

Documents required for CAS

Following is the list of documents required in the file while submitting the CAS application. (For Academic level 10 to 11; 11 to 12 and 12 to 13(A))


Self-attested copy of


1. Final mark sheet (Post Graduation)
2. NET/SET Degree certificate
3. Ph.D. Degree certificate (if any)
4. Order of Appointment
5. Confirmation letter
6. Previous promotion letter issued by the Management (If any)
7. Pay fixation order issued by DHE (if any)
8.
 - a. Certificate of Orientation
 - b. Certificate of Refresher
 - c. Certificate of FDP
 - d. Certificate STP
9. Any other certificate or degree
10. Duly filled Lecture record of each academic year of assessment period signed by the HoD and the Principal along with college seal (From Teachers Diary).
11.
 - a. Office order working committee (Proof towards Administrative work)
 - b. Office order of chairperson/paper setter/Senior and Junior supervisor (Proof towards examination related work)
 - c. Letter received from the Goa University for paper setting/CAP, and CAP attendance
 - c. Any one report of activity conducted by the candidate (Only Activity report, no other attachment required)
 - d. Office order (State or National Level Event) (If any)
 - e. **Documents for Guideship issued by the Goa University (If any)**
 - i. Letter of guideship issued from the Goa University
 - ii. Letter containing the list of students allotted for Ph.D.
 - f. **Documents for Minor/Major Research Project (If any)**

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- i. Minor/Major research project Sanction Letter
- ii. Research project completion Certificate
- g. **Publication in research journal/Book (If any)**
 - i. Front page of journal
 - ii. Index page (highlighting publication details)
 - iii. Complete paper

Note: All the pages in the file must be duly signed by the candidate.


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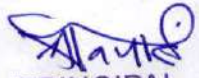
31/01/2025

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Management. Parvari-Goa**

Requirement for promotion from AL13 A to AL14

1. Self-attested photocopy of Cover Page, Index, Full Paper (All research papers)
2. a. copy of book published (if any)
b. copy of transitional work in Indian and Foreign Languages (if any)
c. letter of participation in musical concert / drama (if any)
3. Self-attested photocopies of certificate about creation of ICT mediated teaching learning pedagogy including MOOCs, e-content etc. (if any)
4. a. (i) Self attested letter / certificate of student having completed Ph.D. / M.Phil. under your guidance (if any)
(ii) Self attested photocopies of cover page, certificate and list of names of student who have completed UG project under your guidance (if any)
b. Self-attested copy of Research Project completed (if any)
c. Self-attested letters of ongoing research project (if any)
d. Evidence of having provided consultancy (if any)
5. a. Self-attested certificate of patent (if any)
b. Copy of policy documents having been submitted to International / national body/ organization or central / state government.
6. Self-attested certificate of invited lectures / resource person / paper presentation in seminar / conferences and cover page, index and full paper presented in seminar / conferences and also published as full paper in conference proceedings


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Appendix II

Table 1

Assessment Criteria and Methodology for College Teachers

Sr. No.	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2	Involvement in the College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Co-ordinator, etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	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 Statutes and as per the acts, statutes and ordinances of the parent institution.		



Table 2

Methodology for College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the College and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

Sr. No.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education/ Physical Education /Commerce / Management & other related disciplines
1.	Peer –reviewed journals as approved by Goa University from time to time or UGC-listed journals of specified	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
	(C) Participation in Musical Concerts/Drama in lieu of publications in the field of Music/Drama		University shall provide the modality for the computation of points.
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (Incase of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		



	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	UG project	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Completed		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*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)		
	International(Abroad)	07	07
	International(within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :



- | | | |
|---|---|-----------|
| i) Paper in refereed journals without impact factor - | - | 5 Points |
| ii) Paper with impact factor less than 1 | - | 10 Points |
| iii) Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) Paper with impact factor between 2 and 5 | - | 20 Points |
| v) Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) Paper with impact factor >10 | - | 30 Points |
| (a) Two authors: 70% of total value of publication for each author. | | |

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

Paper presented if part of edited book or proceeding then it can be claimed only once. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories.

(Amended on 09th May, 2022)
SC-16.19 Deputation

A) A teacher may, at the discretion of the Governing Council/ Management, be deputed to any of the institution including other Universities/Colleges on the following terms and conditions:-

- (i) The Governing Council/Management, at its discretion, may consider the requests from other institutions for a lien of service of a teacher of the University / college, provided that he/she is confirmed in his/her post.
- (ii) No teacher shall be deputed to other institutions against his/her will.
- (iii) The deputation of such teacher may be in the first instance for a period of up to two years; if necessary, the Governing Council/Management may extend the deputation period, by three more years so that the total deputation period shall not be more than five years.
- (iv) In the case of a teacher whose services are loaned on deputation, the (host) Institution concerned shall be required to send to the University/College (parent institution) on or before the 5th day of each month, the provident fund contributed equivalent to the



7	Teaching / Post-Doctoral Experience (2 marks for one year each)#	10
8	Awards	
	International / National Level (Awards given by International Organisations/ Government of India /Government of India recognized National Level Bodies)	03
	State-Level (Awards given by State Government)	02

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 25Marks
(ii) JRF/NET/ SET Maximum - 10 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities

(C)	Academic Score	-	84
	Research Publications	-	06
	Teaching Experience	-	10
Total			100

(D) SLET/SET score shall be valid for appointment in respective State Universities/ Colleges/ institutions only

Table-4

Assessment Criteria and Methodology for Librarians

S. No.	Activity	Grading Criteria
1.	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: Library Resource and Organization and	90% and above - Good Below 90% but 80% and above -Satisfactory Less than 80% - Not satisfactory



	<p>maintenance of books, journals and reports.</p> <p>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</p> <p>Assistance towards updating institutional website</p>	
2	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<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>
3	<p>If library has a computerized database then OR 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>
4.	<p>Checking inventory and extent of missing Books</p>	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>
5.	<p>(i) Digitization of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory : If neither good nor satisfactory in overall grading.</p>	



Note:

It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of Assessment.

The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.


The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.


Table 5**Assessment Criteria and Methodology for directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1.	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external Competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/undertaken any of the activities.



	done during admissions, examinations and extracurricular college activities.	
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
Note: It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment. The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee. The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.		


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