SAMBALPUR UNIVERSITY
www.suniv.ac.in
registrar@suniv.ac.in

Ph. (0663) 2430157 (O)
Fax: (0663) 2430158

No. 251 /Estt-III

Date: 17/1/2025

NOTIFICATION for CAS-2025

In pursuance of resolution of the Department of Higher Education, Govt. of Odisha notified vide No.7883/HE Date: 04/04/2016 and Syndicate resolution No. 46 dtd. 28.05.2016 Career Advancement Scheme (CAS) is implemented in Sambalpur University as enumerated in the Higher Education Department Resolution NO. 44032 dated 06.10.1989 subject to the condition that their other terms and conditions of Service shall remain unaltered as specified below:

1) Those teachers who become eligible for CAS promotion after 18.07.2018, their promotion will be governed by UGC Regulation, 2018 as per DHE Letter No. 32861/HE dt. 13.18.2021.

2) All CAS promotion shall be governed by the instructions received from the Hon'ble Chancellor's office vide order No. 10844/SG(HE) dtd. 05.11.2021.

3) Faculty members of SUIIT will be governed by "Autonomy Regulations and Guidelines of SUIIT-2024" approved by the Syndicate vide resolution No. 66 dt. 11.12.2024.

Eligible Regular Teachers of the University/SUIIT may apply in the prescribed format, available in the University website, for the promotion by filling the form (Part-A, Part-B and Part-C) with all annexures numbered serially.

General Instructions:

1. Teachers who become eligible for CAS promotion by **31.05.2025** may also apply.

2. The prescribed application form and other information can be downloaded from the Sambalpur University website. The filled-in application form signed by the candidates must be submitted along with a Non-Refundable Bank Challan (format enclosed) of ₹700/- drawn in favour of the 'Comptroller of Finance, Sambalpur University', payable at State Bank of India, Jyoti Vihar Branch, Burla, Odisha, Power Jyoti A/C No. 34139360373. Applications without the Bank Challan shall not be considered. The 'University Copy' of the Challan should be attached with the application.

3. The application form duly filled in by the candidate must be supported by self -attested copies of all evidence of teaching, research experience and production of Ph.D. scholar, copies of relevant pages (1-2 pages) of the published articles, etc. as detailed in the form.

4. The application, through proper channel must reach the Registrar's office on or before **28.02.2025**.

5. Candidates are required to submit Research Score Card, wherever applicable, in the prescribed format along with the application form. For detail of the API score/Research Score please visit the UGC website/Sambalpur University website.

6. Certificate for Refresher Course/Orientation Programme/RM/FDP etc. must be substantiated enclosing the copy of Office Order/NOC/permission letter issued by competent authority.

7. Candidates are required to produce their original Certificates and Mark sheets/testimonials/Publications for verification at the time of interview/scrutiny.

8. The candidate needs to authenticate each page of the application form and enclosures by his/her full signature on each page.

9. Applications received in incomplete form or not in prescribed format shall be rejected.

REGISTRAR

Memo No. 252 /Estt-III   Dt 17|1|2025

Copy forwarded for information and necessary action to the:-

1) Chairman, P.G.Council, Sambalpur University.
2) Director, SUIIT. He is requested to circulate this notification among the faculty members.
3) Director, IQAC. Sambalpur University.
4) All H.O.D.s of Sambalpur University. He/She is requested to circulate this notification among the faculty members.
5) Secy. to Vice-Chancellor for the information of the VC.
6) Director, e-Gov. Nodal Centre. He is requested to upload the notification along with the Application Form(Part-A, Part-B and Part-C) and Bank Challan form in the University website.

