

(Approved by AICTE, New Delhi, Affiliated to VTU, Recognized by Govt. of Karnataka)

RAJANUKUNTE, BENGALURU 560 064, KARNATAKA

Phone: 080-28468191/96/97/98 * E-mail: info@saividya.ac.in * URL www.saividya.ac.in

Part – I

Instruction Manual for Filing the CAS Application

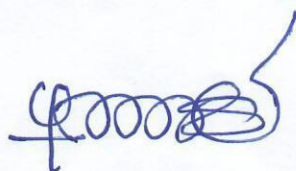
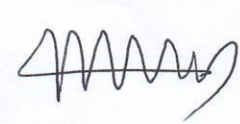




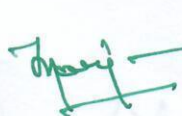
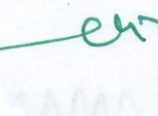


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CAREER ADVANCEMENT SCHEME (CAS)

1. Preamble

The AICTE prescribed a system called Career Advancement Scheme (CAS) for promoting the deserving teachers who do not get career advancement despite their eligibility and merit due to the absence of vacancies at higher levels. The CAS sets certain benchmarks on many key parameters (both academic, research and out-reach) to be satisfied by a teacher to become eligible for promotion. A screening committee/selection committee evaluates these eligible teachers as per the guidelines of AICTE before considering for promotion. There are five stages for the career advancement of teachers (Stage-1 to Stage-6).

In the absence of CAS, a teacher will have to wait till vacancy arises in that higher position. As only fewer vacancies get created at the higher positions in any department and there could be a good number of teacher's eligible for such higher positions, they do not find chances of elevation even after serving in the same grade for decades. Various accreditation bodies like NBA and NAAC, and other regulatory bodies like AICTE and VTU, will grade the institution better, when due promotional opportunities and other welfare measures are made available by the management. As we all know, SVIT has been growing from strength to strength with the sincere efforts and significant contributions of its teachers. The absence of CAS often leads to long wait for meritorious teachers and can be frustrating to them resulting in demotivation. The CAS helps in retaining and motivating /these talented teachers.

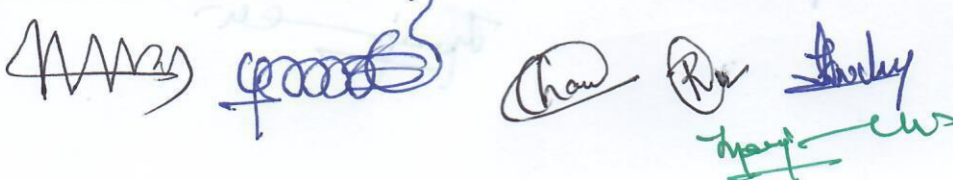
2. General Guidelines

Career Advancement Scheme (CAS) promotion is a personal internal promotion to the incumbent teacher. The teachers eligible for promotion under the Career Advancement Scheme should submit the duly filled prescribed Self-Assessment Application Form with Academic Performance Indicators (APIs). The following points are to be noted before filing the application.

A minimum of **service at SVIT** is required for a faculty member to apply for internal promotion under the CAS policy for all stages of promotion.

The faculty members are informed to read the general instructions carefully before filing the application form and follow the instructions, which are applicable while filling the application.

- The eligible faculty members shall submit the application form for the appropriate level of Pay Band as per 7th Pay. Incomplete applications are not considered for evaluation. Attach the required documents wherever necessary.

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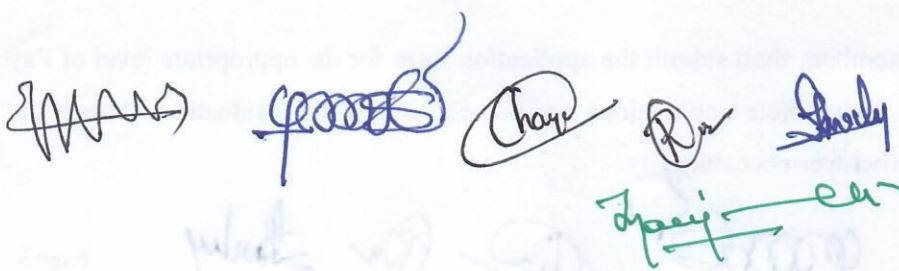
- The candidates who do not consider themselves eligible, can also apply later (after acquiring required eligibility).
- The CAS application format is subject to revision after approval by competent authority.
- In the final assessment, if the candidates do not either fulfill the minimum API score and obtain less than the 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.
- The Ph.D., degree shall be a mandatory qualification for promotion as Associate Professor and Professor.

