
Babu Banarasi Das Northern India Institute of Technology, Lucknow

Career Advancement Scheme Policy (CAS)



BBDNIIT

AKTU CC: 056

Affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU College Code: 056)
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Career Advancement Scheme Guidelines

1. Applicability:

1. Before filling out the application form, the applicant faculty members are advised to carefully read all the provisions and methods of category-wise calculations and assure themselves regarding all the clauses to avoid any technical problems.
2. Candidates shall offer themselves for assessment for promotion if they fulfil the minimum requirements as per the regulations.
3. The applicants should ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period (only) should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.
4. UGC/AICTE/University Regulations and subsequent amendments from time to time will be considered for eligibility.

2. Faculty performance Assessment Criteria:

Teaching & Evaluation: The assessment criteria include

- a) Regularity and punctuality in conducting assigned theory and practical classes.
- b) Active participation in remedial teaching.
- c) Prompt clarification of students' doubts.
- d) Counselling and mentoring of students and additional duties as required.



e) Participation in examination-related activities like Invigilation, paper setting, timely evaluation of answer books, the conduct of internal assessment as scheduled etc.

Skill Enhancements: The assessment criteria include participation in

- a) Orientation/Refresher courses
- b) MOOCs Certification
- c) SWAYAM Certification
- d) Organizing seminars /Conferences/Workshops
- e) Presentation of papers
- f) Chairing of sessions in National/International conferences of repute
- g) Carrying out research projects
- h) Publishing of research output in national/international journals etc.
- i) Patents
- j) Research Guidance

Steering of Students' Co/Extra-Curricular Activities:

Assisting with administrative duties related to all-round development of students through their participation in Sports/Student Societies/Clubs activities etc.

3. Staff performance Assessment Criteria:

Lab Evaluation: The assessment criteria include

- a) Regularity and punctuality in conducting assigned laboratory duties.
- b) Active participation in laboratory processes.
- c) Clarification of students' doubts.
- d) Involvement in additional duties as required.



Skill Enhancements: The assessment criteria include participation in

- a) Orientation/Refresher courses
- b) MOOCs Certification
- c) SWAYAM Certification
- d) Other technical skill development

4. Assessment Procedure:

The following three-step process shall be adopted for assessing the eligibility for promotion under CAS:

Step I:

The faculty/staff member shall submit her/his annual self-appraisal report (ASAR)/application (as applicable) in the prescribed Proforma (Table-1) fully verified by her/his Head of Department (HOD) to the Human Resource Division. The report should be submitted at the end of every academic year, within the stipulated time with the necessary documentary evidences for the achievements claimed in the ASAR.

Step II:

After fulfilment of requirements for promotion under the applicable stage of CAS as required, the faculty/staff member shall submit an application with mandated supporting documents to HR Division.

Step III:

The accepted applicants are to appear before the interview board of CAS. The outcome of CAS applications shall be conveyed by Director to the applicants.



5. Implementation Procedure:

With the Approval of the Governing Council (GC), a CAS committee shall be constituted, whose composition shall be as under:

- 1) Director – Chairperson
- 2) Convener-IQAC – Member
- 3) Head of the Department – Member
- 4) One Professor – Member
- 5) One Associate Professor – Member
- 6) HR Coordinator - Member Secretary

The CAS Committee shall conduct an interview after proper notification.

6. Other Details:

- a) Promotion shall be effective only after the fulfilment of all the eligibility criteria with the recommendation of the CAS committee to do so. Also, vacancy in the applied cadre is applicable.
- b) Candidates not succeeding in their assessment shall be re-assessed only after a minimum period of one year.
- d) All promotions shall be processed only if the candidates' ASAR qualifies for being considered as Good during all years of the assessment period.
- e) The period of leave taken for pursuing a Research Degree i.e., for acquiring Ph.D. degree/ Post-Doctoral degree shall not be counted as a teaching experience for the purpose of promotion.



f) The date of eligibility for CAS promotion shall be the date of submission of the CAS application by the candidate in the Department or the date, on which the candidate is found to fulfill the required eligibility criteria, whichever is later.

g) The promotion shall be governed by the recommendations of the Selection Committee.

h) The benefit of past experience which was not recognized at the time of initial appointment will not be considered for subsequent appointments/ promotions at BBDNIIT.

