

ARMY INSTITUTE OF TECHNOLOGY

STANDARD OPERATION PROCEDURE (SOP) FOR GUIDELINES / RULES FOR PROMOTION OF FACULTY UNDER CAREER ADVANCEMENT SCHEME (CAS)

SHORT TITLE, APPLICATION AND COMMENCEMENT

1. These Rules and Regulations are called the AIT Rules for Promotion of Faculty under Career Advancement Scheme (CAS) and will be read and implemented in conjunction with the All India Council for Technical Education (AICTE) (Career Advancement Scheme for the Faculty and Other Academic Staff in Technical Institutions-Degree) Regulations, 2012 amended from time to time.
2. These Rules and Regulation shall apply to every regular faculty members of the Institute.
3. A faculty member of the Institute means Professors, Associate Professors and Assistant Professors, who is a full time salaried employee of the Institute and does not include honorary, visiting, part-time, contractual and ad-hoc faculty.
4. These Rules and Regulations shall come into force with immediate effect.
5. In these Rules & Regulations, the context; otherwise requires
 - (a) "AICTE" means the All India Council for Technical Education, New Delhi.
 - (b) "Appendix" means the Appendix appended to these Rules.
 - (c) "Appointing Authority" means the Director, AIT.
 - (d) "CAS" means Career Advancement Scheme for the faculty of the Institute.
 - (e) "CGPA" means Cumulative Grade Point Average
 - (f) "Chairman" means the Chairman, AIT.
 - (g) "Department" in relation to the Institute means an academic unit of the Institute engaged in academic activities (like teaching, research, etc) generally relating to a particular discipline or area.
 - (h) "Director" means the Director of the Institute.
 - (i) "HoD" means head of the Teaching Department of the Institute
 - (j) "Institute/AIT" means Army Institute of Technology, Dighi Hills, Pune 411015
 - (k) "MHRD" means Ministry of Human Resource Development, New Delhi.
 - (l) "UGC" means University Grants Commission, New Delhi.
 - (m) "ÄPL" means Academic Pay Level
 - (n) Anything, otherwise, not contained in these rules shall be governed / regulated by the AICTE/MHRD guidelines issued in this regard from time to time.
 - (o) If any revision / rules of CAS are notified by MHRD / AICTE, the same will be applicable from the date adoption by the Institute.



GENERAL PROCEDURE/GUIDELINES

6. Faculty members who wish to be considered for promotion under Career Advancement Scheme may submit in writing to the Registrar, within three months in advance of the due date, stating that he/she fulfils all qualifications under CAS and submit the Performance Based Appraisal System (PBAS) on prescribed proforma as evolved by the Institute duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in the Institute Regulations. In any event, the Institute shall send a general circular "Call for Applications for CAS" promotions from eligible candidates.
7. The incumbent faculty must be on the roll and active service of the Institute on the date of consideration by the Selection Committee for Promotion through Career Advancement Scheme.
8. The candidate should make application immediately after fulfilling the criterion of CAS promotion, the date of application will be considered as the date of promotion after scrutiny by committee.
9. Date of implementation CAS will be as follows:
 - i. If the eventual assessment is between 1st Jan and 30th June of a year, the promotion shall be granted from 1st Jul of the year.
 - ii. If the eventual assessment is between 1st Jul and 31st Dec of a year, the promotion shall be granted from 1st Jan of the next year.
10. If candidate who does not succeed in the first assessment, he/she shall have to be reassessed only after one year.
11. The period spent on Extra Ordinary Leave, Study Leave (Leave without Pay) during the period of assessment will not be counted towards service for the purpose of promotion under Career Advancement Scheme.
12. **The candidate should not hold any disciplinary action record for last 5 Years of service in AIT. However, two major disciplinary actions on candidate will debar him from the CAS process, permanently**

STAGES OF PROMOTION UNDER CAS AND ELIGIBILITY CRITERIA

13. The eligibility criteria along with proposed scores for Academic Performance Indicators (APIs) for promotions under Career Advancement Scheme(CAS) has been devised based on the guidelines prescribed by the AICTE, New Delhi duly adopted by the Institute in its Date. The stages of Promotions of faculty under Career Advancement Scheme and eligibility criteria are described below:

13.1 Entry Level Assistant Professor (Stage 1, APL-10) to Assistant Professor (Stage 2, APL-11).

- (a) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the higher APL-11 (Stage 2) after completion of **four years' of continuous service at AIT** as Assistant Professor.
- (b) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, possessing M.Phil. Degree or a Post-Graduate Degree in the professional courses (M.E. / M.Tech.), approved by the relevant statutory body, shall be eligible, for moving to the higher Academic Pay Level-11(Stage 2) after **completion of five years' of continuous service at AIT** as Assistant Professor.
- (c) Entry Level Assistant Professor APL-10 (Stage 1) or equivalent Grade Pay in 6th CPC, who does not have Ph.D. or M.Phil. or a Master's Degree in the relevant professional course (M.E. / M.Tech.), shall be eligible, for moving to the higher Academic Pay Level-11 (Stage 2) only after completion of **six years' of continuous service at AIT** as Assistant Professor.



(d) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

(e) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

OR

(f) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (**Other MOOC courses for required duration mentioned will be considered after approval through proper channel**)

AND

(g) Should have satisfied any one of the below mentioned (TABLE 1) set of requirements.

TABLE 1

Set No.	Add Qualification	To have acquired in the cadre of Assistant Professor (STAGE-1)		
		Experience (Years)	Research publications in SCI/SCIE/Scopus/WOS/ESCI Journals	Avg. 360° feedback score (out of 10)
1.	-	4	2	8 to 10
2.	-	5	1	8 to 10
3.	-	5	2	5 to < 8

(h) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(j) Screening-cum-Verification process for recommending promotion. Candidates may be asked to appear before the Screening-cum-Verification Committee for personal interaction.

(k) **Minimum 2 weeks** of relevant Industrial Training / Professional Training approved through proper channel is required during service period of Stage I.

13.2 Assistant Professor (Stage 2, APL-11) to Assistant Professor (Stage 3, APL-12)

(a) Assistant Professor who has completed five years of service in the APL-11 (Stage 2) or equivalent Grade Pay in 6th CPC shall be eligible, subject to meeting API based PBAS requirements laid down by these Regulations, to move up to next higher APL-12 (Stage 3).

(b) Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR



(c) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (Other MOOC courses for required duration mentioned will be considered after approval through proper channel)

OR

(d) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (Other MOOC courses for required duration mentioned will be considered after approval through proper channel)

AND

(e) Should have satisfied any one of the below mentioned (TABLE 2) set of requirements.

TABLE 2

Set No.	To have acquired in the cadre of Assistant Professor (Stage 2, APL-11)			
	Addl Qualification	Experience (Years)	Research publications in SCI/ SCIE/Scopus/ WOS/ESCI Journals	Avg. 360° feedback score (out of 10)
1.	-	4	1	8 to 10
2.	-	4	2	5 to < 8

(f) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(g) Screening-cum-Verification process for recommending promotion. Candidates may be asked to appear before the Screening-cum-Verification Committee for personal interaction.

(h) **Minimum 2 weeks** of relevant Industrial Training / Professional Training approved through proper channel is required during service period of Stage II.

13.3 Assistant Professor (Stage-3, APL-12) to Associate Professor (Stage 4, APL-13 A1)

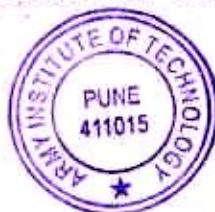
(a) Assistant Professor completing **three years** of teaching in the APL-12 (Stage-3) or equivalent Grade Pay in 6th CPC shall be eligible, subject to the qualifying conditions and the API based PBAS requirement prescribed by these Regulations, to move to the APL-13A (Stage-4) and to be designated as Associate Professor. Ph.D. Degree is mandatory requirement for moving to the higher grade of Associate Professor (Stage 4, APL-13A).

(b) Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

(c) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (Other MOOC courses for required duration mentioned will be considered after approval through proper channel)

OR



(d) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. (Other MOOC courses for required duration mentioned will be considered after approval through proper channel)

AND

(e) Post PhD two years of experience.

AND

(f) Should have satisfied any one of the below mentioned (TABLE 3) set of requirements

TABLE 3

Set No.	To have acquired in the cadre of Assistant Professor (Stage-3, APL-12)		
	Experience (Years)	Research publications in SCI/ SCIE/Scopus/ WOS/ESCI Journals	Avg. 360° feedback score (out of 10)
1.	3	2	5 to < 8
2.	3	1	8 to 10

(g) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period.