3 a) Different Stages of Promotion as per 7th Pay Scale:

There are five different stages of promotion, S-1 to S-2, S-2 to S-3, S-3 to S-4, S-4 to S-5 and S-5 to S-6 their starting basic pay AS PER 7th Pay Scale are shown in the Table-3.1.

Table 3.1: Different Levels of 7th Pay Scale

Stage	Designation	Starting Basic Pay As Per 7th Pay Scale
Stage- 1 (S- 1)	Assistant Professor (Academic Level, 10)	Rs.57,700/-
Stage-2 (S-2)	Senior scale Assistant Professor (Level 11)	Existing basic pay + One promotional increment
Stage-3 (S-3)	Selection Grade Assistant Professor (Level 12)	Existing basic pay + One promotional increment
Stage-4 (S-4)	Associate Professor (Level 13A)	Rs.1, 31, 400/-
Stage-5 (S-5)	Professor (Level 14)	Rs.1, 44, 200/- + One promotional increment
Stage-6 (S-6)	Senior Professor (Level 15)	Rs.1, 82, 200/-



Note: One promotional increment may be granted in cases where the basic pay of a faculty member exceeds the prescribed basic pay scale of an Associate Professor or Professor or Senior Professor.

3 b) Minimum Academic Performance Requirements for CAS promotion

Guidelines, Eligibility criteria & verifiable documents for filling up the Application Form/ PBAS for promotion under CAS for the faculty becoming eligible for the grant of higher Pay scale on or after 01.06.2025 (API format to be filled by the faculty and data for Three preceding years on attaining eligibility to the higher pay scale to be provided).

4. Instructions for Applying CAS Promotion

Detailed information for the entire assessment period is to be provided as per the proposed Proforma in Category-I, Category-II and Category-III. The Proforma is to be filled as per these tables and self-assessment scores. For each category, even though several avenues of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated. The self- assessment scores are further to be based on the indicators/activities given below.

Proposed Scores for Academic Performance Indicators (APIs) in Category-I

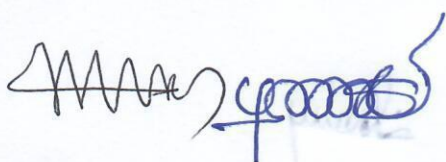
Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc.

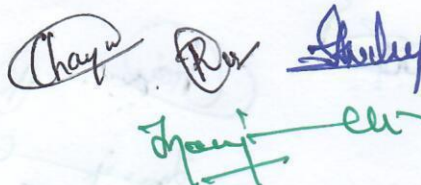
The self- assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/ selection committee.

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PART-A
CAREER ADVANCEMENT SCHEME (CAS)

1.0 MANDATORY REQUIREMENT FOR PROMOTION UNDER CAS									
Sl. No.	Levels		Qualification	Minimum service in different levels	Minimum service at SVIT	Essential requirements			Expert Assessment System
	From	To				Publications (WoS/Scopus/S CIE/ESCI/Q1/Q2/Q3/Q4) Journals/Conferences/ Book/ Book chapters for the assessment period	Post PhD experience	Minimum Average API score during assessment period in Category - III	
1	S1	S2	Ph.D.	4 years at S1 level	4 years	4 with at least one in a Journal during the assessment period (first 3 authors only)	-	40 per Assessment Period (4 Years)	Screening Committee
			PG (PhD-CV completed)	5 years at S1 level	5 years				
2	S2	S3	Ph.D.	4 years at S2 level	5 years	4 with at least two in a Journal during the assessment period (first 3 authors only)	-	60 per Assessment Period – Ph.D. (4 years)	Screening Committee
			PG (PhD-OS2 completed)	5 years at S2 level	5 years			(60 per Assessment Period – PG) (4 Years)	
3	S1	S3	Ph.D.	9 years at S1 level	5 years	6 with at least 2 in a Journal during the assessment period (first 3 authors only)	-	70 per Assessment Period – Ph.D. (4 years)	Screening Committee
			Ph.D. (outstanding research profile)	8 years at S1 level	4 years	8 SJR journal papers out of which 4 should be Q1 /Q2/Q3, during the assessment period (first 3 authors only)	4 years	80 per Assessment Period – Ph.D. (4 years)	





