

A decorative border of palm trees surrounds the central text. The border consists of a top row of 15 palm trees, a bottom row of 15 palm trees, and two vertical columns of 15 palm trees each on the left and right sides, forming a rectangular frame.

# **Career Advancement Scheme (CAS)**

**A Handbook  
on  
Career Advancement Scheme (CAS)  
for  
Government / Government Aided Arts &  
Science College Teachers of Tamil Nadu**

**Extracted from**

**G.O.(Ms) No.5, Dated 11-01-2021, Department of Higher  
Education, Tamil Nadu**

**In accordance with  
UGC Revised Regulations 2018  
Dt. 18-07-2018**

***Disclaimer :*** This document is composed from the original GO / Regulations and it was not the final one.  
However, always refer the authorities concerned for correct / latest information and guidelines.

## 1. INTRODUCTION

UGC vide Gazette Notification dated 18/7/2018 has issued the new guidelines applicable to the same named as “UGC Regulations on Minimum qualification for appointment of Teachers and other academic staff in Universities and Colleges and other measures for the maintenance of standards in higher education, 2018” in supersession of the “UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education 2010”. ***The Higher Education Department, Government of Tamilnadu has adopted the UGC regulation 2018 vide G.O.(Ms) No.5 dated 11.01.2021., with minor changes wherever applicable.***

## 2. ASSESSMENT PROCESS

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

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix. The report should be submitted at the end of every academic year, within the stipulated time. The teacher 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 fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of *G.O.(Ms) No.5 dated 11.01.2021.*

## 3. ASSESSMENT CRITERIA AND METHODOLOGY

- (a) Tables 1 to 3 of Appendix given in *G.O.(Ms) No.5 dated 11.01.2021* are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix in *G.O.(Ms) No.5 dated 11.01.2021* is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix in *G.O.(Ms) No.5 dated 11.01.2021* is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

As per Clause 6.3 of *G.O.(Ms) No.5 dated 11.01.2021* the criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

Moreover, for those the due date for CAS promotion falls on or after 01.04.2015 and have not been awarded so far, the API and other conditions stipulated in new Regulations 2018 shall be adopted with monetary benefit from 01.08.2018

#### **4. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS**

**A.** The entry-level Assistant Professors (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 6.3 of *G.O.(Ms) No.5 dated 11.01.2021*.

#### **B. Career Advancement Scheme (CAS) for College Teachers**

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

##### **Eligibility:**

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.

1. Attended one Orientation course of 21 days duration on teaching methodology;
2. Any one of the following: Completed Refresher / Research Methodology Course  
OR  
Any two of the following: Workshop / Syllabus Up-gradation Workshop / Training Teaching-Learning-Evaluation, Technology Programmes / Faculty Development Programmes of at least one week (5 days) duration each,  
OR

Taken one MOOCs course (with e-certification) or development of e-contents in four- quadrants / MOOC's course during the 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 of the last four/five/six years of the assessment period as the case may be (as specified in Table 1 of *G.O.(Ms) No.5 dated 11.01.2021*)

AND

- ii. The promotion is recommended by the Screening-cum Evaluation Committee.

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

##### **Eligibility:**

1. Assistant Professors who have completed five years of service in Academic Level 11 / Senior Scale
2. 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.

### **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 Table 1 of *G.O.(Ms) No.5 dated 11.01.2021*)

AND

- ii. The promotion is recommended by the Screening-cum-evaluation committee.

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

#### **Eligibility:**

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.

### **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 Table 1 of *G.O.(Ms) No.5 dated 11.01.2021*), and has a research score of at least 70 as per Table 2 of *G.O.(Ms) No.5 dated 11.01.2021*

AND

- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

#### **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 13 A.
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 assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2 (of UGC Regulation, 2018).

##### **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 Table 1 of G.O.(Ms) No.5 dated 11.01.2021, and at least 110 research score, as per Appendix I of G.O.(Ms) No.5 dated 11.01.2021
- ii. The promotion is recommended by a selection committee constituted in accordance with these Regulations.

**Except in Grade II – Principals and Professors, wherein lesser Financial Option shall be implemented**

#### **5. INCENTIVES FOR PH.D/M.PHIL AND OTHER HIGHER QUALIFICATION**

Incentives to Ph.D., M.Phil and other higher Qualifications shall be governed by the Tamil Nadu Government orders issued in G.O.(Ms) No. 37, Personnel and Administrative Reforms (FR IV) Department, dated 10.03.2020 and G.O.(Ms) No. 116, Personnel and Administrative Reforms (FR IV) Department, dated 15.10.2020.

#### **6. SCREENING CUM-EVALUATION COMMITTEE AND SELECTION COMMITTEE-PROCESS**

##### **(i) Screening cum-Evaluation Committee**

As per the UGC Regulations for assessment and grant of placement under CAS for Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11/Sr.Scale); Assistant Professor (Sr. Scale/Academic Level 11) to Assistant Professor(Selection Grade/Academic Level 12), a Screening cum-Evaluation Committee has to be constituted.

##### **(ii) Selection Committee:**

As per the UGC Regulations for assessment and promotion under CAS, for Assistant Professor ( Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) and Associate Professor (Academic Level 13A) to Professor (Academic Level 14), a Selection Committee has to be constituted.

#### **7. COMPOSITION OF SCREENING-CUM-EVALUATION COMMITTEE**

##### **For College teachers:**



- i) The Principal of the College
- ii) Head/Teacher-Incharge of the Department concerned from the college
- iii) Two subject experts in the subject concerned working in Government Colleges

Note: The quorum of these committee shall be three which will include one subject expert/university nominee.

## **8. COMPOSITION OF SELECTION COMMITTEE**

The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.
- iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

Note: The quorum for the meeting shall be five, including two subject experts.

The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
- iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

Note: The quorum for the meeting shall be five, including two subject experts.