REGISTRAR

SAMBALPUR UNIVERSITY

JYOTI VIHAR, BURLA, ODISHA

PROFORMA FOR PROMOTION UNDER CAS PROMOTION

GENERAL INFORMATION AND ACADEMIC BACKGROUND PART-A

(PLEASE TICK THE REQUIRED BOX)

☐	1	Assistant Professor from Stage 1 to Stage 2	Academic Level 10 to Academic Level 11
☐	2	Assistant Professor from Stage 2 to Stage 3	Academic Level 11 to Academic Level 12
☐	3	Assistant Professor from Stage 3 to Associate Professor (Stage 4)	Academic Level 12 to Academic Level 13A
☐	4	Associate Professor from Stage 4 to Professor (Stage 5)	Academic Level 13A to Academic Level 14

(1) Name in full: Shri./ Smt./ Ms./ Dr. _____
     (In Block Letters)

(2) Present designation with Academic Level: _____

(3) Date of joining in the present designation: _____

(4) Date of Eligibility for Promotion   ☐☐ ☐☐   ☐☐☐☐

     For the Position of _____

(5) Duration of Assessment period for promotion to next Academic Level: _____

(6) Department: - _____   (ii) Nationality _____

(7) Date of Birth ☐☐ ☐☐ ☐☐☐☐ Age : _____ Birth Place: _____
                    D D   M M   Y Y Y Y

(8) Marital Status (√)   Married   ☐   Single   ☐

(9) Please Tick (√) appropriate. Please enclose Caste Certificate of appropriate authority, if applicable
     S.C. ☐   S.T. ☐   SEBC ☐   General ☐   Divyang ☐

(10) Full Address for correspondence (In Block Letters)

(i) Present _____	(ii) Permanent _____
_____	_____
City _____ PIN ☐☐☐☐☐☐	City _____ PIN ☐☐☐☐☐☐
Dist. _____ State:	Dist. _____ State:
Mobile No. ☐☐☐☐☐☐☐☐☐☐	Mobile No. ☐☐☐☐☐☐☐☐☐☐
E-Mail :- _____	E-Mail :- _____

(11) Educational Qualifications: Examinations passed (No attachments required)

Sr. No.	Examination Passed	Principal Subjects	Name of the University or Examination Body	Full Marks	% of Marks secured with Div., Class, Grade	Year of passing
1	2	3	4	5	6	7
1	S.S.C					
2	H.S.C.					
3	Graduation				Overall %: Hons %: Distin.: Yes/No	
4	Post Graduation					
5	M. Phil.				Date :	
6	Ph.D.				Date :	
	Title of Ph.D. Thesis	:				
7	Others					

(12) Total Teaching/Research Experience (Full Time, Regular):

(13) Area of Specialization: _____

(14) Date of award of Ph. D.: _____

(15) Awards for Best Research Article/Paper Published/Essay Competition/etc (in the relevant period):

Sr. No.	Name of Award	State Level/ National level/ International Level	Awarding Body	Date

(16) Visits to other Institutions for Academic Purpose (National/International) (in the relevant period):

Sr. No.	Institutions	Duration		Purpose of Visit	Sponsoring Agency
		From	To		

(17) Name of Professional Associations in which you have held important positions or have been active member of/ Fellowship of Academic Societies/ Others.

Sr. No.	Designation	Body/ Institutions	From	To	Duration

(18) Any other relevant information: (Not mentioned above)

<u>Declaration</u>

I, _____ hereby solemnly certify that all the information provided in this application form is true and correct to the best of my knowledge and belief. I also declare that I am eligible for the applied post as per CAS UGC 2018 guidelines and have also filled in the Part-B and Part-C of the application form (which is being submitted along with the Part-A of form) for calculation of the Research Score. I also declare that the ACR reports of the required duration have been filled and submitted with the Head of the Department.

Place: Signature of the applicant _____

Date: Designation

Forwarded by:

Signature Head of the Department   Signature of Chairman, PGCO/Director, SUIIT
Department of …………………

All entries to be in descending chronological order (Starting with the latest first)

1. **RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS:** (Please attach copy of front page of the articles and mention Annx. No. as in the table below):

Sl. No.	Title of the Paper	Journal Name	ISSN No.	Month & year of publication, Volume, no. & page nos.	Whether peer reviewed, Impact factor if any (as per Thomson Reuters list)	No. of Co-authors	Whether you are the First/Principal / Corresponding Author	Total API for the article	Self Assed API Score by the candidate	Verified API Score by Scrutiny Committee	Annx. Page Nos. (J1,J2, J3,...)
1											1
2											
3											
4											
5											
							Total of 1.				

