

Samarth eGov

User Guide for employees to apply for Promotion under Career Advancement Scheme(CAS).

Employees can follow the steps mentioned in this document to apply for the promotion under the Carrer Advancement Scheme(CAS) Department of Higher Education Uttarakhand.

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User Guide for employees to apply for Promotion under Career Advancement Scheme(CAS)

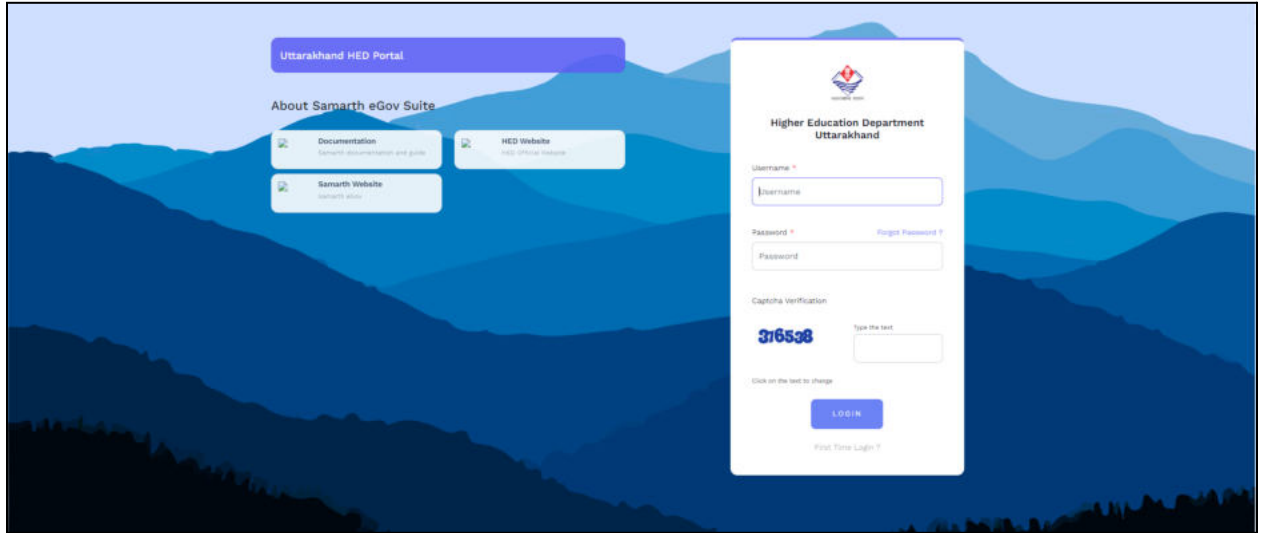
Pre-Requisites:

Before applying for promotion under the Career Advancement Scheme (CAS), employees have to update their profile in the Samarth eGov Suite. In the CAS application, the following details will be fetched from the Samarth employee profile:

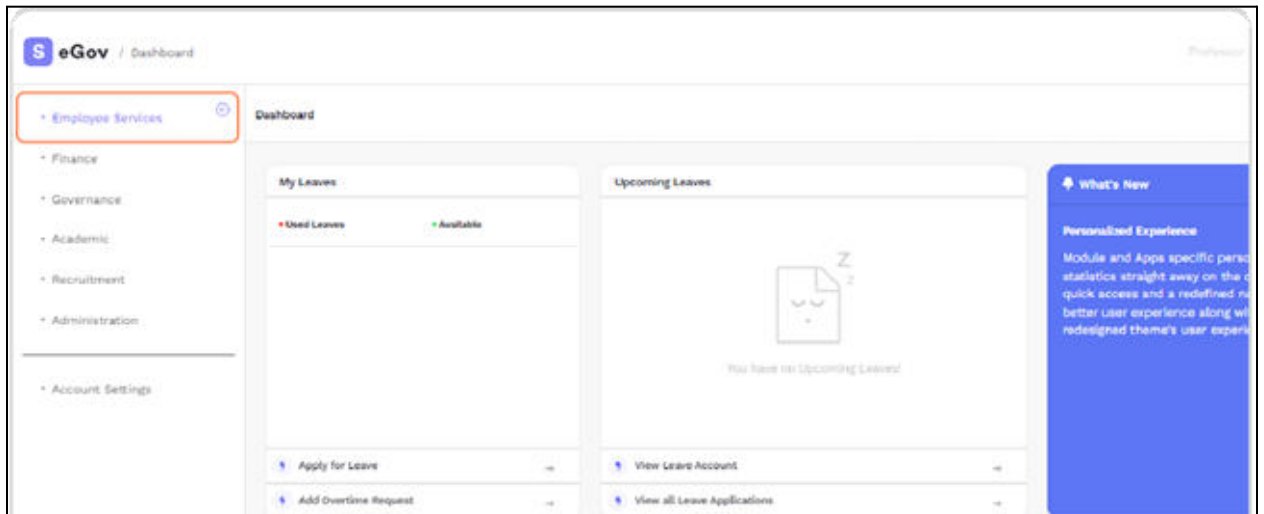
- a. Academic Qualifications (Matric till Post-Graduation)
- b. Orientation/ Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes/MOOCs Courses attended (entire service record)
- c. Examination and evaluation duties assigned by the college/University or attending the examination paper evaluation.
- d. Student-related co-curricular, extension, and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS, and community services.
- e. Organizing seminars/ conferences/ workshops, and other college/ university activities.
- f. Conducting minor or major research projects sponsored by National or international agencies.
- g. Research Project Completed.
- h. Research Project Ongoing
- i. Consultancy details.

To add or update the above-mentioned details in the Samarth employee profile, follow the steps mentioned below.

