

**Regulation of CAS for promotion of Teachers of Jadavpur University  
as per EC resolution no 6 dt 3.3.2015.**

**1) Composition of Screening/Selection Committee for CAS Promotions**

**A) Composition of Screening Committee for CAS Promotions of Assistant Professors from Stage-1 to Stage-2, and Stage-2 to Stage-3**

In case of intra grade CAS promotions of Assistant Professors from Stage-1 to Stage-2, and Stage-2 to Stage-3, a 3-member screening committee will verify the eligibility conditions, as laid down in the guidelines for promotions of the teachers under CAS prepared by Jadavpur University, and recommend promotion of the applicant.

The Screening Committee will consist of the following members:

- i) Head of the Department/ Director of School, Chairperson\*;
- ii) One subject expert nominated by the respective Dean of the Faculty of the University from the panel of experts in concerned subject/field approved by the respective Board of Studies of the Department / Academic Committee of the School;
- iii) One expert (preferably with sufficient knowledge of the service rules and procedures) nominated by the Vice Chancellor of the University.

\*The Head of the Department/Director of the School cannot be a member of the screening committee unless he/she is in a higher AGP than the applicant concerned. In such situation, the Dean of the concerned Faculty of the University shall act as the chairperson of the screening committee.

**B) Composition of Selection Committee for CAS Promotions of Assistant Professors Stage-3 to Associate Professors Stage-4**

In case of CAS promotions of Assistant Professors Stage-3 to Associate Professors Stage-4, a 4-member selection committee will be constituted for expert assessment based on the conditions, as laid down in the guidelines for promotions of the teachers under CAS prepared by Jadavpur University, and recommend promotion of the applicant.

The Selection Committee will consist of the following members:

- i) Head of the Department/Director of School, Chairperson\*;
- ii) Two subject experts nominated by the Dean of the concerned Faculty of the University from the panel of experts in concerned subject/field approved by the respective Board of Studies of the Department/ Academic Committee of the School;
- iii) One expert (preferably with sufficient knowledge of the service rules and procedures) nominated by the Vice Chancellor of the University.

\*The Head of the Department/ Director of the School cannot be a member of the screening committee unless he/she is in a higher AGP than the applicant concerned. In such situation, the Dean of the concerned Faculty of the University shall act as the chairperson of the screening committee.

**C) Composition of Selection Committee for CAS Promotions of Associate Professors Stage-4 to Professors Stage-5**

The selection will be done by a duly constituted selection committee to be formed as per norm for direct recruitment of Professors. in the University vide UGC regulation read with Go. No. 1197(28) – Edn(U)/1U-41/11(Pt), dated 31.12.2012 and JU Act 1981 as amended by The West Bengal University (Amended) Act,2012.

**2) Minimum APIs required for Promotions and Weightages for Expert Assessment under CAS**

Distribution of weightage points in expert assessment for CAS promotions shall be different for teachers in different stages given in the table below. However, if a teacher earns minimum API score required in each of the categories (i.e. Category-I, II, and III) given in the following table satisfying eligibility for his/her promotion, s/he will get full weightage points distributed under each of the categories. Although points marked for Category-II is only required for satisfying minimum eligibility and shall not come under consideration in expert assessment.

For promotions of Assistant Professors Stage-I to Stage-II, and Assistant Professor Stage-II to Stage-III, there is no distribution of separate points for different categories (i.e. Category-I, II, and III) for assessment. The Screening committee will recommend promotions after verifying minimum API score required in different categories (i.e. Category-I, II, and III) for satisfying minimum eligibility criteria.

	<b>Assistant Professor Stage-1 to Stage-2</b>	<b>Assistant Professor Stage-2 to Stage-3</b>	<b>Assistant Professor Stage-3 to Associate Professor Stage-4</b>	<b>Associate Professor Stage-4 to Professor Stage-5</b>
Percentage distribution of weightage Points in the Expert Assessment (Total Weightage = 100, Minimum required for promotion is 50)	No separate Points.  Screening committee to verify API Scores	No separate Points.  Screening committee to verify API Scores	30% - Contribution to Research (weightage Points from APIs Score obtained in Table-I, Category-III <i>vide</i> Annexure-II)  50% - Assessment of domain knowledge and teaching practices (weightage Points from APIs Score obtained in Table-I, Category-I <i>vide</i> Annexure-II)  20% - Interview/ Discussion performance (weightage Points from Score obtained through Interview/ Discussion performance)	50% - Contribution to Research (weightage Points from APIs Score obtained in Table-I, Category-III <i>vide</i> Annexure-II)  30% - Assessment of domain knowledge and teaching practices (weightage Points from APIs Score obtained in Table-I, Category-I <i>vide</i> Annexure-II)  20% - Interview / Discussion performance (weightage Points from Score obtained through Interview/ Discussion performance)
Total Weightage =	Xxxxx	xxxxx	100	100
Contribution to Research	Xxxxx	xxxxx	Distributed Weightage=30	Distributed Weightage=50
Score Obtained	Xxxxx	xxxxx		
Assessment of domain knowledge and teaching practices	Xxxxx	xxxxx	Distributed Weightage=50	Distributed Weightage=30
Score Obtained	Xxxxx	xxxxx		