4	S3	S4	Ph.D.	3 years at S3 level	6 years	9 with at least 3 in a Journal during the assessment period (first 3 authors only)	2 years	60 per Assessment Period (3 years)	Selection Committee
5	S4	S5	Ph.D.	3 years at S4 level	6 years	9 with at least 3 in a Journal during the assessment period (first 3 authors only)	5 years	75 per Assessment Period (3 years)	Selection Committee
6	S2	S4	Ph.D.	12 years with 4 years at S2 level	10 years	9 with at least 4 in a Journal during the assessment period (first 3 authors only)	2 years	75 per Assessment Period (4 years)	Selection Committee
			Ph.D.	12 years with 4 years at S2 level	4 years	9 SJR journal papers out of which 4 should be Q1 / Q2, during the assessment period (first 3 authors only)	4 years	120 per Assessment Period – Ph.D. (4 years)	Selection Committee
7	S5	S6	Ph.D.	8 years at S5 level	8 years	16 with at least 10 SJR journal papers out of which 4 should be Q1 / Q2, during the assessment period (first 3 authors only)	8 years	75 per Assessment Period (4 years)	Selection Committee

* The minimum total number of years of service should be as per AICTE norms (For S2 - 4 years, S3 – 9 years, S4 – 12 years, S5 – 15 years, S6- 8 years at Professor cadre) except for outstanding research profile.

Different stages of promotion and Academic Grade Pay (AGP)

There are five different stages of appointment/promotion, S-1 to S-2, S-2 to S-3, S-3 to S-4, S-4 to S-5 and S-5 to S-6. Standard norms of the institute will be followed for fixation to 7th pay scale.

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Part-B

5. Instructions for Filling up of CAS Proforma

Detailed information for the entire assessment period is to be provided as per the proposed proformas in Category-I, Category-II and Category-III. The proforma is to be filled as per the tables given in the format. The assessment scores are further to be based on the indicators/activities given below and are to be filled by the HOD and scrutinizing committee members.

Category - I

CALCULATION OF ACADEMIC PERFORMANCE INDICATORS (API)					
Items of explanation					
5.1 Category I Teaching process and Students feedback	35/50 average (previous 3 years)				
5.2 Category II Co-Curricular, Extension and Professional Development Related Activities Contribution to the institute development	S1 to S2 = 20/50 S2 to S3 = 25/50 S3 to S4 = 30/50 S4 to S5 = 30/50 S5 to S6 = 30/50 S1 to S3 = 25/50 S2 to S4 = 30/50 (previous 3 years)				
Minimum Total annual average score per year under Category I and II – for all categories	(Last three years assessment for the categories – I and II)				
	Sl. No.	Stage (S)		Category – I Minimum Marks	Category – II Minimum Marks
		From	To		Minimum score from Category – I and Category - II)
	1	S1	S2	35	20
	2	S2	S3	35	25
	3	S3	S4	35	30
	4	S4	S5	35	30
	5	S5	S6	35	30
	6	S1	S3	35	25
	7	S2	S4	35	30
5.3. Category – III Research and Academic contribution	Sl. No.	Stage (S)		Category – III	
		From	To	SVIT	
				Per assessment period	
	1	S1	S2	40 (Previous 4 years)	
	2	S2	S3	60 (Ph.D.) (Previous 4 years)	
	3	S1	S3	70 (Previous 4 years)	
		S1*	S3*	80 (Previous 4 years)	
	4	S3	S4	60 (Previous 3 years)	

5	S4	S5	75 (Previous 3 years)
6	S5	S6	75 (Previous 4 years)
7	S2	S4	75 (Previous 4 years)
	S2*	S4*	120 (Previous 4 years)

* - means outstanding

Category – I
Teaching Process and Students' feedback (Previous 3 years)

