



**Institute of Human Resources Development
Chackai, Thiruvananthapuram-24**

PROCEEDINGS

IHRD – Implementation of Career Advancement Scheme (CAS) to the faculty members working in UGC scheme in Engineering Colleges under IHRD – Orders issued.

No. EA3/1507/2013/IHRD

Dated, Thiruvananthapuram 16th March, 2024

- Read:-**
1. G.O.(P) No.58/2010/H.Edn dated 27.03.2010
 2. This office proceedings No.EA3/3705/2011/IHRD dated 18.03.2011.
 3. G.O.(MS) No.28/2019/H.Edn dated 11.02.2019
 4. Notification No.F.1-2/2017 (EC/PS) dated 18.07.2018 of UGC
 5. Guidelines for PBAS under Career Advancement Scheme by DCE Kerala, 2019

ORDER

The 19th Governing Body of IHRD had extended the UGC 6th pay revision to the faculty members working in Engineering Colleges in accordance with reference (1) above. Career Advancement Scheme (CAS) of teachers under this scheme with effective from 18.09.2010 for the Placement/Promotion of teachers was implemented in the state wide reference (3) above based on the UGC regulations on minimum qualifications for appointment of teachers and other academic staff in reference(4) above. A guideline for Performance Based Assessment System (PBAS) was issued by reference (5) above.

In the above circumstance, applications are invited from the eligible faculty under UGC scheme for placement under CAS subject to the following conditions.

1. A teacher who wishes to be considered for placement under CAS may submit application to the Principal of the college where they are now working in the PBAS proforma (option B) and annual performance appraisal report for each academic year (from 1st June to 31st May) within the assessment period duly certified by the Principal concerned with all the required supporting documents.
2. The norms and requirements for placement are strictly in accordance with the orders and guidelines cited in the references above.

3. The PBAS envisages an expert assessment system constituted with a Screening Committee for placement of Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3 and a Selection Committee for Stage 3 to Stage 4.
4. The API score for placement under CAS will be as per the relaxed condition provided in the UGC regulation 2018 and described in UGC notification cited above. Details of criteria are given in reference (5) above.
5. The Principal concerned shall ensure that all the details including the Leave Without Allowance availed by the incumbent provided in the proforma submitted are verified with respect to the service book of the incumbent.
6. Placement under CAS as per Option B can be exercised only for the Placement/Promotion due within the period of 18.09.2010 to 17.07.2018.
7. Faculty members eligible for multiple placements should submit separate PBAS proforma and annual performance report for each period.
8. The Principal shall ensure that the proforma forwarded to this office is duly attested.

Last date for receiving the option forms at the college is 16.05.2024 and HOI are directed to forward the same with all relevant documents to the head office on or before 31.05.2024.

Further clarification if any required shall be issued in due course on request.


Dr. V A Arun Kumar
DIRECTOR

To,

1. *All Principals of Engineering Colleges under IHRD (Circulated among the faculty members concerned)*
2. *Finance Officer*
3. *Administrative Officer*
4. *Accounts Officer*
5. *SF*
6. *OC*

PBAS Proforma for promotion of Teachers under CAS

PBAS Proforma for Option B

Placement fromto

(Post with AGP to be mentioned)

Part-A: General Information and Academic Background

1. Name (in Block Letters) :
2. Father's/Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service
(contract/regular) :
7. Current Designation & Grade Pay :
8. Date of Last Promotion, if any :
9. Date of Declaration of Probation :
10. Stage for which you are an applicant for
promotion under CAS :
11. Proposed date of eligibility for promotion as
per eligibility conditions and CAS
promotion criteria :
12. Indicate whether belongs to
(SC/ST/OBC/Minority/Differently Abled) :
13. Contact details (Mobile No. and E-mail) :
14. Non Qualifying period of service,
LWA etc... if any :

15. Academic Qualifications

Examinations	Name of the Board/University	Year of Passing	% of Marks obtained	Division/Class/Grade	Subject
Graduation					
Post Graduation					
Others					

16. Research Degrees

Degree	Title of Thesis/Dissertation	Date of Award with Reg. No.	Discipline/Subject	University
M.Phil.				
Ph.D.				
Any other*				

*Professional qualification such as M.Tech etc...

17. Field(s) of specialization

18. Appointments held prior to Joining the Current Department

Designation	Name of Employer	Nature of Appointment	Date of		Salary with grade pay/Level	Reason For Leaving	Total Duration
			Joining	Leaving			

19. Details of Orientation and Refresher/Research Methodology Course attended

Name of the Course	Place	Duration and Date	Name of Academic Staff College/HRDC	Sponsoring Agency

20. Whether service relaxation is eligible for possessing Ph.D/M.Phil.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations as amended from time to time.

