and Directors of Physical Education and Sports of State Aided Universities shall submit to university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 4 of Appendix I. The report should be submitted at the end of every academic year, within the stipulated time. The Teacher,

Librarians and Directors of Physical Education and Sports of State Aided Universities will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfillment of other requirements indicated below, the teacher, librarians and directors of Physical Education and Sports of State Aided Universities shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 3 of these Regulations.

3. Assessment Criteria and Methodology:

3.1 Formation of Screening/Selection Committee:

3.1.1 The “Screening-cum-Evaluation Committee” for CAS promotion of Assistant Professors/University Assistant Librarian/Assistant Director, Physical Education and Sports/ equivalent cadres from one level to the other higher level shall consist of

- i) The Vice-Chancellor’s nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department/Chairperson of the School/The Librarian, University Library (for CAS promotion of Assistant Librarian) / The University Director, Physical Education and Sports (for CAS promotion of Assistant Director, Physical Education and Sports); and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts / One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts (for CAS promotion of Assistant Librarian)./ One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts (for CAS promotion of Assistant Director, Physical Education and Sports).

Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

3.1.2 The Selection Committee specifications as mentioned in Table 5 in Appendix I shall be applicable to Career Advancement promotions from Assistant Professor / University Assistant Librarian /University Assistant Director of Physical Education and Sports, (Academic level 12) to Associate Professor/ University Deputy Librarian /University Deputy Director of Physical Education and Sports, (Academic level 13A), from Associate Professor / University Deputy Librarian /University Deputy Director of Physical Education and Sports, (Academic level 13A) to Professor / Librarian /Director of Physical Education and Sports, (Academic level 14), and for equivalent cadres.

[In order to ensure rational utilization of time, energy and public money, effort has to be made for dealing with an optimum number of career advancement cases by each Screening/Selection Committee.]

3.2 Date of Implementation

This Scheme will be applicable to all incumbents whose Career Advancement becomes due on and from 01.01.2025. In all other cases, where the Career Advancement fell due prior to 01.01.2025, the same will continue to be guided by G. O. No. 1197-Edn(U) dated 31.12.2012, read with 1343-Edn(U)/1U-41/11(Pt)dated 07.12.17 and subsequent amendments issued in this regard.

3.3. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university, within three months in advance of the due date, that he/she fulfills all the requirements under the CAS and submit to the university the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University may initiate the process of screening/ selection, and complete the process within six months from the receipt of application.

3.4 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.

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

3.6 The candidate shall offer himself/herself for assessment for promotion, if he/she fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

- 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 fulfil the CAS promotion criteria 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 not before one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be effective from the date of re-assessment in which the incumbent has succeeded.

3.7 Regarding the cases due for promotions from Level 11 to Level 12 under CAS from 01.01.2025 onwards, the teachers, librarians and directors of Physical Education and Sports will get an additional one year from the date of issuance of this memorandum to complete Eligibility Criterion-iii for teachers [As per clause B(II) (iii)], Criterion-2 for librarians [As per clause C(II) (2)] and Criterion-2 for directors of Physical Education and Sports [As per clause D(II) (2)] for the promotion as provided in this memorandum under Section 4.

3.8 Teaching Days

The Universities must have at least 180 teaching days, i.e., there should be a minimum of 30 weeks of actual teaching days in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days or co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarized as follows:

Categorization	Number of weeks: 6- days a week pattern		Number of weeks: 5- days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 weeks (180days)	30weeks (180days)	36weeks (180days)	36weeks (180days)
Admissions, Examinations and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

3.9 Workload

3.9.1 The workload of the teachers in full employment should not be less than Forty hours a week for thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/ Extra-Curricular Activities/ library consultation/ research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	16 hours per week
Associate Professor/Professor-	14 hours per week

3.9.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

4. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ ASSOCIATE PROFESSORS/ PROFESSORS AND EQUIVALENT CADRES FROM LIBRARY/ PHYSICAL EDUCATION AND SPORTS

A. The entry-level Assistant Professors, Assistant Librarian and Assistant Director of Physical education and Sports (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 3. of these Regulations.