2. Publication other than Research Papers: (Please attach copy of front page of the book/chapter and mention Annx. No. as in the table below):

(a) Books Authored

S.No.	Title of the Book	ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Annx. Page Nos. (K1, K2, K3,…)

(b) Chapter in Edited Books

S.No.	Title of the Book	Title of Chapter	ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Annx. Page Nos. (K11, K12, K13, …)

(c) Editor of Book

S.No.	Title of the Book	ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Annx. Page Nos. (K21, K22, K23, …)

	(d) Translation works in Indian and Foreign Languages								
S.No.	Title of the Book/Manuscript translated	ISBN No.	Publisher	Whether International / National	No. of Co-authors	Whether you are the main author	Year of Publication	API Score	Annx. Page Nos. (K31, K32, K33,…)
							Total of 2 (a-d).		

3. Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of new and innovative courses and curricula: (Please attach copy of requisite documents and mention Annx. No. as in the table below):

3(a) Development of innovative pedagogy			
S.No.	Description	API Score	Annx. Page Nos. (L1, L2, L3,…)

3 (b) Designing of new curricula/courses					
S.No.	Title of the course / Curricula	Year of designing	Whether the course was developed individually/in collaboration	API Score (02 per course/ curricula	Annx. Page Nos. (L11, L12, L13, …)

3 (c) MOOCs							
S.No.	Development of complete MOOCs in 4 quadrants Description:	No. of Credits	No. of module/lecture/ credit hours	Year of development	Acted as content writer / subject expert	API Score	Annx. Page Nos. (L21, L22, L23,

							...)

Course Coordinator for MOOCs

S.No.	Title of the course / Curricula	No. of Credits	Year of designing	Whether the course was developed individually/in collaboration	Modification of already existing course/curriculum	API Score	Annx. Page Nos. (L31, L32, L33, ...)

3 (d) Development of E-Learning Delivery Process/Material

S.No.	Title of module developed	Complete course or module or paper or e-book	Editor or Developer	Developed for	Year	API Score	Annx. Page Nos. (L41, L42, L43, ...)
					Total of 3 (a-d).		

4. **Research:** (Please attach copy of requisite documents like notification/award letter/sanction letter, etc and mention Annx. No. as in the table below.):

4 (a) Research Guide

	Degree awarded (Number of students)	Thesis submitted (Nos.)	Supervisor / Co-Supervisor	Year	API Score	Annx. Page Nos. (M1, M2, M3, ...)
(i) Ph.D. or Equivalent						
(ii) M.Phil / P.G. Dissertation						

4 (b) Research Projects

S.No.	Title of the Project	Sponsoring Agency	Amount of the Project	Duration of the Project	Whether you are the Principal Investigator (Yes / No)	Status as on date (Completed or ongoing)	Year	API Score	Annx. Page Nos. (M11, M12, M13, …)

4 (c) Consultancy

S.No.	Title of the Project	Consulting Agency	Amount mobilized of Project	Duration of the Project	Whether you are the Principal Consultant (Yes / No)	Status as on date	Year	API Score	Annx. Page Nos. (M21, M22, M23, …)
						Total of 4 (a-c).		

5. **Patents and Policy document:** (Please attach copy of requisite documents and mention Annx. No. as in the table below):

5. (a) Patents

S.No.	Name of the Patent awarded	Year of award	Year of award	International / National	API Score	Annx. Page Nos. (N1, N2, N3, …)

5. (b) Policy Document

S.No.	Title of the Document	Submitted to International/National body or Central / State Govt.	Whether you are the Principal Author (Yes/No)	Year	API Score	Annx. Page Nos. (N11, N12, N13, ...)

5. (c) Fellowship / Awards

S.No.	Name of the Award / Fellowship	Name of the Awarding Body	Whether International/National Level Fellowship Award	Year	API Score	Annx. Page Nos. (N21, N22, N23, ...)
			Total of 5 (a-c).			

6. <u>Seminars and conferences:</u> (Please attach copy of certificates/requisite documents and mention Annx. No. as in the table below):

S.No.	Title of the Paper presented / Invited Lecture	Whether published in Conference Proceedings (Yes/No)	Whether Int.(abroad) or Inter.(within country) or National or State / University Level	Title of Conference / Seminar	Organized by	Year Year	API Score	Annx. Page Nos. (O1, O2, O3, ...)
1								
2								

6. Invited lectures/Resource Person/Paper Presentation in Conferences/Seminars/Full paper in Conference Proceedings

3							
4							
5							
				Total of 6.			