Signature:

Place:

Date:

Name and Designation :

Part-B: Assessment Criteria and Methodology

(Applicants are required to refer to the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma and the Guidelines issued by DCE before filling this section)

Category II-Professional Development, Co-curricular and Extension Activities
(Refer Annexure II, Table 3(a) of DCE Guidelines)

Category II: Professional Development, Co-curricular and Extension Activities			API Score Claimed in the assessment period	API Score approved by SEC
(a)	Student related co-curricular, extension and field based activities. <i>(Max 15 per year)</i>			
	Year	Activity	Score	
(b)	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. <i>(Max 15 per year)</i>			
	Year	Activity	Score	
(c)	Professional development Activities <i>(Max 15 per year)</i>			
	Year	Activity	Score	
Total for Category II				

Category III. Research and Academic Contributions

(Refer Annexure II, Table 3(b) of DCE Guidelines)

III.a. Research papers published in journals

III.a.(i)2. Research Papers Published in Refereed Journals as notified by UGC

Sl. No.	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any	Whether you are the Principal (Main or 1 st) author/ Corresponding author or Co-author	No. of Co-authors	API score claimed	API score approved by SEC
Total API Score									

III.a.(i) 2. Research Papers Published in Other Reputed Journals as notified by UGC

Sl. No.	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any	Whether you are the Principal (Mainor1 st) author/Corresponding author or Co-author	No. of Co-authors	API score claimed	API score approved by SEC
Total API Score									

III.b. Research Publications (books, chapters in books, other than refereed journal articles.

III.b.1. Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sl. No	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No. of Co-authors	API score claimed	API score approved by SEC
Total API Score								

III.b.2. Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website.

Sl. No	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No. of Co- authors	API score claimed	API score approved by SEC
Total API Score								

III.b.3. Subject Books, published by Other local publishers, with ISBN/ISSN number

Sl. No	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No. of Co-authors	API score claimed	API score approved by SEC
Total API Score								

III.b.4. Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sl. No.	Title of chapter with Page No.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No. of Co- authors	API score claimed	API score approved by SEC
Total API Score								

III.c. Research Projects

III.c.1. Sponsored Projects (Major Projects, Minor Projects)

Sl. No.	Title	Agency	Period	Grant/Amount mobilized in Lakhs	API score (claimed)	API score approved by SEC

III.c.2. Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/Amount mobilized in Lakhs	API score (claimed)	API score approved by SEC

III.c.2. Project outcome/outputs III.c.2.1. Patent/technology transfer/product/process

Sl. No.	Description/Patent	International/ National	API score (claimed)	API score Approved by SEC

III.c.2.2. Major Policy document prepared for International Bodies/ Central/ State Government /Local Bodies

Sl. No.	Description	International / Central / State Govt./Local bodies	API score (claimed)	API score Approved by SEC

III(d) Research Guidance

Sl. No.	Item	Number Enrolled	Thesis submitted	Degrees awarded	API score (claimed)	API score Approved by SEC
III.d.1	M.Phil or equivalent (for Degree awarded only)					
III.d.2.	Ph.D.					
III.d.3	Ph.D. (Ongoing)					
III.d.4	Ph.D. Thesis Evaluation					
III.d.5	PG Projects					
III.d.6	UG Projects					
Total API Score						

III(e) Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

III.e.1. Fellowships/Awards

Sl. No.	Nature of the award/Fellowship	Whether International, National/State/Regional/University level	Academic body/Association giving the award/fellowship	API Score (claimed)	API Score approved by SEC
Total API Score					

III.e.2. Invited lectures /papers (Oral/Poster)

Sl. No.	Title of paper presented	Name of Conference Seminar and by whom Organized	Nature (Invited lecture/ Papers)	Whether International, National/State/Regional/University level	API score (claimed)	API score approved By SEC
Total API Score						

III. f. Development of e-learning delivery process/material

Sl. No.	Module/Title	API score (claimed)	API score approved By SEC
Total API Score			

Year	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	20xx-xx	Aggregate Score for the assessment period
Grand Total API Score - Category : III III.a+III.b+III.c+III.d+III.e +III.f]							



Annual Performance Appraisal Report

Self Appraisal Report for the Academic Year.....