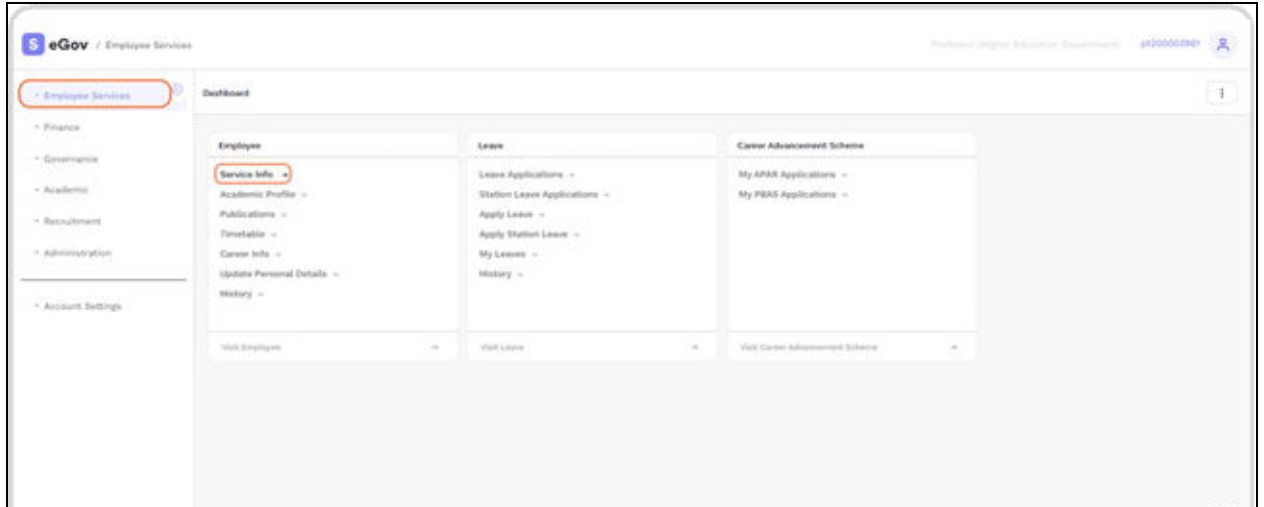
1. The employee needs to log in to <https://uttarakhand.samarth.ac.in> by using the provided username and password.



2. Click on the  service section present on the left side.



3. Click on the Service Info  button.

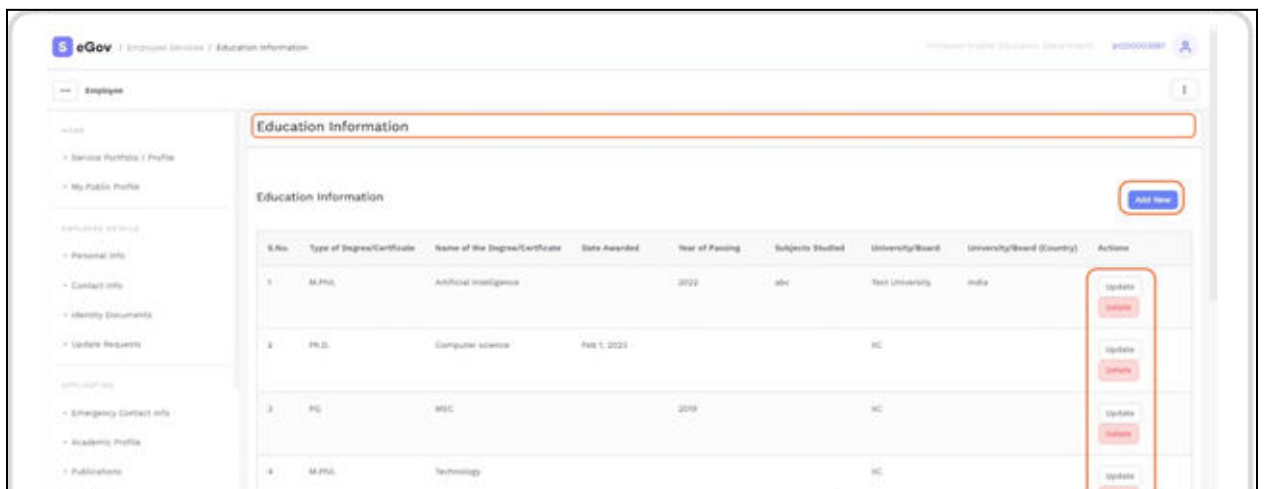


4. To add/update the **Academic Qualifications (Matriculation till Post-Graduation)**

click on the • Education Info present in the left side panel.

HOME
<ul style="list-style-type: none"> • Service Portfolio / Profile • My Public Profile
EMPLOYEE DETAILS
<ul style="list-style-type: none"> • Personal Info • Contact Info • Identity Documents • Update Requests
APPLICATION
<ul style="list-style-type: none"> • Emergency Contact Info • Academic Profile • Publications • Timetable • Education Info • Career Info • Research Info • Subject Specialization

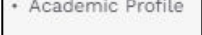
Click on the **Add New** button to add or the **Update** button to update academic qualifications.

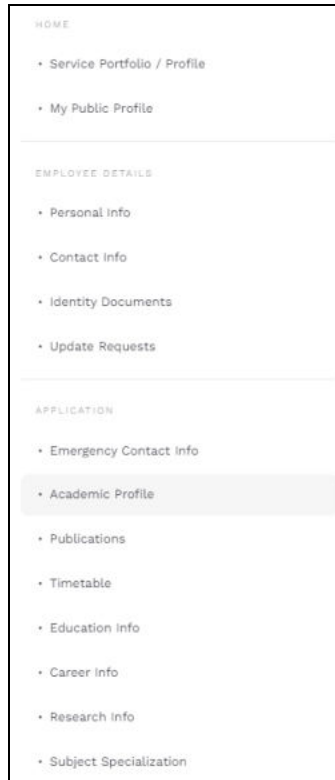


Fill the details and click on the  button to save the filled details.

Add Academic Details

Type of Degree/Certificate *	<input type="text" value="Select"/>
Name of the Degree/Certificate *	<input type="text" value="Select"/> SSC HSC Certificate Diploma UG PG M.Phil. Ph.D. Dsc Dlit
Subjects Studied	
Marking Scheme	
Year of Passing	<input type="text" value="Select"/>
University/Board *	<input type="text" value="Enter Hsc University/Board"/>
University/Board (Country)	<input type="text" value="Enter University/Board (Country)"/>
University/Board (State/UT)	<input type="text" value="Enter University/Board (State)"/>

5. Click on the  button and scroll down to the **Professional Development Programmes** section to add or update the orientation/ refresher/ research methodology course/ workshop/ syllabus up-gradation workshop/ training teaching- learning-Evaluation/ technology programmes/ faculty development programmes/MOOCs Courses attended by the employee in the entire service.



Click on the **Add New** button to add or the **Update** button to update details.

S.No.	Type	Option	Title of the Programme	Sponsoring Institution	Organising Institution	From	To	Update	Delete
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Fill the details and click on the **Save** button to save the filled details.

Enter Professional Development Details

Type *

Option * Attending Organising

Title of the Programme *

Sponsoring Institution

Organising Institution *

From *

To *

To add or update details in the Academic Profile, scroll down to the concerned section, and click on the Add New or the Update button respectively, then fill the details and click on the Save / Update button to save the filled details.