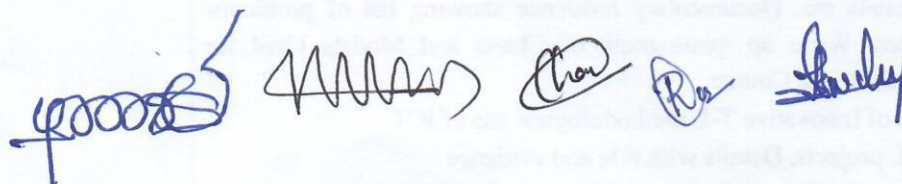
(i)	Lectures/Seminars/Practical's/Tutorials/Contact classes conducted should be based on verifiable records. - Classes taken (100% of allotted classes taken– 20 marks and proportionate score upto 90% performance, below which no score may be given) Attach semester Time Table and attendance sheet - Feedback obtained (100% feedback obtained– 20 marks and proportionate score upto 60% performance, below which no score may be given) *Feedback report to be enclosed. Note: For each course API score would be calculated separately and the average of all courses of two semester shall be taken for the assessment year.	Max Score: 20 +20
(ii)	Use of Participatory and Innovative Teaching-Learning Methodologies/Curriculum design, PBL, Open Course etc. - 5 points for each - Identification of gaps in the curriculum and bridging the courses for the attainment of POs with evidence - Evidences for conducting hands on training / workshops conducted / programs conducted is support of lifelong learning, communication, ethics, universal human values. Brief report with mapping POs analysis. Development of innovative idea in teaching - Documents in support of idea developed along with no. of students participated and relevant documents - Preparation of resource material, fresh reading material, laboratory manuals etc. Documentary Evidence showing list of problems/ Cases/ Write up /photograph of Charts and Models Used for Teaching the Course - Use of Innovative T-L methodologies/ use of ICT - PBL projects, Details with title and evidence - Open course participation, details with documents - Participatory Learning modules/Interactive course - Participatory learning modules/Case studies:	Maximum Score = 10

	(CD of ICT Material to be attached) - Developing and imparting Remedial/Bridge Courses and counseling modules - Developing and imparting soft skills/communications skills/personality development courses/modules/ Innovative learning activities (AAT's)	
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Category-II

Department, Institute level, extension and co-curricular activities (Previous 3 years)

A	Departmental Activities (3 points per activity) Departmental responsibilities	Maximum Score = 20
(i)	Institutional Activities	Maximum Score = 10
	- Institutional Governance responsibilities like, Vice-Principal, Warden, HOD, Training & Placement Officer, In-charge of a Section heads. (5 points each). Appointment Letter issued by the principal and brief write up of work done in the academic year. - Participation in committees concerned with any aspect of departmental or institutional management such as procurement, campus development, library committee, Any other committees (2 points each). Circular of Composition of Committee; highlights of work done by the Committee with evidence. - Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 points each). Letter of Appointment Single page data for counseling work done/ brief write up of measures undertaken to maintain Discipline in the campus - Organization of Conference / Training as Chairman/Organizational Secretary: International (5 points) National/regional (3 points). As member of the organizing committee (1 point each). Coordinator, co-chairman, co-convener, Treasurer, Jt. Secretary (3 point each). Attach a copy of Brochure of Conference	
(ii)	Extension, Co-curricular and Professional Development	Maximum Score = 20





	• Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity Documentary evidence of participation is to be enclosed. Mentoring, Innovation/ Entrepreneurship activities to be recorded. (5 point each). • Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity. (each activity 10 points) • Permission Letter for the conduction of co-curricular/extension activity and brief write up of contribution in activity is to be recorded. • Students and Staff Related Socio Cultural and Sports Programmes /campus publications (Departmental level 2 points, Institutional level 5 points) Permission Letter for the conduction of activity and brief write up of contribution in the activity is to be enclosed. • Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points) Brief write up of contribution in the activity/ any other evidence Membership in profession related committees at state and national level a) At national level : 3 pointseach b) At stateactivity : 2 points each. Letter from such an organization • Coordination in subject associations, conferences, seminars without paper presentation (each activity: 2 points). Photocopy of Letter/ Certificate of Participation	
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Category – III Research and Academic contribution (Previous 4 years)		
Sl.No.	APIs	Description
III A	Publications	Points for Publications (First 3 authors only)
A(i)	Research Papers (Published in Journals)	(WoS/Scopus/SCIE/SCI/ESCI/Q1/Q2/Q3/Q4 Journals) - Max 20/Publication Distribution of Marks: Q1/SCI: 20 Marks Q2:16 Marks Q3:12 Marks Q4:08 Marks Only Scopus: 8 Marks First author – 100 % points Second author – 80% points Third author – 60% points
A(ii)	Conference proceedings as full papers, etc. (Abstracts not to be included)	Scopus/WoS indexed only 5 per Publication in international conference Max. 2 publications/year (First 3 authors only) First author – 100 % Second author – 80% Third author – 60%

