

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION  
TELANGANA STATE :: HYDERABAD**

**PRESENT: Navin Mittal, I.A.S.,**

**Sub: Collegiate Education – Award of Career Advancement Scheme to the eligible Assistant Professors/Librarians/Physical Directors to move from Academic Level 10 to 11 and Academic Level 11 to 12 in the UGC RPS 2016 Scales in Government Degree Colleges – Fresh Notification – Issued.**

**Read: 1. G.O.Ms.No. 15, HE (UE) Dept., dated: 29.06.2019  
2. CCE's Proc.File No. CCE-SER1/POLY/1/2021-SER1, Dated: 22.08.2021.  
3. Minutes of the Meeting dated.02.09.2021.**

The attention of the Principals of Government Degree Colleges in the State are informed that in supersession of the orders issued in the CCE's proceedings in the reference 2<sup>nd</sup> read above, a Fresh notification is hereby issued for the award of Career Advancement Scheme to the Eligible Assistant Professors / Librarians / Physical directors to move from Academic Level 10 to 11 and Academic Level 11 to 12 in the UGC RPS 2016.

The Promotion Criteria and Eligibility conditions for award of CAS to the Assistant Professors / Librarians / Physical Directors, Application Form, Annual Performance Indicators proforma (Annexure I, II & III) are enclosed with the notification herewith.

The Principals are requested to complete the above process as per time schedule in the notification.

The receipt of these proceedings should be acknowledged.

Encl: As above.

**Signed by Navin Mittal**

**Date: 04-09-2021 11:19:28**

**Reason: Approved**

**Commissioner Collegiate Education**

To

All the Principals of Government Degree Colleges in the State for necessary action and with request to duly communicate to all faculty members immediately.

Copy to RJDCE, Warangal at Hyderabad

Copy to ICT Officer of this office with a request to post in official website.

**SEPTEMBER 2021 NOTIFICATION FOR AWARD OF CAREER ADVANCEMENT SCHEME TO THE ELIGIBLE ASSISTANT PROFESSORS / LIBRARIANS / PHYSICAL DIRECTORS WITH ACADEMIC LEVEL 10 & 11 IN GOVERNMENT DEGREE COLLEGES OF TELANGANA STATE, UNDER UGC REVISED PAY SCALES 2016.**

**(For the Eligible Faculty and Staff working under the administrative control of Commissioner of Collegiate Education.)**

Applications are invited from the Eligible Assistant Professors / Librarians / Physical Directors with Academic Level 10 & 11 in Government Degree Colleges of Telangana State for Award of Career Advancement Scheme under UGC Revised Pay Scales 2016 issued vide G.O. Ms. No. 15 Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019.

Eligibility and Promotion Criteria as per 2.9 (B) of Part II and Academic Performance Indicators for various Promotion levels of Asst. Professors, Librarians and Physical Directors as per Appendix – II Table-1, Table – 4 and table – 5 of G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are attached here with as Annexure I, II and III separately. The status of the Applicants in all respects as on the **30th September 2021** only be considered for the CAS Purpose.

The Applicants should utilize the Application Format enclosed herewith. Applicants should submit applications in duplicate, to the Principal of the College. The Principal should consolidate all the applications of applicants under their administrative control and only those with minimum academic performance and service requirements for promotions to teachers & equivalent cadres in colleges as per G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are to be submitted along with the original S.R and relevant documents to the Principal, ID College of erstwhile District after due verification and certification as per proforma in the Application for award of Career Advancement Scheme.

The Career Advancement Scheme Promotions of Assistant Professors and Equivalent Cadres from Academic Level 10 to 11 and Academic Level 11 to 12 shall be conducted by a Screening Cum Evaluation Committee as Prescribed at Para 2.1.X.B, 2.1.X.D and 2.1.X.F of G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019. The Screening Cum Evaluation Committee meetings will be held at the ID Colleges of the erstwhile districts and the ID College Principals will coordinate and supervise the entire process. The following

points may be noted while conducting the Screening Cum Evaluation Committee meetings.

1. Where the Applicant himself is the Principal (FAC) of the College the ID College Principal will be the member of Screening Cum Evaluation Committee.
2. If the Applicant himself is Head of the Department, the HOD of the Same Department from ID College will be the member of Screening Cum Evaluation Committee.

After Evaluation of each application by the Screening Cum Evaluation Committee, the Evaluation Committee reports along with Eligible Candidates List must be sent to the Commissioner Collegiate Education by the ID College Principal for award of CAS promotion in the given Proforma. The Schedule for the award of CAS is also appended to this notification.