(h) A Selection Committee process as stipulated in these Regulations.

(i) **Minimum 2 weeks** of relevant Industrial Training / Professional Training approved through proper channel is required during service period of Stage III.

13.4 Associate Professor (Stage-4, APL-13A1) to Professor (Stage-5, APL-14)

(a) Associate Professor completing **three years** of service in Stage-4, APL-13A or equivalent Grade Pay in 6th CPC and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher Academic Pay Level-14 (Stage-5). Three years' experience as Associate Professor after acquiring Ph.D. degree is must for promotion to the post of Professor (Stage-5).

(b) Should have satisfied any one of the below mentioned (TABLE 4) set of requirements

TABLE 4

Set No.	Ph.D. Guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI/SCIE/Scopus/ WOS/ESCI Journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

(c) Consistently Good Annual Performance Appraisal Reports (ACRs) for the assessment period. A selection committee process as stipulated in these Regulations.



13.5 STAGES OF PROMOTION UNDER CAS FOR LIBRARIAN AND ELIGIBILITY CRITERION

(i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) of UGC Regulations for Colleges/Institutions.

(ii) College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

13.5.1. From College Librarian (Stage 1, Level 10) to College Librarian (Stage 2, Senior Scale/Academic level 11):

(a) **Eligibility:** An Assistant Librarian/ College Librarian who is in Academic Level 10 (stage 1) 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.

(i) He/she has attended at least one Orientation course of 21 days' duration;

AND

(ii) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II.

(b) **CAS Promotion Criteria:** An Assistant Librarian/College Librarian may be promoted if:

i) 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,

AND

ii) The promotion is recommended by a screening-cum-evaluation committee.

13.5.2. From College Librarian (Stage 2, Senior Scale/Academic level 11) to College Librarian (Stage 3, Selection Grade/Academic level 12)

(a) **Eligibility :** He/she has completed five years of service in that grade. He/she has done any two of the following in the last five years :

(i) Training/Seminar/Workshop/Course on automation and digitalization.

(ii) Maintenance and other activities as per Appendix II, 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/programmes of at least two weeks (ten days) duration).

(iii) Taken/developed one MOOCs course in the relevant subject (with e-certification),

OR

(iv) Library up-gradation course.

(b) **CAS Promotion Criteria:** An individual shall be promoted if:

i) 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;



AND

- ii) The promotion is recommended by a screening-cum-evaluation committee.

13.5.3. College Librarian (Stage 3, Selection Grade/Academic level 12) to College Librarian (Stage 4, Academic Level 13A)

- (a) **Eligibility :** He/she has completed three years of service in that grade. He/she has done any one of the following in the last three years:

- (i) Training/Seminar/Workshop/Course on automation and digitalization.
- (ii) Maintenance and related activities as per Appendix II, of at least two weeks' (ten days) duration.
- (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programmes of at least two weeks (ten days) duration).
- (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

AND

- (v) Library up-gradation course.
- (b) **CAS Promotion Criteria:** An individual shall be promoted if:
 - (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II;

AND

- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

13.5.4. The criteria for CAS Promotions from College Librarians (Stage 4, Academic Level 13 A) to College Librarians (Stage 5, Academic Level 14) shall be the following:

- (a) **Eligibility :** He/ she has completed three years of service in that grade. He/she has done any one of the following in the last three years:

- (i) Training/ Seminar/ Workshop/ Course on automation and digitalization.
- (ii) Maintenance and related activities as per Appendix II, of at least two weeks' (ten days) duration.
- (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programmes of at least two weeks (ten days) duration).
- (iv) Taken/ developed one MOOCs course in the relevant subject (with e-certification),

AND

- (v) Library up-gradation course.
- (b) Evidence of innovative library services, including the integration of ICT in a library.



- (c) A Ph.D. Degree in Library Science/Information Science/ Documentation / archives and Manuscript- Keeping
- (d) **CAS Promotion Criteria:** An individual shall be promoted if:
- i) He/ she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II;

AND

- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

APPLICATION FORM/ PROFORMA FOR PROMOTION UNDER CAS

14. The Proforma to be filled up by the faculty for promotion under Career Advancement Scheme has been devised by the Institute as per AICTE, New Delhi Regulations 2010 and 2012. The same is attached at **APPENDIX I**.