- a. To add/update the student-related co-curricular, extension, and field-based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS, and community services details, scroll down to the **Participation in the Extension Activities** section.

Participation in Extension Activities							Add New
S.No.	No. of Participants	Name of the Activity	Collaborating Body	Organizing Body	Date of Activity	Update	Delete
1	156	The empowerment and freedom of people	UGC	Samarth	May 21, 2019	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

- b. To add/update organizing seminars/ conferences/workshops, other college/university activities details, scroll to the **Workshops/Seminars on Intellectual Property Rights(IPR)** section.

Workshops/Seminars on Intellectual Property Rights(IPR)									Add New
S.No.	From	To	Type of Activity	Type of Workshop/Seminar/Conference	Attended/Presented/Organised	Level	Name of the Workshop/Seminar/Conference	Number of Participants(As an Organizer)	
1	Mar 13, 2019	Mar 19, 2019	Workshops	Intellectual Property Rights(IPR)	Presented	Regional/State level	IPR Awareness Workshops	68	

- c. To add/update the conducting of minor or major research projects sponsored by national or international agencies, completed research projects and ongoing research project details, scroll to the **Research Projects** section.

Research Projects									Add New
fund received in HED Uttarakhand	Total amount received in your institution	Amount Sanctioned (INR)	Total Grants Received(INR)	Replacing/Funding Agency	Project Output	Duration(Months)	Year of Project Sanctioned	Update	
ES	58900000000	8569999999.00	9999999999.99	HED	Brilliant	85	2019	Update	

- d. To add/update the consultancy details, scroll to the **Consultancy Details** section.

Consultancy Details									Add New
S.No.	From	To	Name of the Consultancy Project	Name of the Consulting Agency	Year	Revenue Generated	Update	Delete	
1	Feb 6, 2023	Oct 20, 2023	Samarth	TEST	2005	9600000000.00	Update	Delete	

6. To add/update the administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden, etc. click on the **Career Info** button present on the left side panel and scroll down to the Administrative Experience Details section. Click on the **Add New** / **Update** button to add the details.

Administrative Experience Details									Add New
S.No.	Duration From	Duration To	Institution	Designation	Nature of Work	Remarks	Update	Delete	

Fill the details and click on the **Save** / **Update** button to save the filled details.

Add Administrative Positions Held

Institution *

Designation *

Duration From *

Duration To *

Nature of Work *

Remarks

7. To add/update examination and evaluation duties assigned by the college/University or attending the examination paper evaluation, click on the **Timetable** button present on the left side panel and scroll down to the Exam Duty Details section. Click on the **Add New** / **Update** button to add the details.

S.No.	From	To	Institute	Semester / Total No.of Duties Completed	Remarks	Academic Year	Duties Assigned	Update	Delete
1	Sep 14, 2022	Nov 30, 2022	HC			2022	Evaluation Duty	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Fill the details and click on the **Save** / **Update** button to save the filled details.