**Time Schedule for the Award of CAS to the Eligible Assistant Professors and Equivalent Cadres:**

<b>S.No</b>	<b>EVENT</b>	<b>CUT OFF DATE</b>
01	Submission of Applications for CAS by the Eligible Assistant Professors and Equivalent Cadres to the respective college Principals.	<b>30.09.2021</b>
02	Scrutiny and Submission of Eligible Assistant Professors and Equivalent Cadres CAS Applications to the ID College Principals by the College Principals	<b>07.10.2021</b>
03	Screening Cum Evaluation Committee Meetings	<b>08.10.2021 to 29.10.2021</b>
04	Submission of Screening Cum Evaluation Committee Reports along with Eligible Candidates Lists for Award of CAS by the ID College Principals to the Commissionerate of Collegiate Education.	<b>30.10.2021</b>

**Signed by Navin Mittal**

**Date: 04-09-2021 11:20:34**

**Reason: Approved**

Commissioner of Collegiate Education

**COMMISSIONERATE OF COLLEGIATE EDUCATION  
TELANGANA STATE - HYDERABAD**

**APPLICATION FORM FOR PROMOTION UNDER  
CAREER ADVANCEMENT SCHEME  
FOR ASSISTANT PROFESSORS AND EQUIVALENT CADRES  
(TO BE SUBMITTED IN DUPLICATE)**

- i) **From Academic Level 10/AGP 6000 to Academic Level 11/AGP 7000 ( )**  
ii) **From Academic Level 11/AGP 7000 to Academic Level 12/AGP 8000 ( )**  
*(Tick whichever is applicable)*

1. Name (in Block Letters) :
2. Father's Name :
3. Place of work :
4. Subject :
5. Date of appointment as Lecturer  
(Page No. of S.R. & Volume) :
6. Category (tick the category) : OC / SC / ST / BC  
(A,B,C,D,E)
7. Date of UGC Scale (Page No. of S.R. & Volume) :
8. Current Designation with Academic Level/AGP :
9. Academic Level / Grade Pay applied for  
under CAS :
10. EOL Particulars if any  
(Page No. of S.R. & Volume) :
11. Relaxation / Exemption  
Claimed/Applicable (Mention Rule position also) :
12. Calculation of Qualifying Service :
13. Date of Eligibility for promotion :
14. Date of Retirement :
15. Address for correspondence (with Pin code) :
16. Permanent Address (with Pin code) :

17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			

18. Details of Orientation / Refresher Courses / Summer Institute / Workshop / Training Programmes.: (Enclose copies of the courses attended)

a. Orientation Courses ( For the Assessment Period ).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

b. Refresher Courses ( For the Assessment Period ).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

c. Workshop / Training / Technology Programme / Faculty Development Programme of atleast One Week Duration (For the Assessment Period).

Name of the Course	Academic Staff College / University	Dates from to	Duration	S.R. Page No. & Volume

## d. MOOCs Completed with e-certification

S.No .	Details of MOOC	Subject	Certification providing Agency	Date of Certificate	Level UG/PG/Other	E-Certification No.

19. Any other information which is not covered in the above proforma or any matter relevant to your CAS Promotion :

## 20. Performance Appraisal Report

Enclose API Scores (As Annexure I or Annexure II ) :

**Date:**

**Signature of the Applicant**

Certified, that all the Particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the service book of the individual and noted the Page number against each column above and found correct. He is eligible for \_\_\_\_\_(CAS as applied in the application) from date: \_\_\_\_\_ as per Service Qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this institution for record.

Remarks if any:

**Station:**

**Signature of the Principal**

(Academic Year\_\_\_\_\_)

**ANNEXURE – I****ACADEMIC PERFORMANCE INDICATORS (API) FOR ASSISTANT  
PROFESSORS  
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES****APPENDIX II TABLE 1**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

**ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS****S.No. 1: TEACHING** (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No .	Subject / Paper Taught	No. of Classes Assigned	No. of Classes Taught	Grading Criteria in % (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	
				Self-Evaluation	Principal Evaluation
<b>Total</b>					
<b>Grading Obtained (Good/Satisfactory/Not Satisfactory)</b>					

**Grading Criteria:** (a) *Good*: 80% & Above, (b) *Satisfactory*: Below 80% but 70% & Above and (c) *Not satisfactory*: Less than 70%