15. All the faculty seeking promotion under Career Advancement Scheme are required to apply for the same in the prescribed proforma only. Any application for promotion under CAS, which is not on the prescribed proforma will not be entertained and will be rejected straightway.

COUNTING OF PAST SERVICE

16. The regular active service within the Institute will only be considered for promotion under CAS. The service rendered by any faculty other than the AIT will not be considered towards promotion under CAS. University approved experience in AIT will only be counted for considering total experience.

SCREENING CUM VERIFICATION COMMITTEE for STAGE 1 to STAGE 2 and STAGE 2 to STAGE 3

17. All CAS promotions application forms will be submitted to "Screening cum Verification Committee"

18. The CAS promotions of a lower grade to a higher grade of Assistant Professor (**for STAGE 1 to STAGE 2 and STAGE 2 to STAGE 3**) shall be decided by a "Screening cum Verification Committee".

19. The Screening Cum Verification Committee shall consist of the following:

Screening CUM Verification Committee

(i)	Head of the Dept. to be nominated by the Director / Principal	: Chairman
(ii)	Two Professors or Associate Professors of the Department to be nominated by the Director	: Member
(iii)	One Professor or Associate Professor of other Department	: Member

20. The Committee will scrutinize the application of the faculty seeking promotion under CAS to assess that the application is complete in all respect and supporting with all requisite documents.

21. To assess eligibility of the candidate for promotion under CAS in terms of length of service required qualifications and other general conditions.

22. The Screening Cum Selection Committee if satisfied that the candidate is fulfilling the pre-requisite qualifications to be considered for promotion under CAS may recommend the Director to consider the candidate(s).



23. The CAS application forms for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4) and Associate Professor to Professor (Stage-4 to Stage-5) will be forwarded to Selection committee after verification of above 6.2 and 6.3

SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCESS

24. Selection Committees

(a) The Selection Committee for promotion of faculty from Assistant Professor to Associate Professor (Stage-3 to Stage-4) and Associate Professor to Professor (Stage-4 to Stage-6) shall consist of :-

(i)	Director / Principal	: Chairman
(ii)	One Expert from the Directory of Subject Experts approved by the Director to be nominated by the Director	: Member
(iii)	HOD to be nominated by the Director/Principal	: Member
(iv)	Head of the Department concerned (if the post of selection is being made higher in status than occupied by the Head of the Department, one nominee of the Director be included).	: Member

(b) The Selection Committee if satisfied that the candidate is fulfilling the pre-requisite qualifications to be considered for promotion under CAS may recommend the Director to consider the candidate(s) for further processing of selection by University Selection Committee.

(c) Recommendations of the Selection Committee will be placed before the Director / Chairman, for final approval and subsequent issue of promotion/appointment orders.

(d) If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it.

DIRECTORY OF SUBJECT EXPERTS

25. The Institute will create a panel of Subject Experts and update it preferably on annual basis.

26. The list will be prepared by taking inputs from Departments. Director / Principal may also add extra names or delete some from the list.

27. Normally, the experts should be drawn from NITs, IITs, IIMs, NITTTRs, IISERs, IISc, IEST, Centre / State University Departments, major R&D Laboratories/Technical & R&D Institute of repute such as CSIR, ICAR, DAE, ISRO, DRDO etc., CFTIs, major industry and top 100 NIRF Ranking Institutes' of current year.

28. The list, along with postal and electronic address, designation, specialization and other relevant particulars of proposed experts is to be placed before the Board of Management for approval.

29. It is extremely important that the suggested panel of experts is examined critically by the Board and any member with questionable integrity is removed.

30. Normally, the experts shall be invited by the Director from the approved Directory of Subject Expert. However, in case the experts from the approved Directory is / are unable to attend / not available, the Director may invite experts other than those in the Directory of Experts preferably from IITs / NITs, with intimation to the Chairman.

RESIDUARY MATTERS

31. In regard to matters not specified or referred to in these Rules, the faculty in the posts specified in these Rules shall be governed by the directions/regulations of the AICTE and other Orders applicable to the teaching employees of the AIT in general.



POWER OF RELAX

32. If the BOM, on recommendations made by the Director to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, it may relax any of the provisions of these Rules.