Create Exam Duty

Institute *

Semester / Total
No.of Duties
Completed

Remarks

Academic Year *

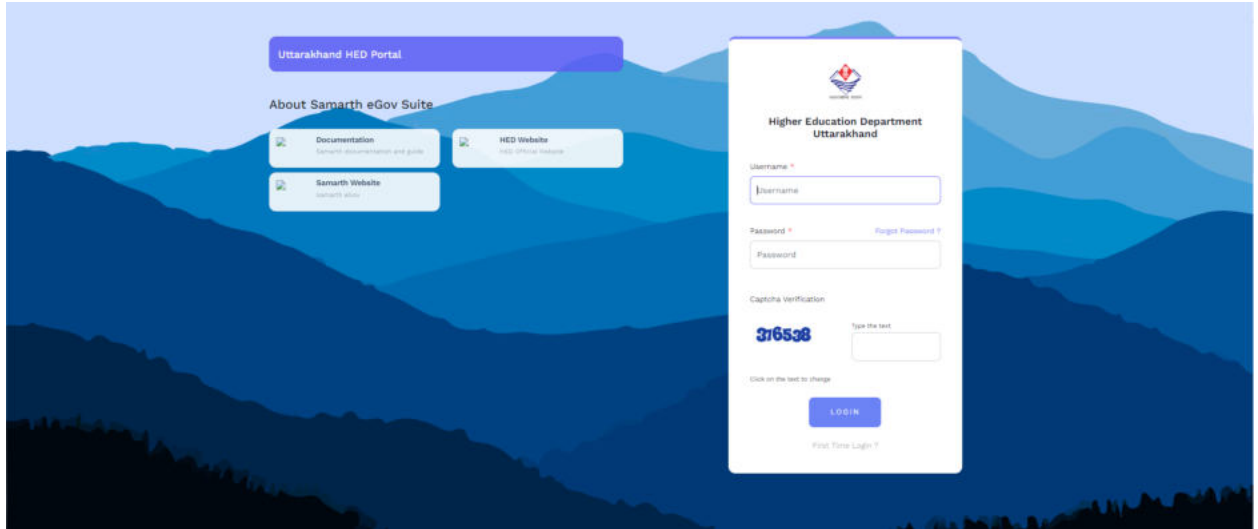
Duties Assigned *

From *

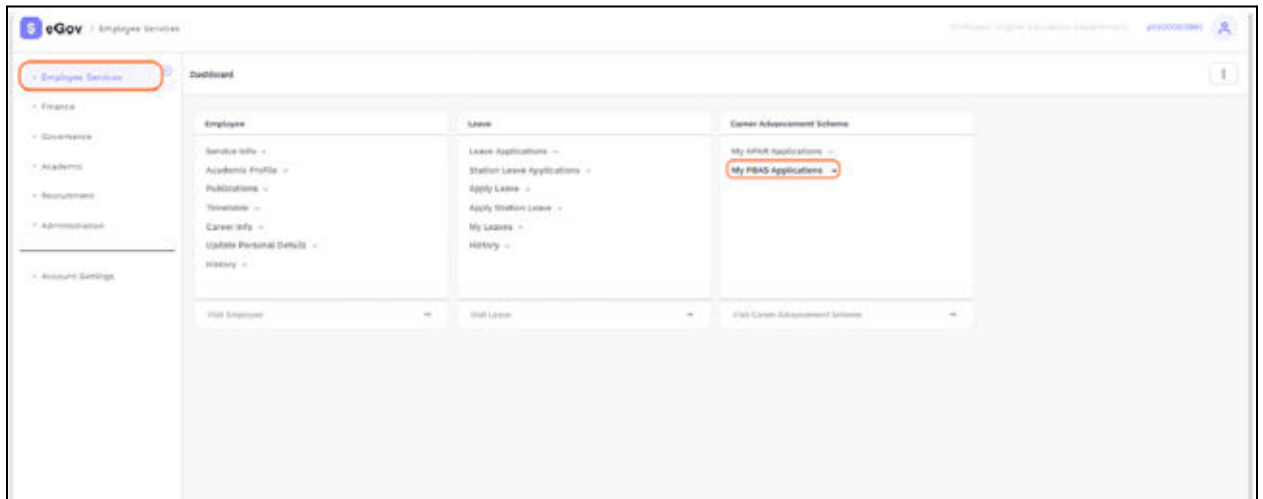
To *

Employee User Guide for PBAS(Self Assessment Application) in CAS.

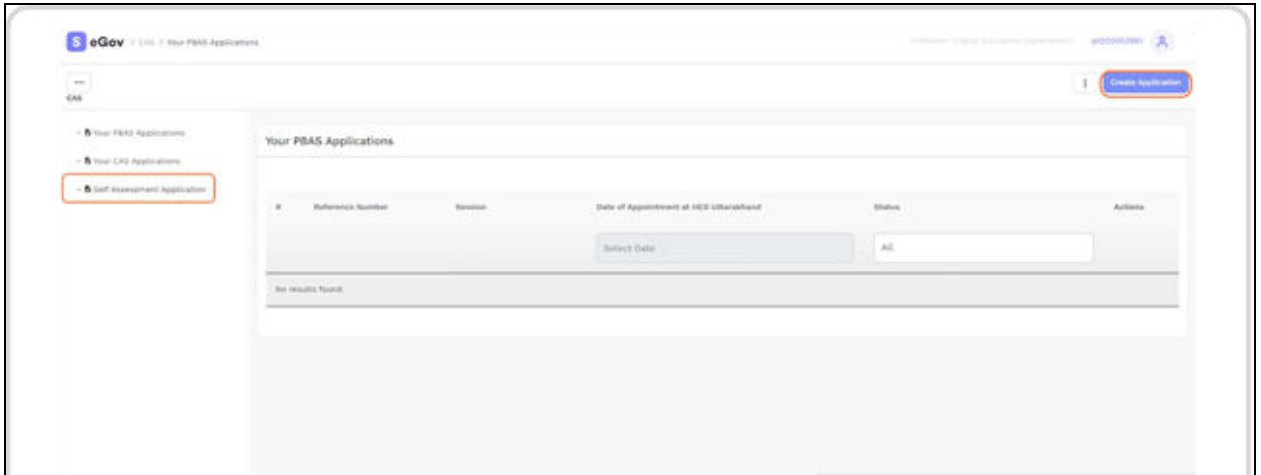
1. The employee needs to log in using their user Id and Password.



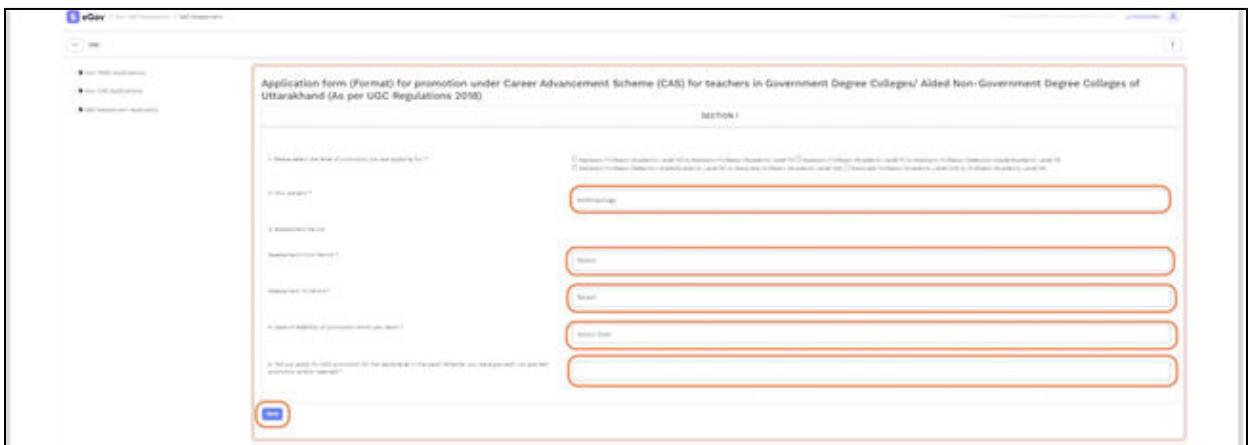
2. Click on the Employee Service tab, then click on the My PBAS Application button in the Career Advancement Scheme section to proceed further.



3. Click on the **Self Assessment Application** tab present on the left side of the page. Click on the **Create Application** button to fill out the application.



4. After clicking on the **Create Application** button, the following screen will appear. Here, the employee needs to fill in the relevant details and then, click on the **Save Button** to save the details:
 - a. Please select the level of promotion you are applying for:
 - b. Your subject
 - c. Assessment Period
 - d. Date of eligibility of promotion which you are putting claim for.
 - e. Did you apply for CAS promotion for the same level in the past? Whether you were granted/ not granted a promotion and/or rejected



5. After clicking on the **Save Button** the screen below will appear.

REF. NO. : SELF-20233961-79959

Application form (Format) for promotion under Career Advancement Scheme (CAS) for teachers in Government Degree Colleges/ Aided Non-Government Degree Colleges of Uttarakhand (As per UGC Regulations 2018)

SECTION 1

1. Please select the level of promotion you are waiting for:

S.No	Promotion Level(s) under CAS	Full / mark
1	Assistant Professor (Academic) Level (I) to Assistant Professor (Academic) Level (II)	4
2	Assistant Professor (Academic) Level (II) to Assistant Professor (Detachment Grade/Academic) Level (II)	
3	Assistant Professor (Detachment Grade/Academic) Level (II) to Associate Professor (Academic) Level (III)	
4	Associate Professor (Academic) Level (III) to Professor (Academic) Level (IV)	

2. Year subject: Anthropology

3. Assessment period: 2023-2024

6. Add the mentioned details by clicking on the buttons present on the upper right side.

(The employees can add more than one entry by clicking the same buttons.)

a. Add Paid leaves.