**S.No. 2: ACTIVITIES****(Involvement in the College Students related Activities/Research Activities)**

<b>S.No.</b>	<b>Name of the Activity / Contribution</b> (all activities/ contributions shall be considered in the one academic year only)	<b>Name of the Activity</b>	<b>Self Assessment</b> (Yes / No)	<b>Principal Assessment</b> (Yes / No)
A	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Dean/ Director/ Co-ordinator/ Warden etc.			
B	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
C	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
D	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			
E	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
F	Evidence of actively involved in guiding Ph.D. students.			
G	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
H	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
<b>Total No. of Activities / Contributions involved in (No. of Yes)</b>				
<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>				

**Grading Criteria:**

- (a) **Good:** Involved in at least 3 Activities  
 (b) **Satisfactory:** 1-2 Activities  
 (c) **Not-satisfactory:** Not involved/Undertaken any of the activities.



**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H

**Undertaking:**

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher  
Designation

**Counter signed by:**

Head of the Department

Signature of the Principal  
with College seal

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF **TEACHERS** IN UNIVERSITIES AND COLLEGES**

*Para 2.9 (B) of Part - II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department,  
dated 29.06.2019.*

Sl. No.	Stages of Promotion	Eligibility	Promotion Criteria
I	Assistant Professor Academic Level 10 to Assistant Professor (Senior Grade) Academic Level 11	<p><b>1).</b> Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.</p> <p><b>2).</b> Attended one Orientation course of 21 days' duration on teaching methodology; and</p> <p>Any one of the following: Completed one Refresher / Research Methodology Course</p> <p align="center"><b>OR</b></p> <p>Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,</p> <p align="center"><b>OR</b></p> <p>Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.</p>	<p>(i) He/she gets '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 Appendix II, Table 1, and;</p> <p>(ii) The promotion is recommended by the screening-cum-evaluation committee.</p>
II	Assistant Professor (Senior Scale) Academic Level 11 to Assistant Professor (Selection Grade) Academic Level 12	<p>1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.</p> <p>2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ 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); or completed MOOCs course in the relevant subject (with e- certification); or Contribution towards 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 conducting of a MOOCs course during the period of assessment.</p>	<p>(i) The teacher gets '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 II, Table 1) and</p> <p>(ii) The promotion is recommended by the Screening-cum-evaluation committee.</p>

**OVERALL GRADING FOR THE ASSISTANT PROFESSORS IN THE  
ASSESSMENT PERIOD**

S.No .	Academic Year	Category	Grading Obtained Category wise (Good / Satisfactory / Not satisfactory)	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		I – Teaching		
		II – Activities		
2		I – Teaching		
		II – Activities		
3		I – Teaching		
		II – Activities		
4		I – Teaching		
		II – Activities		
5		I – Teaching		
		II – Activities		
6		I – Teaching		
		II – Activities		
Whether the Teacher is Eligible or Not Eligible for CAS Promotion				

(Note: If the individual gets 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 is eligible for CAS promotion)

Academic Year\_\_\_\_\_.

**ANNEXURE –II****ACADEMIC PERFORMANCE INDICATORS (API)  
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES****APPENDIX II, TABLE - 4**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

**Assessment Criteria and Methodology for Librarians**

S.No	Activity	Details (or) %	Grading	
			Self-Assessment	Principal Assessment
1	<p>Regularity of attending library (Specify in percentage)</p> <p>(calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> </ul> <p>Assistance towards updating institutional website</p> <p><b>Good</b> - 90% and above</p> <p><b>Satisfactory</b> -- Below 90% but 80% and above</p> <p><b>Not satisfactory</b> – Less than 80%</p>			
2	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of books.</p> <p><b>Good</b> – 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar</p> <p><b>Satisfactory</b> – 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar/ workshop</p> <p><b>Unsatisfactory</b> – Not falling in above two categories</p>			
3	<p>If library has a computerized database then</p> <p>Physical books and journals in computerized database (Specify in Percentage)</p> <p><b>Good</b> – 100% of physical books and</p>			