Part-A: General Information and Academic Background

1. Name(in Block Letters) :
2. Father's/Mother's Name :
3. Date of Birth :
4. Sex :
5. Name of the College & Department :
6. Date of Entry in present service :
(Contract/Regular)
7. Current Designation :
8. Present Basic pay with Scale of pay :
9. Date of Last Promotion, if any :
10. Date of Declaration of Probation :
11. Indicate whether belongs to :
(SC/ST/OBC/ Minority/ Differently Abled)
12. Contact details (Mobile No. and :
E-mail)

13. Academic Qualifications

Examinations	Name of the Board/University	Year of Passing	%of marks	Division/ Class	Subject
Graduation					
Post Graduation					
Others					

14. Orientation Course/Refresher Course/ Summer/Winter School attended:

Name of the Course/Summer/Winter school	Duration and Period	Sponsoring Agency

15. Research Degrees

Degree	Title of Thesis/ Dissertation	Date of Award With Reg. No.	Discipline/ Subject	University
M.Phil				
Ph.D.				
Any other*				

*Professional qualification such as M.Tech etc..

16. Seminars/Training programmes attended		
Name of the Programme	Duration and Period	Sponsoring Agency

Part-B: Assessment Criteria and Methodology

(Applicants are required to refer the relevant provisions of UGC Regulations relating to PBAS Proforma and the Guidelines table 3(a), 3(b) before filling this section)

Professional Development, Co-curricular and Extension Activities <i>(Refer Annexure II, Table 3 (a) of DCE Guidelines)</i>	:	
a) Student related co-curricular, extension and field based activities	:	
b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	:	
c) Professional development Activities	:	

Research and Academic Contributions*(Refer Annexure II, Table 3 (b) of DCE Guidelines)***III .a. (i) 1. Research Papers Published in Refereed Journals as notified by UGC**

Sl. No	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact Factor if any	Whether you are the Principal (Main or 1 st) author/ Corresponding author or Co-author	No of Co- authors

III. a. (i) 2. Research Papers Published in Other Reputed Journals as notified by UGC

Sl. No.	Name of Authors and Title of the paper	Name of Journal and details of Vol., No., Year, Page	Sl. No. in UGC list	ISSN/ ISBN No.	Whether Peer reviewed, Impact factor if any	Whether you are the Principal (Main or 1 st) author/ Corresponding Author or Co-author	No. of Co-authors

III.b. Research Publications (books, chapters in books, other than refereed journal articles)

III.b.1. Text/ Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sl. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether You are the Main author	No of Co- authors

III.b.2 Subject Books, published by National level publishers, with ISBN/ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website.

Sl. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co-authors

III.b.3. Subject Books, published by Other local publishers, with ISBN/ISSN number

Sl. No.	Title of Book and Nature of authorship (Author/Editor)	Type of Book and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are The Main author	No of Co- authors

III.b.4. Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Sl. No.	Title of chapter with Page No.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether Peer reviewed	Whether you are the Main author	No of Co- authors

III.c. Research Projects

Sponsored Projects (Major Projects, Minor Projects)

Sl. No.	Title	Agency	Period	Grant/Amount mobilized in Lakhs

III.c.2. Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/Amount mobilized in Lakhs

III.c.2. Project outcome/outputs

III.c.2.1. Patent/technology transfer/ product/ process

Sl. No.	Description/Patent	International/National

III.c.2.2. Major Policy document prepared for International Bodies/ Central/State Government/ Local Bodies

Sl. No.	Description	International/Central/State Govt./Local bodies

III(d) Research Guidance

Sl. No.	Item	Number Enrolled	Thesis submitted	Degrees awarded
III.d.1	M.Phil or equivalent (for degree awarded only)			
III.d.2	Ph.D.			

III.d.3	Ph.D.(Ongoing)			
III.d.4	PhD Thesis Evaluation			
III.d.5	PG Projects			
III.d.6	UG Projects			

III(e) Fellowships, Awards and Invited Lectures delivered in Conference/Seminars

III.e.1. Fellowships/Awards

Sl. No.	Nature of the award/Fellowship	Whether International, National/State/ Regional/ University level	Academic body/Association giving the award/fellowship

III.e.2. Invited lectures / papers (Oral / Poster)

Sl. No.	Title of paper presented	Name of Conference Seminar and by whom Organized	Nature (Invited lecture/Papers)	Whether International, National/State/ Regional/University level

III. f. Development of e-learning delivery process/material

Sl. No.	Module/Title

Part-C: Other Relevant Information

Please give details of any other credential, significant contributions, awards received etc... not mentioned earlier:

Sl. No.	Details(Mention Year, Value etc... where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to placement/promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Place

Signature of Applicant:

Date

Name and Designation:

Certified that Mr./Ms./Dr.....has been working as..... in the department since..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

Place:
Date:

Head of the Department

Place:
Date:

Principal