Employees can add and save all the paid leaves availed during the assessment period.

b. Add posting During the Assessment period

Employees can add and save all posting details during the assessment period which have to be considered for promotion according to the CAS scheme.

The screenshot shows the eGov portal interface. On the left, there is a navigation menu with three items: 'Your FMS Applications', 'Your CAS Applications', and 'Self Assessment Application'. The main content area is titled 'Add Posting During Assessment Period'. The form contains the following fields:

- Programme *
- Name Of College *
- Name Of The Principal *
- From Date * (with a 'Select Date' dropdown)
- To Date * (with a 'Select Date' dropdown)
- Salary with Academic Level of Pay *
- Remarks *

c. Add Qualification after Joining

Employees can add and save all the qualifications acquired after joining.

The screenshot shows the eGov portal interface. On the left, there is a navigation menu with three items: 'Your FMS Applications', 'Your CAS Applications', and 'Self Assessment Application'. The main content area is titled 'Add Qualification After joining'. The form contains the following fields:

- Examination/Qualification *
- Name of the Institution *
- Year of passing * (with a 'Select' dropdown)
- % of Marks obtained *
- Deg / Grade *
- Subjects *

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

d. Add a Research Degree

Employees can add and save all their research degrees.

The screenshot shows the 'Add Research Degree' form in the eGov system. The form contains the following fields:

- Degree:** A dropdown menu with a search icon.
- Subject:** A text input field.
- Title Of Research:** A text input field.
- Date Of Award:** A date selection field with a 'Select Date' button.
- University:** A text input field.

At the bottom of the form, there are two buttons: 'Proceed' (highlighted in blue) and 'Cancel'.

- After adding all the details, Click on **Proceed button** present in the lower left side to continue the application.


The screenshot shows 'SECTION II' of the application. It includes a table for selecting a promotion level and several fieldsets for additional details.

S.No	Promotion Levels under CAS	Full / mark
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 10)	<input checked="" type="checkbox"/>
2	Assistant Professor (Academic Level 10) to Assistant Professor (Selection Grade/Academic level 10)	<input type="checkbox"/>
3	Assistant Professor (Selection Grade/Academic Level 10) to Associate Professor (Academic Level 10A)	<input type="checkbox"/>
4	Assistant Professor (Academic Level 10A) to Professor (Academic Level 10)	<input type="checkbox"/>

Below the table, there are fieldsets for:

- 1. Your subject:** Anthropology
- 2. Assessment period:** 2020-2022
- 3. Date of eligibility of promotion which you claim:** 2022-01-01
- 4. Did you apply for CAS promotion for the same level in the past?:** No

- After clicking on the proceed button, the screen below will be visible to the employee. This is section II in which the above-added details are also visible in the Self-assessment form of the CAS application. Fill in all the relevant details in the

fieldsets and upload the documents as their enclosures by clicking on 

button. Then select the document to be uploaded and Click on the **Start Upload** button to upload the file. The uploaded document will appear.

Note: The employee can upload the document in jpg, jpeg, png, and pdf format which is under 5 Mb.

Self Assessment Application

SECTION II
General Information And Academic Background

Name (in Hindi):		Test Samarth	
(in English Block Letters):		Test Samarth	
College (of present posting):			
a.Date of Birth:	2023-02-01	b.Gender:	Male <input checked="" type="checkbox"/>
		c.Category:	Unreserved <input checked="" type="checkbox"/>

a.Date of Birth:	2023-02-01	b.Gender:	Male <input checked="" type="checkbox"/>	c.Category:	Unreserved <input checked="" type="checkbox"/>
Father's Name :		NA			
Mother's Name :		NA			
Marital Status:		Single (never married) <input checked="" type="checkbox"/>			
Nationality:		Indian <input checked="" type="checkbox"/>			

Details Of Service:		Enclosure
B.1 Date of appointment (order no. and date)	Order No <input type="text"/> Date * <input type="text" value="Select Date"/>	<input checked="" type="checkbox"/> Select File
	Nature <input type="text" value="--Select--"/>	
	First Date Of Joining <input type="text" value="Select Date"/>	
	<input type="radio"/> Forenoon <input type="radio"/> Afternoon	

8.2 Date of regularization (if applicable)	Date	Select Date	Select file
	G.O. No.		
	Date Of Joining	Select Date	
	<input type="radio"/> Forenoon <input type="radio"/> Afternoon		

8.3 Total length of regular service		Years	Select file
8.4 Present Designation	--Select--		Select file
8.5 Pay scale with Academic Level of pay in the Pay Matrix of the present post with date of promotion:			Select file
8.6 Date of grant of Senior Scale (AGP Rs 7000/=) (Level 11)	Select Date		Select file
8.7 Date of grant of Selection Grade (AGP Rs 8000/=) (Level 12)	Select Date		Select file

8.9 Date of grant of Associate Professor (AGPRs 9000/=) (Level 13 A)	Select Date	Select file
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Address Details	
Address for correspondence: (with PIN Code, Mobile no., e mail):	Uttarakhand
Permanent Address: (with PIN Code, Mobile no., e mail):	Uttarakhand


The below-mentioned details have been fetched from the employee profile of the employee: To update details, please go to the relevant section of the employee profile and update the details accordingly.

10.	Academic Qualifications (Matric till Post-Graduation)					Enclosure
Examination	Name of the Board/ University	Year of passing	% Marks obtained	Div./ Grade	Subjects	
Post Graduation	IIC	2019		80		Select file
Other Qualification/s	IIC					Select file
Intermediate/+2	abc	2015	99	99	abc	Select file
High School/ Matric	Test University					Select file
Graduation	IIC					Select file

11. Research Degree(s)							
Degree	Subject	Title Of Research	Date Of Award	University	Enclosure	Action	
Ph.D./D.Phil.	TEst	TEst	2021-02-01	Test	Select file	DELETE	

12. Qualifications obtained after joining the Department/ Present Service

Examination/ Qualification	Name of the Institution	Year of passing	% of Marks obtained	Div./ Grade	Subjects	Enclosure	Action
TEst	TEst	2014	TEst	Test	Test	Select file	DELETE

Add Postdoctoral research experience and Field of Specialization. If there is more than one field of specialization, then it can be added by clicking on  button against the field of specialization fieldset.