Interview/ Discussion performance	Xxxxx	xxxxx	Distributed Weightage=20	Distributed Weightage=20
Score Obtained	Xxxxx	xxxxx		
<b>Total Score Obtained =</b>	Xxxxx	xxxxx		

### 3) Requirements of Refresher Courses/Orientation Courses, etc.

Noted the letter of UGC *vide* No. 1-2/2009 (EC.PS) Pt. VIII, dated 17.12.2012 which states that " it has been decided by UGC that the date for participation in Orientation/Refresher Courses in respect of university teachers and equivalent posts/cadres stands extended upto 31.12.2013 for the purpose of Career Advancement Scheme (CAS)".

In line with the spirit of revision towards extension of the date for participation in Orientation / Refreshers courses in respect of university teachers and equivalent posts/cadres for the purpose of Career Advancement Scheme (CAS) by UGC *vide* letter No. 1-2/2009 (EC.PS) Pt. VIII, dated 17.12.2012 and *vide* section 11.1 of G.O no 1197(28)-Edn(U)/10-41/11(pt) dt 31.12.12 the Executive Council extended the date of completion of requirements of participation in Orientation / Refreshers courses before applying for next promotion. .

### 4) Date of Eligibility and /or Effect for CAS Promotions

Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables I and II, and other minimum eligibility conditions in terms of minimum academic performance and service requirements for promotion indicated in table III (*vide* ANNEXURE-II: SCHEME OF ACADEMIC PERFORMANCE INDICATOR (API) BASED PERFORMANCE APPRAISAL SYSTEM (PBAS) by submitting an APPLICATION FORM (*vide* ANNEXURE-III) prepared for the purpose by Jadavpur University.

They may do so three months before the due date of promotion if they consider themselves eligible. 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.

(A) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility. (B) Candidates who do not consider themselves eligible can also apply at a later date. If the candidate finds that he/she fulfills the eligibility conditions at a later date and applies duly and is successful, his/her promotion will be effected from that date of fulfilling the eligibility criteria. (C) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment. (*vide* Govt. of West Bengal, Higher Education Department's Order No. 1197(28) – Edn(U)/1U-41/11(Pt), dated 31.12.2012).

### 5) Eligible Candidates may Apply for CAS Promotions to more than one Stages Simultaneously

Due to long delay in implementing CAS for promotions of the University teachers, it has been decided that if the candidates find them already eligible for promotions to more than one Stage, they may apply for such promotions simultaneously. However, separate application form is to be submitted by themselves for promotion to each one of such Stages.

## 6) Notional Effect for CAS Promotions

Noted the State Govt. Order vide No. 1097-(17)-Edn(U)/1U-41/11(Pt.) dated 14.11.2014.

The date of effect of the Career Advancement Scheme (CAS) is modified as follows:

- ❖ Career Advancement for the Teachers for the period starting from 30.06.2010 to be effective notionally from the date it becomes due, and actually from 01.11.2012.
- ❖ This scheme will be effective in respect of the incumbents whose career advancement is due on and from 30/06/2010. In respect of all cases where the career advancement or re-designation was due on a date falling between 30.06.2010 to 31.10.2012 (both days inclusive), the scheme will be effective notionally i.e. pay fixation to be made notionally from the date on which career Advancement becomes due, and actually from 01.11.2012. The arrear liability which will arise from 01.11.2012 to 30.09.2014 will be paid in 3(three) equal installments in 3(three) financial years commencing from 2015-2016.

The Scheme of Career Advancement for the University Teachers under UGC Regulations, 2010 was to be effective notionally on and from 30.06.2010 as per State Govt. Order vide No. 1097-(17)-Edn(U)/1U-41/11(Pt.), dated 14.11.2014. Hence in respect of all cases where the career advancement was due on a date prior to 30.06.2010 under UGC Regulations, 2010 shall also be effective notionally on and from 30.06.2010. Hence candidates thus eligible may apply for their promotions. Eligible candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables I and II, and other minimum eligibility conditions in terms of minimum academic performance and service requirements for promotion indicated in table III (*vide* ANNEXURE-II: SCHEME OF ACADEMIC PERFORMANCE INDICATOR (API) BASED PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) by submitting an APPLICATION FORM (*vide* ANNEXURE-III) prepared for the purpose by Jadavpur University.

However, for those teachers whose eligibility for promotion was due prior to 30.06.2010 under UGC Regulations, 2010 may acquire the aforesaid minimum API scores either from actual stage(s)/period/years of their service stipulated or from a period in terms of number of years equal to the duration of actual stage(s)/period of their service stipulated ending on 30.06.2010.