REPEAL AND SAVINGS

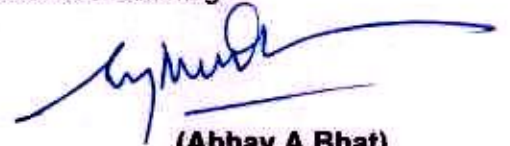
33. All the earlier guidelines/decisions of any authority regarding the matters governing method of promotion of faculty in respect of the posts included in these Recruitment Rules shall stand repealed on the date on which these Rules come into force.

INTERPRETATIONS

34. Any question relating to interpretation of these Rules, the decision of the College Management will be final unless otherwise specifically included in these Rules.

ABBREVIATIONS RELATED TO THESE RULES AND REGULATIONS

- (a) "API" means Academic Performance Indicators
- (b) "PBAS" means Performance Based Appraisal System
- (c) "TEQIP" means Technical Education Quality Improvement Programme.
- (d) "CPC" means Central Pay Commission
- (e) "ISTE" means Indian Society for Technical Education
- (f) "NITTR" means National Institute Technical Faculty Training & Research
- (g) "IIT" means Indian Institute of Technology
- (h) "DTE" means Directorate of Technical Education
- (i) "NIT" means National Institute of Technology
- (j) "DRDO" means Defence Research and Development Organization
- (k) "SCI" means Science Citation Index
- (l) "SCIE" means Science Citation Index Expanded
- (m) "NIRF" means National Institute Ranking Framework
- (n) "NPTEL" means National Programme on Technology Enhanced Learning
- (o) "QIP" means Quality Improvement Programme
- (p) "HAG" Means Higher Administrative Grade



(Abhay A Bhat)
Brig
Director

File No : AIT/00351/SOP/PRIN

Army Institute of Technology
Dighi Hills, Pune - 411015

Date: 10 June 2024

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Appendix I
 (SOP For Guidelines / Rules For
 Promotion Of Faculty Under Career
 Advancement Scheme (CAS))

ARMY INSTITUTE OF TECHNOLOGY
PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)

Application for Promotion from _____

Period of Assessment for the purpose of promotion (including grace period, if any)
 From _____ to _____

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Father's Name / Mother's Name	:	
3.	Department	:	
4.	Current Designation & Grade Pay	:	
5.	Date of Last Promotion with date and order number	:	
6.	Position and Grade Pay / Level for which an application under CAS ?	:	
7.	Date of Eligibility for Promotion	:	
8.	Date of Birth	:	
9.	Contact Number	:	
10.	Email ID	:	

11. Academic Qualification (Matric Onwards) :

Examination	Specialization	University / Board	Year	CGPA / % of Marks obtained	Division & Distinction
Matric					
Intermediate (10+2)					
Bachelor's Degree (BE/ B. Tech)					
Master's Degree (ME/ M. Tech)					
Ph. D.					
D. Sc. / D. Litt					
Other Exam (if any)					
Serial Number of Proof Attached _____					



12. Record of Service in AIT

Designation	Essential Qualification for the post at the time of Appointment	Nature of Appointment (Regular / Fixed Term / Temporary / Adhoc)	Nature of Duties	Pay Scale	Period		Total Experience
					From	To	

13. Total period of Teaching Experience in AIT (in years) :

14. Short Term Courses Attended :-

Sr. No.	Title	Place	Duration	No. of Weeks (1/2/3)	Sponsoring Agency

Serial Number of Proof Attached _____

15. List of Publication (for the purpose of evaluation, attach copy of only best five publications)

Sr. No.	Authors	Title	Journal	Vol / No. / Yr / PP	Indexed by	Impact Factor

16. Any other relevant information :-

17. Future Plans

(Please Provide a brief write up of your future plans for teaching and research)

(a) Teaching :

(b) Research :

18. List of self-attested testimonials attached (original to be produced at the time of interview)

- (i) Graduation Marksheet / Degree
- (ii) Post - Graduation Marksheet / Degree
- (iii) M. Phil. Degree
- (iv) Ph. D. / M. Phil. Degree
- (v) Experience Certificate other than AIT