13. Postings held during the Assessment Period:							
Designation	Name of College	Name of the Principal	From Date	To Date	Salary with Academic Level of Pay	Remarks	Action
TEst	TEst	TEst	2009-02-01	2023-02-01	TEst	TEsqt	DELETE

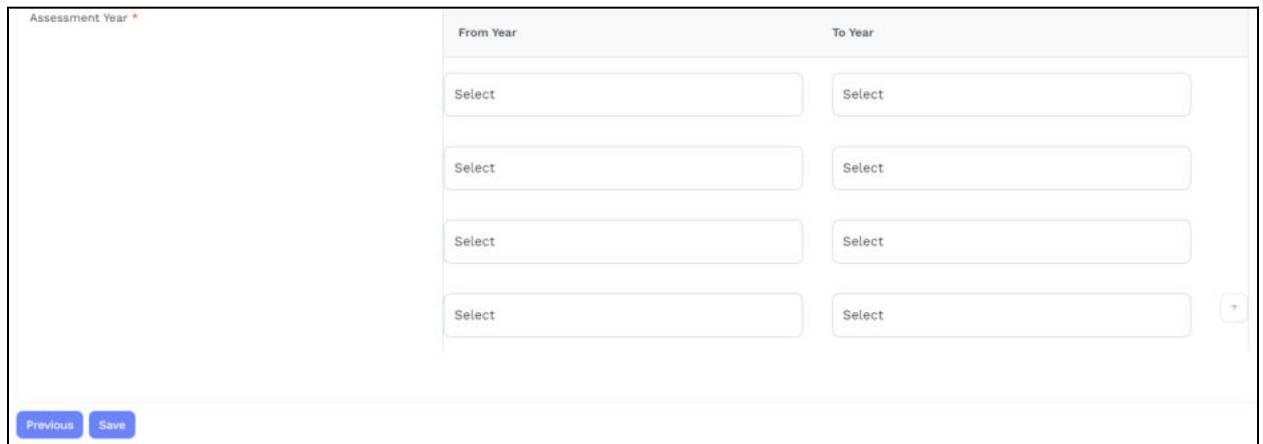
14. Post Doctoral Research experience (as Research Scientist, Research Associate etc.) (in years)

15. Field/s of specialization:


Employees can fill in the duration of the assessment years for which details and information are to be added and considered for promotion according to the Career advancement scheme.

More assessment year duration can be added by clicking on the  button

After filling in all the information, Click on the  button to proceed further.



The screenshot shows a web form titled "Assessment Year" with a red asterisk. The form is divided into two columns: "From Year" and "To Year". Each column contains four "Select" dropdown menus. At the bottom left, there are two buttons: "Previous" and "Save". At the bottom right, there is a small square button with a plus sign. The form is currently empty, with all dropdown menus set to "Select".

9. After clicking on the  button, the screen below will appear., There are buttons present on the upper side to add various details. Employees can click on the respective buttons to add the same.

(The employees can add more than one entry by clicking the same buttons.)

Self Assessment Application

Update Profile Add Published Research Papers Add Single Or Joint Publication In Peer Reviewed Or UGC List Of Journals Add Evidence Of Guiding Phd Students Add Teaching Activities
 Add Invited Lectures Add Award/Fellowship Add Policy Document Add Patents Add Research Guidance Creation Of ICT Mediated Teaching Add Publications (Other Than Research Papers)

SECTION II
General Information And Academic Background

Name (in Hindi):		Test Samarth	
(in English Block Letters):		Test Samarth	
College (of present posting):		TEst	
a.Date of Birth:	2023-02-01	b.Gender:	Male c.Category: Unreserved
Father's Name :		NA	
Mother's Name :		NA	
Marital Status:		Single (never married)	
Nationality:		Indian	
Details Of Service:			Enclosure
B.1 Date of appointment (order no. and date)		Order No : sads Date : 1983-02-01	View Document
		Nature :	
		First Date Of Joining :	

a. Add Published Research Papers:

Click on [Add Published Research Papers](#) button to add the research paper for all the assessment years which has been added by the employee in the previous step. After filling in the relevant details, click on the [Save](#) button.

Add Published Research Papers In Peer Reviewed Or UGC Listed Journals:

Assessment Year *	<input type="text" value="Select"/>
Year *	<input type="text" value="Select"/>
Title with page Nos. and Vol. No. *	<input type="text"/>
Name of Journal *	<input type="text"/>
ISSN/ISBN No. *	<input type="text"/>
Impact factor, if any.	<input type="text"/>
Sl. No. of UGC list of approval journals *	<input type="text"/>
Authorship: Sole/First/Principal/ Corresponding/Supervisor/ Mentor/Co-author *	<input type="text" value="Select"/>
No Of Authors *	<input type="text"/>

b. Add Publication (Single or Joint in the peer-reviewed or UGC list of journals):

Click on the button to add the single or joint publication in the peer-reviewed or UGC List of Journals for all the assessment years, fill in the relevant details, and click on the button to proceed further.

Add At Least One Single Or Joint Publication In Peer Reviewed Or UGC List Of Journals

Assessment Year *

Title of Paper *

Journal Name *

ISSN *

Volume No./Page/ Date *

Status (Communicated/ Accepted/ Published) *

c. Add information about the guidance to Ph.D. students:

Click on [Add Evidence Of Guiding Phd Students](#) to add details about guidance to Ph.D. students. Fill in the details and click on the button.

Add Evidence Of Actively Involved In Guiding Ph. D. Students

Assessment Year *

Number of Students *

Submitted *

Awarded *

d. Add the details about the Teaching Activity:

Click on the [Add Teaching Activities](#) button to add details of the teaching activities done by the employee. Fill the details, and then click on the button to save it.

Add Teaching (Number Of Classes Taught / Total Classes Assigned) X 100: (Classes Taught Includes Sessions On Tutorials, Lab And Other Teaching Related Activities)

Assessment Year *

Nature Of Activity *

Total Classes Assigned *

Number Of classes taught *

Grading *

e. Add information about the Invited Lecture, Seminars/Conferences

Click on the **Add Invited Lectures** button to add the details of invited lectures/resource person/paper presentation In seminars/conferences/full paper In conference proceedings (paper presented In seminars/conferences and also published as full paper In conference proceedings will be counted only once). Fill the details and click on the **Save** button.

Add Invited Lectures/Resource Person/Paper Presentation In Seminars/Conferences/Full Paper In Conference Proceedings (Paper Presented In Seminars/Conferences And Also Published As Full Paper In Conference Proceedings Will Be Counted Only Once)

Assessment Year *

Type *

Title Of Paper *

Title Of Conference *

Organizer *

Date *

Level Of Paper *

f. Add Awards/Fellowship Details:

Click on the **Add Award/Fellowship** button to add details regarding the awards and fellowships received by the employees. Fill the details and then click on the **Save** button.