	<p>journals in computerized database.</p> <p><b>Satisfactory</b> – At least 99% of physical books and journals in computerized database.</p> <p><b>Unsatisfactory</b> – Not falling under good or satisfactory</p> <p><b>OR</b></p> <p>If library does not have a computerized database</p> <p>Catalogue database made up to date (Specify in Percentage)</p> <p><b>Good</b> – 100% Catalogue database made up to date</p> <p><b>Satisfactory</b>-90% catalogue database made up to date</p> <p><b>Unsatisfactory</b> – Catalogue database not up to mark]</p>			
4	<p>Checking inventory and extent missing books</p> <p><b>Good</b> : Checked inventory and mission book less than 0.5%</p> <p><b>Satisfactory</b> – Checked inventory and missing books less than 1%</p> <p><b>Unsatisfactory</b> – Did not check inventory OR</p> <p>Checked inventory and mission books 1% or more</p>			
5	<p>(i) Digitalisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p> <p><b>Good</b> : Involved in any two activities <b>Satisfactory</b> : At least one activity</p> <p><b>Not Satisfactory</b>: Not involved/undertaken any of the activities.</p>			
6	<b>OVERALL GRADING</b>			
<p><b>Overall Grading Criteria:</b></p> <p><b>Good:</b> Good in Item 1 and satisfactory/ good in any two other items including Item 4.</p> <p><b>Satisfactory:</b> Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4.</p> <p><b>Not satisfactory:</b> It neither good nor satisfactory in overall grading.</p>				

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H

**Undertaking:**

I certify that the information provided above is correct as per records available and to the best of my knowledge.

**Date:**

**Signature of the Teacher  
with Designation**

**Counter signed by:**

**Signature of the Principal  
with College seal**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF **LIBRARIANS** IN COLLEGES UNDER CAS**

*(Para 2.9 ( B ) of P a r t - I I of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department, dated 29.06.2019)*

<b>S.No</b>	<b>Stages of Promotion</b>	<b>Eligibility</b>	<b>Promotion Criteria</b>
<b>I</b>	From College Librarian (Academic level 10) to College Librarian (Senior Scale/Academic level 11):	<p>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.</p> <p><b>(i)</b> He/she has attended at least one Orientation course of 21 days' duration; and</p> <p><b>(ii)</b> Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.</p>	<p>A Assistant Librarian/College Librarian may be promoted if:</p> <p><b>(i)</b> 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 II, Table 4, and</p> <p><b>(ii)</b> The promotion is recommended by a screening-cum-evaluation committee.</p>
<b>II</b>	From College Librarian (Senior Scale/ Academic level 11) to College Librarian Selection Grade/ Academic level 12)	<p>1) He/she has completed five years of service in that grade.</p> <p>2) He/she has done any two of the following in the last five years:</p> <p><b>(i)</b> Training/Seminar/Workshop/Co course on automation and digitalisation,</p> <p><b>(ii)</b> Maintenance and other activities as per Appendix II, Table 4 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),</p> <p><b>(iii)</b> Taken/developed one MOOCs course in the relevant subject (with e-certification), or</p> <p><b>(iv)</b> Library up-gradation course.</p>	<p>An individual shall be promoted if:</p> <p><b>(i)</b> 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 II, Table 4, and;</p> <p><b>(ii)</b> The promotion is recommended by a screening-cum-evaluation committee.</p>

**OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR LIBRARIANS**

<b>S.No.</b>	<b>Academic Year</b>	<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>
1		
2		
3		
4		
5		
6		
7	<b>Whether the applicant is Eligible or Not Eligible for CAS Promotion</b>	

**(Note:** If the individual gets 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 is eligible for CAS promotion)

Signature of the Principal



Academic Year\_\_\_\_\_.

**ANNEXURE - III**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES**

**APPENDIX II TABLE 5**

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated  
29.06.2019]

**Assessment Criteria and Methodology for Directors of Physical  
Education and Sports**

S. No	Activity	Details or %	Grading	
			Self-Assessment	Principal Assessment
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. (Specify in Percentage) <b>Good</b> - 90 and above. <b>Satisfactory</b> - Above 80 but below 90. <b>Not satisfactory</b> - Less than 80			
2.	Organizing intra college competition <b>Good</b> – Intra college competition in more than 5 disciplines. <b>Satisfactory</b> – Intra college competition in 3-5 disciplines. <b>Unsatisfactory</b> Neither good nor Satisfactory			
3.	Institution participating in external competitions  <b>Good</b> – National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.  <b>Satisfactory</b> – 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.  <b>Unsatisfactory</b> – 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.  <i>Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee</i>			
5.	(i) At least one student of the			

	<p>institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/national/ inter university/ inter college level competition.</p> <p>(ii) Being invited for coaching at state/national level.</p> <p>(iii)Organizing at least three workshops in a year.</p> <p>(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.</p> <p><b>Good:</b> <i>Involved in any two activities.</i></p> <p><b>Satisfactory:</b> <i>One activity</i></p> <p><b>Not Satisfactory:</b> <i>Not involved/ undertaken any of the activities</i></p>			
6	<b>OVERALL GRADING</b>			

**OVERALL GRADING Criteria:**

Good : Good in Item 1 and satisfactory/good in any 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.