- | | | |
|--------|---|--------------------------|
| (vi) | Post-Doctoral Fellowship | <input type="checkbox"/> |
| (vii) | Award(s) / Fellowship(s) | <input type="checkbox"/> |
| (viii) | Research Publications including Books | <input type="checkbox"/> |
| (ix) | Research Guidance (No. of Students Guided) | <input type="checkbox"/> |
| (x) | Research Project | <input type="checkbox"/> |
| (xi) | Papers presented in Seminar / Conferences / Workshops | <input type="checkbox"/> |
| (xii) | Peer recognition / citation of publications | <input type="checkbox"/> |
| (xiii) | Consultancy undertaken | <input type="checkbox"/> |
| (xiv) | Others | <input type="checkbox"/> |

Total Number of above self-attested testimonials attached _____ (in words _____)

Note : Application without the above self-attested testimonials will not be accepted.

OTHER RELEVANT INFORMATION

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

Sr. No.	Details (Mention Year, Value etc where relevant)
Serial number of Proof Attached, if any _____	

CERTIFICATE / DECLARATION

I, _____ son / daughter of _____ hereby declare that all statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or any other stage, my candidature / appointment may be cancelled by the AIT, Pune without prejudice to initiation of any other disciplinary action.

Signature of Applicant

Date :

Name

Verified by Reporting Officer / HoD

Date :

Signature of Head of Department

Note : The application form duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the Institute as necessary and placed before the Screening-Cum-Evaluation Committee or Selection Committee for assessment / verification.



Name : _____ Present Designation : _____

Department : _____

INFORMATION TO BE FILLED BY THE SCREENING COMMITTEE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether application has been received within the due date	Yes / No
2.	Whether fulfilling the requisite educational qualification required under CAS	Yes / No
3.	Whether completed the qualified service required under CAS	Yes / No
4.	Whether attended the required number of STC etc.	Yes / No
5.	Whether having required number of Research Publication	Yes / No
6.	Whether requisite documents have been attached with the application form	Yes / No
7.	Whether claimed the minimum required yearly / cumulative API score	Yes / No

Recommendations of the Preliminary Screening Committee :

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect of basic minimum requisitions under CAS.

Name and Signature of the Screening Committee Members

Name : _____ Present Designation : _____

Department : _____

INFORMATION TO BE FILLED BY THE OFFICE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether any minor / major penalty has been imposed on him / her during the said assessment period	Yes / No
2.	Whether work and conduct of the candidate as observed from the Annual Self-Appraisal Report for the assessment period has been found to be Good	Yes / No

2.1 Proforma for Annual Performance Appraisal Report Grading

Assessment Period						
Grading of Annual Assessment Report						

Recommendations of the Office

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect to work and conduct.

Name and Signature of the Officials Verified the Particulars

Appendix -II

(SOP For Guidelines / Rules For
Promotion Of Librarian Under Career
Advancement Scheme (CAS))

ARMY INSTITUTE OF TECHNOLOGY**PROFORMA FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) OF
COLLEGE LIBRARIAN**

Application for Promotion from _____

Period of Assessment for the purpose of promotion (including grace period, if any)
From _____ to _____

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name (in Block Letters)	:	
2.	Father's Name / Mother's Name	:	
3.	Department	:	
4.	Current Designation & Grade Pay	:	
5.	Date of Last Promotion with date and order number	:	
6.	Position and Grade Pay / Level for which an application under CAS?	:	
7.	Date of Eligibility for Promotion	:	
8.	Date of Birth	:	
9.	Contact Number	:	
10.	Email ID	:	

11. Academic Qualification (Matric Onwards):

	Examination	Specialization	University / Board	Year	CGPA / % of Marks obtained	Division & Distinction
1	Matric					
2	Intermediate (10+2)					
3	Bachelor's Degree (B.Lib. & I.Sc.)					
4	Master's Degree (M.Lib. & I.Sc.)					
5	NET/SET					
6	Ph. D.					
7	D.Sc./D. Litt					
8	Other Exam if any					
Serial Number of Proof Attached – _____						