Add Award/Fellowships

Assessment Year *

Whether Award or Fellowship *

Details of Fellowship/Award *

Level of Award/Fellowship (International/National) *

g. Add Patents:

Click on the **Add Patents** button to add details of the patents. Fill the details, and then click on the **Save** button.

Add Patents

Assessment Year *

Description of Patent with Patent Number *

Level of Patent (International /National) *

Status (Filed/ Approved) *

Date of Filing/ Approval *

Name of Patent Agency *

h. Add Policy Document:

Click on the **Add Policy Document** button to add the policy document (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central government or state government), Fill the details, and then click on the **Save** button.

Add Policy Document (Submitted To An International Body/Organization Like UNO/UNESCO/World Bank/International Monetary Fund Etc. Or Central Government Or State Government)

Assessment Year *

Description of Policy Document *
 2018-2019
 2019-2020
 2020-2021
 2021-2022

Level of Policy Document (International /National/State) *

Submitted to international body/ organization like UNO/UNESCO/ World Bank/ International Monetary Fund etc. or Central Govt. or State Govt. *

Date of submission *

i. Add Research Guidance:

Click on the **Add Research Guidance** button to add information about the research guidance given by the employee as supervisor or co-supervisor. Fill the details and then click on the **Save** button.

Add Research Guidance As Supervisor Or Co-Supervisor

Assessment Year *

Research Degree/ Level *

Number enrolled *

No. of Thesis submitted with date of submission *

No. of Degree awarded with date of award *

j. Add the creation of ICT-mediated teaching-learning content information:

Click on the **Creation Of ICT Mediated Teaching** button to add information regarding the creation of ICT-mediated teaching-learning pedagogy, content, and the development of new and innovative courses and curricula. Fill the details and then click on the **Save** button..

Creation Of ICT Mediated Teaching Learning Pedagogy And Content And Development Of New And Innovative Courses And Curricula:

Assessment Year *

Category *
 2018-2019
 2019-2020
 2020-2021
 2021-2022

Brief description *

Organization for which it was developed *

Level: (PG/UG) *

k. Add Publication other than research paper:

Click on the **Add Publications (Other Than Research Papers)** button to add the details and then click on the **Save** button.


10. Click on the **Proceed** button (present on the lower left side of the form) to view the above-added information in the prescribed format. The employee will upload all the required enclosures for the above-added information and claim the marks against the information. After clicking on **Proceed** button, the following screen will appear for each assessment year containing the information added in **step 9** by the employee.

Now by clicking on the **Select file** button, employees can upload the enclosure for the added details in various sections of the assessment years. After clicking on **Select file** select the file for the enclosure to be uploaded and then click on the **Start Upload** button to upload.

Complete the uploads and enter the **Score claimed in every assessment year for which details have been added.**

Table - 1
Assessment Criteria And Methodology For COLLEGE TeacherS
 Note: Give Separately For Each Year Of The Assessment Period. Please See Detailed Instructions Before Filling Up This Section.
 Assessment Year 2018-2019

1) Teaching (Number of classes taught / total classes assigned) x 100: (Classes taught includes sessions on tutorials, lab and other teaching related activities) (Please enclose the documentary evidence for your claim)

S.N	Nature of Activity	Total classes assigned	Number of classes taught	Grading	Enclosure no.
1	Lecture	100	100	Good	
TOTAL		100	100		

2) Involvement in the University / College students related activities / research activities: (Note: Number of activities can be within or across the broad categories of activities as given below)


a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (Please enclose the documentary evidence for your claim)

S.N	Nature of administrative responsibility with details	Duration	Enclosure no.

b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (Please enclose the documentary evidence for your claim)

S.N	Nature of duty with details	Duration	Enclosure no.

c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (Please enclose the documentary evidence for your claim)

S.N	Nature of Activity with details	Duration	Enclosure no.
1	Name Of Activity : The empowerment and freedom of people Organizing Body : Samarth Collaborating Body : UGC No Of Participants : 156	2019-05-21	

11. After uploading the documents and filling in the claimed score, **Grading for Sl. No. 2 (a to g)** of Table 1 of every assessment year.

Grading for Sl. No. 2 (a to g) (Please ✓ on grading claimed)

Grading Criteria -

Sl. No. 1- 80% & above - **Good**, Below 80% but 70% & above- **Satisfactory** & Less than 70% - **Not satisfactory**

Sl. No. 2- **Good** - involved in at least 3 activities, **Satisfactory** - 1-2 activities, **Not-satisfactory** - Not involved / undertaken any of the activities.

Note: Number of activities can be within or across the broad categories of activities

Overall Grading -





Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

OR


Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

12. Check the application form thoroughly and click on the  button to proceed further. A view of the application will appear. On the lower left side, there are three buttons   .

Employee can go to the previous section by clicking on the  button.

Employee can update the application by clicking on the  button. If the employee thinks that the application is correct then the employee can click on the

 button to process the application.

13. After clicking on the **Proceed** button, the following screen will appear to check the complete application.

Self Assessment Application

Continue and Forward Application to HOD/IQAC

Application form (Format) for promotion under Career Advancement Scheme (CAS) for teachers in Government Degree Colleges/ Aided Non-Government Degree Colleges of Uttarakhand (As per UGC Regulations 2018)

SECTION I

1. Please select the level of promotion you are applying for:

S.No	Promotion Level/s under CAS	Put ✓ mark
1	Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11)	✓
2	Assistant Professor (Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)	
3	Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	
4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	

2. Your subject: Anthropology

3. Assessment period: 2010-2023

4. Date of eligibility of promotion which you claim: 2023-02-01

5. Did you apply for CAS promotion for the same level in the past?: No

Click on the **Continue and Forward Application to HOD/IQAC** button to submit the application to HOD/IQAC.

14. Then select "Yes" and click on the **Submit** button to finally submit the application.

Are You Sure You Don't Want To Make Any Changes To The Application And Forward The Application Further?

Would Like To Proceed?