**List of Enclosures:**

*(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)*

1. A
2. B
3. C
4. D
5. E
6. F
7. G
8. H

**Undertaking:**

**I certify that the information provided above is correct as per records available and to the best of my knowledge.**

Date:

Signature of the Teacher

Designation

**Counter signed by:**

Signature of the Principal

with College seal

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF PHYSICAL DIRECTORS IN COLLEGES UNDER CAS**

*(Para 2.9 (B) of Part - II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department, dated 29.06.2019)*

<b>S.No</b>	<b>Sages of Promotion</b>	<b>Eligibility</b>	<b>Promotion Criteria</b>
<b>I</b>	From College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale/Academic Level 11)	<p><b>(i)</b> He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education &amp; 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.</p> <p><b>(ii)</b> He/she has attended one Orientation course of 21 days' duration; and</p> <p><b>(iii)</b> He/she has done any one of the following:</p> <p><b>(a)</b> Completed Refresher / Research Methodology Course/ workshop, <b>(b)</b> Training Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least 5 days duration and <b>(c)</b> Taken/developed one MOOCs course (with e-certification).</p>	<p>An individual may be promoted if:</p> <p><b>(i)</b> 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 Appendix II, Table 5; and</p> <p><b>(ii)</b> The promotion is recommended by a screening-cum-evaluation committee.</p>
<b>II</b>	From College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to College Director of Physical Education and Sports (Selection Grade/Academic Level 12)	<p><b>1)</b> He/she has completed five years of service in that grade.</p> <p><b>2)</b> He/she has done any two of the following in the last five years:</p> <p><b>(i)</b> Completed one course / programme from among the categories of refresher courses, research methodology workshops, <b>(ii)</b> Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration,</p> <p><b>(iii)</b> 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</p> <p><b>(iv)</b> Taken/developed one MOOCs course in the relevant subject (with e-certification).</p>	<p>An individual may be promoted if;</p> <p><b>(i)</b> 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 II, Table 5, and;</p> <p><b>(ii).</b> The promotion is recommended by a screening-cum-evaluation committee .</p>

**OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR PHYSICAL DIRECTORS**

<b>S.No.</b>	<b>Academic Year</b>	<b>Overall Grading Obtained (Good / Satisfactory / Not satisfactory)</b>
1		
2		
3		
4		
5		
6		
7	<b>Whether the applicant is Eligible or Not Eligible for CAS Promotion</b>	

(**Note:** If the individual gets 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 is eligible for CAS promotion)

Signature of the Principal

CONFIDENTIAL REPORT OF NON-TEACHING STAFF

1. Name of the Officer: Date of Birth	SPECIMEN COPY
2. Appointment held during the year (with dates) and pay and scale of pay.	
3. General qualifications and aptitude for post held including any special or technical and professional attainments.	
4. Manner in which the Officer discharged his duties during the year i.e., if satisfactory or other wise (Specific instance of nsatisfactory work if adversely commented on to be cited with number and date of orders passed).	
5.Does the Officer exhibit. (a) Patience: (b) Tact: (c) Courtesy: (d) Impartiality in his relations with the public and subordinate or Superior staff with whom he comes in contact.	
6.Is the Officer: (a) of good character and integrity? (b) of sound constitution?	
7.Is the Officer (a) Physically energetic? (b) Mentally alert?	
8.Has the Officer (a)Initiative and drive? (b)Powers of Control?	
9.Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the Service?	
10.Is he confirmed in this Post? If not, what is his substantive post?	
11.Has he crossed the Efficiency Bar in the present grade ? If so, date	
12.Punishment, censures or Special Commendations in the period under report.	
13.(a) Date of communication of adverse remarks since last report. (b) Orders on the representation if any arising from (a) above.	
14.General remarks (comment) Generally on the way the Officer has Carried out his duties estimate of his personality etc.,	

15. Reporting Officer.  
Date

Signature  
Name and Designation (In Block letters)

16. Remarks of the countersigning Officer  
Date

Signature  
Name and Designation (In Block letters)

17. Opinion of the Head of the Department (When not Reporting officer) on the conduct and efficiency of the Officer reported on  
  
Date

Signature  
Name and Designation (In Block letters)  
Head of the Department