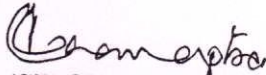


**DIRECTOR'S SECRETARIAT**

**INTER OFFICE NOTE**

**AIT CAREER ADVANCEMENT SCHEME (CAS) POLICY**

A copy of AIT Career Advancement Scheme (CAS) Policy is fwd herewith for your info and future record please

  
(SP Changotra)  
Lt Col (Retd)  
Offg Jt Director  
For Director

**Encls:** As stated

**Copy to:-**

Principal

HOD E&TC

HOD Mech

HOD Comp

HOD IT

HOD ASGE

Registrar



# AIT CAREER ADVANCEMENT SCHEME (CAS) POLICY

## Introduction

1. Career Advancement Scheme (CAS) regulations 2012 were issued on 8<sup>th</sup> November 2012 by AICTE. They are applicable to technical institutions approved by the AICTE and Universities including institutions deemed to be universities imparting technical education. CAS is meant for promotion of teaching faculty in the college hierarchy.
2. A teaching faculty who wishes to be considered for promotion under CAS may submit in writing to the University / College, within three months in advance of the due date, that he or she fulfils all qualifications under CAS and submits Performance Based Appraisal System (PBAS) as specified in a format as per the Academic Performance Indicator (API) guidelines (**Appendix A**) set out in these Regulations. The date of promotion will be the date on which he/she becomes eligible.
3. The candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Appendix I or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed after a minimum period of one year. The date of promotion shall be the date on which he / she is successfully reassessed.
4. Screening- cum- Evaluation Committee for College teachers to be formed with members is as follows:-
  - The Principal / Director of the College
  - Head of the concerned department from the College
  - Two subject experts in the concerned subject nominated by the Vice Chancellor or Acting Vice Chancellor from the University panel of expert
5. The above Screening-cum-Evaluation Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective University/ Directorate of Technical Education will recommend CAS promotees based on these Regulations.
6. **Promotion stages.** Promotion stages are as given below:-
  - Stage 1: Assistant Professor 1: 6000 Grade Pay
  - Stage 2: Assistant Professor 2: 7000 Grade Pay
  - Stage 3: Assistant Professor 3: 8000 Grade Pay



Stage 4: Associate Professor: 9000 Grade Pay

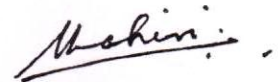
Stage 5: Professor: 10000 Grade Pay

Details in terms of experience and API score for promotion from one stage to another are as shown in **Appendix B**.

7. While implementing this policy, parameters laid down in sub Para 5(a) of AIT/0023/Retn Faculty/Adm dated 29 Apr 11 (Policy: Measures to Attract and Retain Better Faculty at AIT Pune) should also be satisfied.

Case No : AIT/0023/Retn Faculty/Adm

Dated : 05 Dec 13



(SK Lahiri)  
Brig (Retd)  
Director





**PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (API)**

<b>CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES</b>		
<b>Sr No</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
01	Lectures, seminars, tutorials and Practical's etc	50
02	Other Teaching Duties as per AICTE norms	10
03	Preparation and imparting of knowledge as per curriculum	20
04	Use of innovative teaching-learning methodologies	20
05	Examination duties (Invigilation; question paper setting. Evaluation / Assessment of answer books etc) as per the allotment	25
	<b>TOTAL SCORE</b>	<b>125</b>

<b>CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.</b>		
<b>Sr No</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
01	Student related co-curricular, extension and field based activities	20
02	Involvement on administrative and disciplinary issues of students	15
03	Professional activities such as seminar, workshops, short term courses etc	15
	<b>TOTAL SCORE</b>	<b>50</b>

<b>CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS</b>		
<b>Sr No</b>	<b>Nature of Activity</b>	<b>Range of Score</b>
01	Research Paper Published	05 - 15
02	Research Publication (Books/Chapters in Books)	05 - 50
03	Research Projects	10 - 20
04	Consultancy Projects (Completed / on-going)	10 - 50
05	Research Guidance to PG and PhD Students	03 - 10
06	Training courses and conferences / seminar / workshops	03 - 20



**PROMOTION STAGES**

Promotion	Minimum Experience (Approved)	Minimum API Score
Stage 1 → Stage 2	05 years with PG Degree (1 year relaxation for PhD Degree)	<b>Category I: 75/year</b> <b>Category II: 15/year</b> Minimum Average (Category I & II) : 100/year <b>Category III: 5/year OR 20/assessment period</b> <ul style="list-style-type: none"> <li>• Screening committee will verify the scores.</li> <li>• One course/programme of 2/3 weeks duration approved by AICTE or any other body in assessment period.</li> </ul>
Stage 2 → Stage 3	05 years with PG Degree	<b>Category I: 75/year</b> <b>Category II: 15/year</b> Minimum Average (Category I & II) : 100/year <b>Category III: 10/year OR 50/assessment period</b> <ul style="list-style-type: none"> <li>• Screening committee will verify the scores.</li> <li>• One course/programme of 2/3 weeks duration approved by AICTE or any other body.</li> </ul>
Stage 3 → Stage 4	03 years with PhD Degree	<b>Category I: 75/year</b> <b>Category II: 15/year</b> Minimum Average (Category I & II) : 100/year <b>Category III: 15/year OR 45/assessment period</b> In Addition Interview Assessment (Minimum 50%) <ul style="list-style-type: none"> <li>• 20% Research</li> <li>• 60% Assessment of Domain knowledge and teaching practices.</li> <li>• 20 % Interview Performance</li> <li>• Screening committee will verify the scores.</li> <li>• One course/programme of 1 week duration</li> </ul>





		<p>approved by AICTE or any other body.</p> <ul style="list-style-type: none"> <li>• Minimum 3 publications in entire period. (Exemption of 1 publication for Post Graduate and 2 for PhD holders)</li> </ul>
Stage 4 → Stage 5	03 years with PhD Degree	<p><b>Category I: 75/year</b></p> <p><b>Category II: 15/year</b></p> <p>Minimum Average (Category I &amp; II) : 100/year</p> <p><b>Category III: 20/year OR 60/assessment period</b></p> <p>In Addition Interview Assessment (Minimum 50%)</p> <ul style="list-style-type: none"> <li>• 30% Research</li> <li>• 50% Assessment of Domain knowledge and teaching practices.</li> <li>• 20 % Interview Performance</li> <li>• Screening committee will verify the scores.</li> <li>• One course/programme of 1 week duration approved by AICTE or any other body.</li> <li>• Minimum 5 publications in entire period.</li> </ul>

**Note:**

At each level, for promotion, minimum 3 years continuous experience at AIT is mandatory.