No

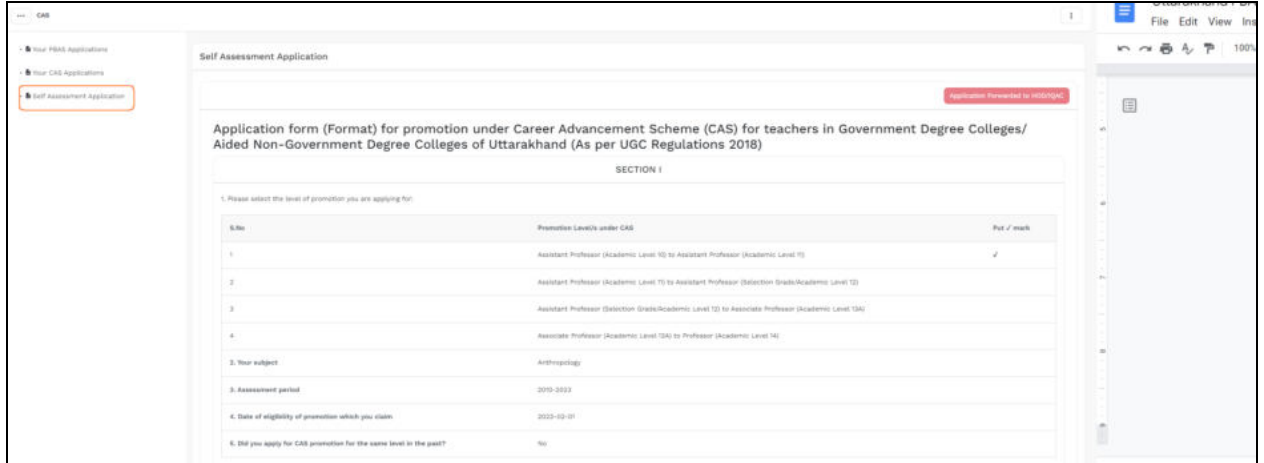
--Select--


No

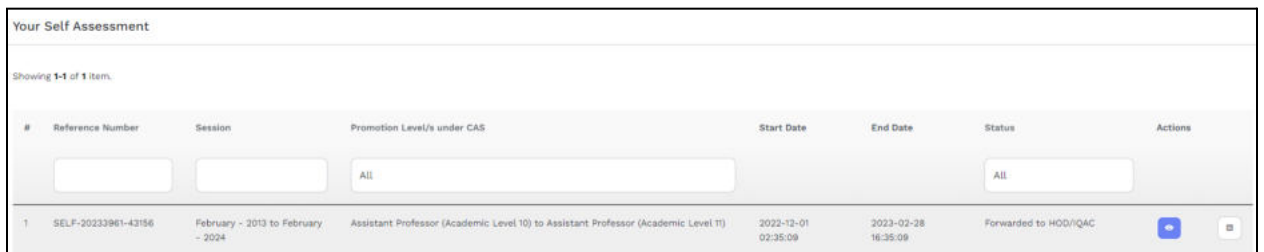
Yes


Submit Cancel

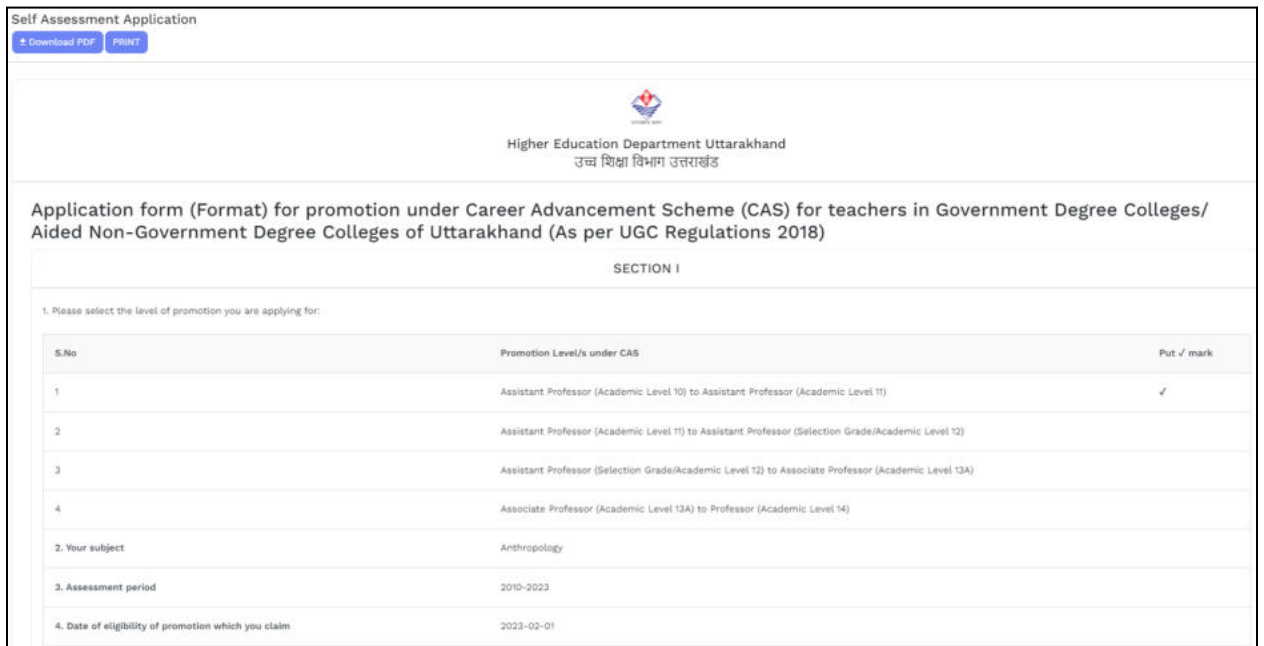
15. After submitting the application, click on the **Self Assessment Application** (present on the left side of the screen) to check the submitted application.



16. Click on the  button to view the submitted application.



17. Click on the  **Download PDF** button to download the pdf file of the submitted application and print the application accordingly.



18. After taking the print of the downloaded pdf file, sign the declaration on it, download the main page of the form by clicking on [Download MAIN PAGE OF FORM](#) and fill the main page physically, and attach the print of all the enclosures with it. Send the prepared file to the HoD/IQAC in physical form for verification.

Higher Education Department Uttarakhand
उच्च शिक्षा विभाग उत्तराखण्ड

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4	Associate Professor (Academic Level 13A) to Professor (Academic Level 14)	

2. Your subject: Mass Communication

3. Assessment period: 2003-2022

4. Date of eligibility of promotion which you claim: 2021-02-01

----- End of the Document -----

Thank You!!

Team Samarth appreciates your time!

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