B. Career Advancement Scheme (CAS) for university teachers

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

Eligibility:

- i. An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M. Phil. / PG Degree in Professional Courses, such as LLM, M. Tech., M.V. Sc. and M.D., or six years of service in case of those without a Ph.D./M. Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii. Attended one Orientation course of 21 days duration on teaching methodology;
- iii. Any one of the following: Completed Refresher/Research Methodology Course/Workshop/Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one Massive Open Online Courses(MOOCs) course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv. Published one research publication in the peer-reviewed journals or UGC-listed journals during specific assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five years of the last four/five/six years of the assessment period as the case may be (as provided in Appendix I, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee (Provision - 3.1.1).

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

Eligibility:

- i. Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- ii. A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv. Published three research papers in the peer-reviewed journals or UGC-listed journals during specific assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix I, Table 1) and;
- (ii) The promotion is recommended by the Screening-cum-evaluation committee (Provision - 3.1.1).

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 the subject concerned/allied/relevant discipline.
3. Any one of the following during last three years: completed one course/programme from amongst the categories of Refresher Courses/Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
4. A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the specific assessment period.
5. Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

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 specified in Appendix I, Table 1, and has a research score of at least 70 as per Appendix I, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations (Appendix I, Table 5).

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**Eligibility:**

1. An Associate Professor who has completed three years of service in Academic Level 13A.
2. A Ph.D. degree in the subject concerned/allied/relevant discipline.
3. A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the specific assessment period.
4. Evidence of having successfully guided doctoral candidate.
5. A minimum of 110 Research Score as per Appendix I, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix I, Table 1, and at least 110 research score, as per Appendix I, Table 2.
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations (Appendix I, Table 5).

C. Career Advancement Scheme (CAS) for Assistant & Deputy Librarians/ Librarians**Note:**

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under Sub-section B of 4, of these Regulations for Universities.

I. From University Assistant Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11):**Eligibility:**

An Assistant Librarian/ College 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.

- (i) He /she has attended at least one Orientation course of 21days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix I, Table 3.

CAS Promotion Criteria:

An Assistant Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix I, Table 3, and
- ii) The promotion is recommended by a screening-cum-evaluation committee (Provision - 3.1.1).

II. From University Assistant Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade (Senior Scale/Academic level 11).
- 2) He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalisation, (ii) Maintenance and other activities as per Appendix I, Table 3 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.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix I, Table 3, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee (Provision - 3.1.1).

III. From University Assistant Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in Academic Level 12.
- 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 Appendix I, Table 3 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.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix I, Table 3; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations (Appendix I, Table 5) on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian (Academic Level 13A) to Librarian (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in Academic Level 13A.
- 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 Appendix I, Table 3 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.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph. D. Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix I, Table 3; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations (Appendix I, Table 5) on the basis of the interview performance.

D. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports**Note:**

- i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under Sub-section B of 4, of these Regulations for Universities.

I. From Assistant Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M. Phil. Degree or six years of service for those without an M. Phil. or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three / four/ five years of the last four/five/six years of the assessment period as the case may be, as specified in Appendix I, Table 4; and
- ii) The promotion is recommended by a screening-cum-evaluation committee (Provision - 3.1.1).

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) to Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)

- 1) He/she has completed five years of service in that grade (Senior Scale/Academic Level 11).
- 2) He/she has done any two of the following in the last five years: (i) Completed one course /programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes 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; and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix I, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee (Provision - 3.1.1).

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A).