12. Record of Service in AIT

Designation	Essential Qualification for the post	Nature of Appointment (Regular	Nature of Duties	Pay Scale	Period		Total Experience
					From	To	



	at the time of Appointment	/ Fixed Term / Temporary / Adhoc					ce in years

13. Total period of Service Experience in existing stage/level in AIT (in years):

14. List of Short Term Courses /Orientation Course /Refresher Courses:-

Sr. No.	Title	Place	Duration From-To	No. of Weeks (1/2/3)	Sponsoring Agency

Serial Number of Proof Attached – _____

15. List of Publication (for the purpose of evaluation, attach copy of only best five publications)

Sr. No.	Authors	Title	Journal	Vol / No. / Yr / PP	Indexed by	Impact Factor

16. List of Training/Seminar/Workshop/Course attended on automation and digitalization

Sr. No.	Title	Place	Duration From-To	No. of days	Sponsoring Agency

Serial Number of Proof Attached – _____

Any other relevant information:-

17. List of MOOCs course Taken/ developed in the relevant subject (with e-certification)

Sr. No.	Title	Place	Duration From-To	No. of days	Sponsoring Agency

Serial Number of Proof Attached – _____

18. List Library up-gradation course attended.

Sr. No.	Title	Place	Duration From-To	No. of days	Sponsoring Agency



Sr. No.	Title	Place	Duration From-To	No. of days	Sponsoring Agency
Serial Number of Proof Attached – _____					

19. List of Courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),

Sr. No.	Title	Place	Duration	No. of Weeks (1/2/3)	Sponsoring Agency
Serial Number of Proof Attached – _____					

20. List of Evidence of innovative library services, including the integration of ICT in a library.

Sr. No	Name of Library Services	Description about Library services	Year of implementation

21. Details of Maintenance and other activities as per Appendix II, Table 4

Sr. No.	Activity	Self-Assessment	Compliance (Yes/No) Verified by OIC Library	Grading Criteria	Remark of Assessing officer/ committee
1	<p>Regularity of attending library (Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> Library Resource and Organization and maintenance of books, journals and reports. Provision of Library reader services such as literature retrieval services to researchers and analysis of report. Assistance towards updating institutional website 			<p>90% and Above – Good</p> <p>Below 90% but 80% and above – Satisfactory</p> <p>Less than 80% - Not satisfactory</p>	



Sr. No.	Activity	Self-Assessment	Compliance (Yes/No) Verified by OIC Library	Grading Criteria	Remark of Assessing officer/ committee
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.			<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>	



Sr. No.	Activity	Self-Assessment	Compliance (Yes/No) Verified by OIC Library	Grading Criteria	Remark of Assessing officer/ committee
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>if library does not have a computerized database</p>			<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not Falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory – 90% catalogue database made up to date</p> <p>Unsatisfactory – Catalogue database not upto mark. (to be verified in random by the CAS Promotion Committee)</p>	



Sr. No.	Activity	Self-Assessment	Compliance (Yes/No) Verified by OIC Library	Grading Criteria	Remark of Assessing officer/ committee
4.	Checking inventory and extent of missing books			<p>Good : Checked inventory and missing books less than 0.5%</p> <p>Satisfactory – Checked inventory and missing books less than 1%</p> <p>Unsatisfactory – Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or More.</p>	



Sr. No.	Activity	Self-Assessment	Compliance (Yes/No) Verified by OIC Library	Grading Criteria	Remark of Assessing officer/ committee
5.	1) Digitization of books database in institution having no computerized database. 2) Promotion of library network. 3) Systems in place for dissemination of information relating to books and other resources. 4) Assistance in college administration and governance related work including work done during admission, examinations and extracurricular activities. 5) Design and offer short-term courses for users. 6) Publications of at least one research paper in UGC approved journals.			Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.	

Sr. No of Proof Attached: _____

Overall Grading	Good: Good in Items 1 and Satisfactory /good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and Satisfactory /good in any other two items including Item 4. Not satisfactory
Note :	1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. 2) The Librarian must submit evidence of published paper, participation certificate for refresher of methodology course, successful research guidance from Head of Department of the concerned department, project completion. 3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

17. Future Plans

(Please provide a brief write up of your future plans for library development and research)



(a) Overall growth and development of Library

(b) Research:

18. List of self-attested testimonials attached (original to be produced at the time of interview)

- | | | |
|--------|---|--------------------------|
| (i) | Graduation Marksheet / Degree | <input type="checkbox"/> |
| (ii) | Post - Graduation Marksheet / Degree | <input type="checkbox"/> |
| (iii) | M. Phil. Degree | <input type="checkbox"/> |
| (iv) | Ph. D. / M. Phil. Degree | <input type="checkbox"/> |
| (v) | Experience Certificate other than AIT | <input type="checkbox"/> |
| (vi) | Post-Doctoral Fellowship | <input type="checkbox"/> |
| (vii) | Award(s) / Fellowship(s) | <input type="checkbox"/> |
| (viii) | Research Publications including Books | <input type="checkbox"/> |
| (ix) | Research Guidance (No. of Students Guided) | <input type="checkbox"/> |
| (x) | Research Project | <input type="checkbox"/> |
| (xi) | Papers presented in Seminar / Conferences / Workshops | <input type="checkbox"/> |
| (xii) | Peer recognition / citation of publications | <input type="checkbox"/> |
| (xiii) | Consultancy undertaken | <input type="checkbox"/> |
| (xiv) | Others | <input type="checkbox"/> |

Total Number of above self-attested testimonials attached _____ (in words
_____)

Note: Application without the above self-attested testimonials will not be accepted.

OTHER RELEVANT INFORMATION



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

Sr. No.	Details (Mention Year, Value etc. where relevant)
Serial number of Proof Attached, if any _____	

CERTIFICATE / DECLARATION

I, _____ son / daughter of _____ hereby declare that all statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection Committee or any other stage, my candidature / appointment may be cancelled by the AIT, Pune without prejudice to initiation of any other disciplinary action.

Signature of Applicant

Name _____

Date: _____

Verified by Reporting Officer / HOD

Date: _____

Signature of Head of Department

Note: The application form duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the Institute as necessary and placed before the Screening-Cum-Evaluation Committee or Selection Committee for assessment / verification.

Name: _____

Present Designation: _____

Department: _____

INFORMATION TO BE FILLED BY THE SCREENING COMMITTEE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether application has been received within the due date	Yes / No
2.	Whether fulfilling the requisite educational qualification required under CAS	Yes / No
3.	Whether completed the qualified service required under CAS	Yes / No
4.	Whether attended the required number of STC etc.	Yes / No
5.	Whether having required number of Research Publication	Yes / No



6.	Whether requisite documents have been attached with the application form	Yes / No
7.	Whether claimed the minimum required yearly / cumulative API score	Yes / No

Recommendations of the Preliminary Screening Committee:

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect of basic minimum requisitions under CAS.

Name and Signature of the Screening Committee Members

Name: _____ Present Designation: _____

Department: _____

INFORMATION TO BE FILLED BY THE OFFICE

Sr. No.	Contents	Verification by Screening Committee
1.	Whether any minor / major penalty has been imposed on him / her during the said assessment period	Yes / No
2.	Whether work and conduct of the candidate as observed from the Annual Self-Appraisal Report for the assessment period has been found to be Good	Yes / No

2.1 Proforma for Annual Performance Appraisal Report Grading

Assessment Period						
Grading of Annual Assessment Report						

Recommendations of the Office

The candidate is eligible / non-eligible to be considered for Screening-cum-Verification / Selection Committee as the case may be with respect to work and conduct.

Name and Signature of the Officials Verified the Particulars



Annexure I

(SOP For Guidelines / Rules For
Promotion Of Faculty Under Career
Advancement Scheme (CAS))

CLARIFICATION OF INDUSTRY TRAINING/ PROFESSIONAL TRAINING**1. Industrial Training**

- (a) Minimum two weeks training which is physically done in industry for learning industry practices/ processes which are relevant his/ her branch/ domain and is useful for the students directly or indirectly at large.
- (b) Training with reputed industry only will be counted.
- (c) Those who have obtained prior permission for such training from Principal/ Director will only be counted.
- (d) Those who undergone such training has to submit certified report from industry.

2. Professional Training

- (a) Minimum two week training that teaches skills relevant to working in a certain professional (for AIT it related to teaching and will improve the teaching skill, research skills, new technology, new technique and will directly or indirectly to students)
- (b) The training course would ideally be taught by the someone who is an expert in the field.
- (c) Full time training conducted by IITs/ NITs/ Academic Institution (Top 100 NIRF Ranked) industry experts/ eminent person in relevant domain will be counted.
- (d) Those who have obtained prior permission for such training from Principal/ Director will only be counted.

Note: In case of any ambiguity Principal/ Director's decision will be treated as final.