A (iii)	Completion of Ph.D. by the Faculty member in the Assessment Period	5 marks
III B	Publications (Books/ Chapters in books, other than refereed journal articles)	Books: 20/Author (Reputed publishers) (Books – Publisher name to be included from new research policy) (First three authors only) Chapter in a Book (Scopus/WoS indexed only) : 5/Author (First three authors only)
III C	Funding	
C (i)	Sponsored Projects carried out/ongoing	(a) Funded Projects: Major Projects amount mobilized with grants $\geq$ Rs.20 lakhs PI-30 /Each Project CoPI-15/Each Project (Contribution in terms of obtaining equipment /software for research/ consultancy from the industries or central government institutes. – it must be 1.5 times of the above-mentioned funded project amount)
		(b) Funded Projects: Major Projects amount mobilized with grants $\geq$ Rs.5 lakhs and $<$ Rs.20 lakhs PI-20 /Each Project CoPI-10/Each Project (Contribution in terms of obtaining equipment/ software's for research/ consultancy from the industries or central government institutes. – it must be 1.5 times of the above-mentioned funded project amount)
		(c) Funded Projects: Minor Projects (Amount mobilized with grants $\geq$ Rs. 1 lakhs and $<$ Rs. 5 lakh) PI-10 /Each Project CoPI-5/Each Project (contribution in terms of obtaining equipment's/ software's for research/ consultancy from the industries or central government institutes. – it must be 1.5 times of the above-mentioned funded project amount) (d) Funded Projects: Internal Seed Money Funding (Amount up to 2 lakhs) PI – 4 marks Co PI – 2 marks (e) Funded Projects: Mentoring students' projects which are funded/awarded by external institutes/agencies (cash awards only) – 2 marks per recognition
C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with Minimum of Rs.1 lakh for assessment period 10 marks per every 2 lakhs earned for the assessment period. 5 marks per every 1 lakh earned for the assessment period
C (iii)	IPR/Published/Granted	Applicant name must be SVIT only Patent Published: 5 marks (for first three inventors) Patent Granted: 15 marks (for first three inventors) Design application filed: 3 marks (for first three inventors) Design application granted: 6 marks (for first three inventors) Copyright obtained: 2 marks (for all authors)

III D	Research Guidance	
	Ph.D. Research Supervisor/ Guide During Assessment period	Completed CV: 2 Marks/each candidate Completed OS1:4 Marks/each candidate Completed OS2:6 Marks/each candidate Thesis Submitted: 8 Marks/each candidate Ph.D. awarded: 10 marks/candidate
III E	Seminar/Workshops Attended	
E(i)	Training Programs/ SDP/ DPs/Workshops /certifications attended (Max: 15 points per assessment period)	Not less than two weeks (Outside SVIT FDPs and workshops are considered) 10 marks/each Not less than one weeks (Outside SVIT FDPs and workshops are considered) 5 marks/each
E(ii)	MOOCs (NPTEL only) (Maximum – 20 marks per assessment period)	12 weeks 10 marks per completed MOOC of 12 weeks
E(iii)	Invited Talks/Expert lectures/ Keynote Address (Outside the college) (Maximum 8 Marks)	Technical Talks delivered in Govt. organizations/ NAAC/ NBA accredited institutes International: 8 marks/each National: 4 Marks /each
III F	Citations	
	Citations of Research Papers	Highest h index (Scopus/WoS) in the entire assessment period If the index is 2-3: 1 mark 4-6: 2 Marks 7-10: 3 Marks Above 10: 5 Marks

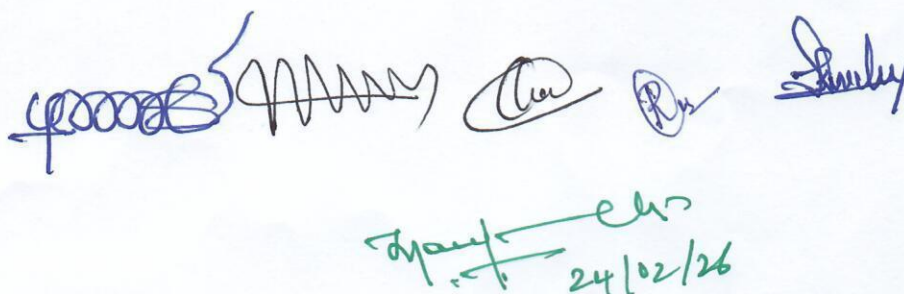
6. Screening / Selection Committees

Preliminary Screening Committee: Level-1 (HoD)

- To assess eligibility of the candidate for promotion under CAS in terms of length of service, required qualification and essential requirements.
- To assess that the application is complete in all respects and supporting with all requisite documents.

Final Selection Committee:

- The selection committee so constituted for the promotion of the faculty form **S2 to S4, S3 to S4, S4 to S5 and S5 to S6 grades** will verify along with the documentary evidences provided.
- Recommendations of the selection committee will be placed before the Chairman for approval and the BOG for ratification and subsequent issue of promotion orders to the faculty members.

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