- 1) He/she has completed three years of service in Academic Level 12.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) 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, (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix I, Table 4, and;
- ii) The promotion is recommended by a selection committee (Appendix I, Table 5) constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports (Academic Level 13A) to University Director Physical Education and Sports (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in Academic Level 13A.
- 2) He/she has done any one of the following during last three years: (i) Completed one course/ programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) 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), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organizing competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix I, Table 4, and;
- ii) The promotion is recommended by a selection committee (Appendix I, Table 5) constituted as per these Regulations on the basis of the interview performance.

5. Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a

teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- A. The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- B. The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- C. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- D. The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- E. The previous appointment was not as guest lecturer for any duration.
- F. The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - i. the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - ii. the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - iii. the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- G. No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

Appendix I

Table 1

Assessment Criteria and Methodology for University Teachers of State Aided Universities

Sl. No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above-Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/Director/ Coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organizing 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-1-2activities 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.

Table 2

Methodology for University Teachers and College Teachers for calculating Academic/Research Score

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

S.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 listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/ course	02 per curricula/ course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20

	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d)E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/ paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M. Phil. /P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07

	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | | | |
|------|--|---|-----------|
| i. | Paper in refereed journals without impact factor | - | 5 Points |
| ii. | Paper with impact factor less than 1 | - | 10 Points |
| iii. | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv. | Paper with impact factor between 2 and 5 | - | 20 Points |
| v. | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi. | Paper with impact factor >10 | - | 30 Points |

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

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

Note:

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

presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

- The research score shall be from the minimum of three categories out of six categories.
- However, equivalence of the above mentioned parameters based on academic / research experience/performances / publications/others (if required) may be decided by respective screening committee / IQAC of the concerned University.

Table 3

Assessment Criteria and Methodology for University Librarians

Sl. 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 up to 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. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extra-curricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/undertaken any of the activities.
Overall Grading	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.		

Table 4
Assessment Criteria and Methodology for Directors of Physical Education and Sports

Sl. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2	Organizing intra college competition	Good - Intra college competition in more

		than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory: Not involved/undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	

Note:

- It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
- The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

Table 5

Selection Committee Composition:

1. Associate Professor/ Deputy Librarian (Stage 4 / Level 13A)/ Deputy Director Physical Education and Sports etc. (Stage 4 /Level 13A) in the University

- a. The Selection Committee for the post of Associate Professor in the University shall have the following composition:
 - i. The Vice Chancellor's nominee, not below the rank of as Professor, shall be the Chairperson of the Committee.
 - ii. An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.
 - iii. Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
 - iv. Dean of the faculty, wherever applicable.
 - v. Head/Chairperson of the Department/School / The Librarian, University Library / The University Director, Physical Education and Sports (as applicable);
 - vi. An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of 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.
- b. At least four members, including two outside subject experts, shall constitute the quorum. No act of proceedings of this committee shall be invalid or called in question by reason of existence of vacancy, initial or subsequent, as the case may be.

2. Professor/ Librarian (Stage 5 /Level 14)/ Director Physical Education and Sports etc. (Stage 5 / Level 14) in the University

- a. The Selection Committee for the post of Professor in the University shall consist of the following persons:
 - i. The Vice Chancellor's nominee, not below the rank of as Professor, shall be the Chairperson of the Committee.
 - ii. An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.
 - iii. Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - iv. Dean of the faculty, wherever applicable.
 - v. Head/Chairperson of the Department/School / The Librarian, University Library / The University Director, Physical Education and Sports (as applicable);
 - vi. An academician belonging to the SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories, if any of the candidates representing 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.

b. At least four members, including two outside subject experts, shall constitute the quorum. No act of proceedings of this committee shall be invalid or called in question by reason of existence of vacancy, initial or subsequent, as the case may be.

Note(s)

- (1) For all Selection Committees specified in this Scheme, Head of Department / Teacher-In-charge should be either in the same or higher rank/position than the rank/position for which the interview is to be held.
- (2) Out of three subject/field experts at least one must be a practicing Librarian/ Director Physical Education and Sports while constituting a Selection Committee for any position of Librarian / Director Physical Education and Sports etc. cadre.