7. Details of Refresher Course, FDP, RM, Orientation Programme, etc. attended (Please attach copy of Certificates and mention

Annx. No. as in the table below):

Sr. No.	Name of the Programme	Organizing Institute	Duration		Annx. Page Nos. (R1, R2, R3, …)
			From	To	

i. For Stage 1 to Stage 2: 1 Orientation of 21 days & 1 Refresher Course/FDP of 01 week/5days)
ii. For Stage 2 to Stage 3: Two Refresher/RM/FDP course of two weeks (10 days) or Four courses of one week (5 days) duration)
iii. For Stage 3 to Stage 4: One Refresher/RM/FDP course of two weeks (10 days) or two courses of one week (5 days) duration
iv. For Stage 4 to Stage 5: Not Required

Summary of API Score of Table-2, Category – III
(In separate sheet of paper)

Sl. No.	From Sr. No. (Table-2)	Total API Score Claimed (to be filled by the candidate)	Verified API Score (to be filled by the members of Scrutiny Committee)
1.	1.		
2.	2.		
3.	3.		
4.	4.		
5.	5.		
6.	5(a)		
7.	5(b)		
8.	5(c)		
09.	6		
10.	After capping 5 (b) & 6 (max 30% of the total research score of the teacher concerned)		
Total of Sr. Nos. 1 to 4 and 6,8 & 10 from Col. 1			
No. of Categories covered out of six categories of Table-2 (Minimum 3 required)			
Minimum API Score Required			

**Signature of the members of the
Scrutiny Committee**

Declaration

I, _____ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief. Further, I certify that all the supporting documents have been numbered and arranged in proper order.

Place: Signature of the applicant _____

Date: Designation

Forwarded by:

                                             Signature with seal of Chairman, PGCO/

Signature with seal of Head of the Department   Director, SUIIT

Department of …………………

Table 2

Methodology for University and 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 University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

S.N.	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.	Research Papers in Peer-Reviewed or UGC listed Journals	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
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 (4 credit 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)(In case 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
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	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	-	5 Points
ii)	Paper with impact factor less than 1	-	10
iii)	Paper with impact factor between 1 and 2	-	15
iv)	Paper with impact factor between 2 and 5	-	20
v)	Paper with impact factor between 5 and	-	25
vi)	Paper with impact factor >10	-	30

(a)   Two authors: 70% of total value of publication for each author.

(b)   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.

Part-C (Table-I and declarations)

Information submitted for the promotion from _____
to _____ **under CAS, with documentary evidence.**

Table-I (as per Appendix-II of UGC Regulations-2018)

	Items	Give Details*	Documentary Evidence
(A)	Administrative responsibilities such as HEAD,Chairperson/Dean/ Director/Coordinator/Warden 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/conference/workshops other college/university activities.		
(E)	Evidence of actively involved in guiding Ph.D student. If submitted with Part-B, please mention the annexure number.		
(F)	Conducting minor or major research project sponsored by National and International agencies. If submitted with Part-B, please mention the annexure number.		
(G)	At least one single or joint publication in peer-reviewed or UGC list of Journals. If submitted with Part-B, please mention the annexure number.		

*Attach additional sheet(s) if necessary

Signature of Applicant   Signature of HOD with seal
Date: Date:

DECLARATION

This is to certify that Dr./Mr./Ms._____of Department **of** _____ has satisfactorily **completed following examination duties** assigned to him during the _____ to _____.(Please mention the duration of evaluation)

Examination Duties Assigned and Performed at the Department Level (From _____ to _____)

Sl. No	Name of the Examination	Duties Assigned (Question setting/ invigilation/ Answer sheet evaluation)	Extent to which carried out (%)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of Applicant   Signature of HOD with seal
Date: Date:

DECLARATION

(To be submitted only if, Registration Letter is not available)

This is to certify that Dr._____of Department **of** _____ is currently supervising following Ph. D. students assigned to him/her since _____.

Sl. No	Name of the student	Broad Area of Ph. D. Dissertation	Date of admission

Signature of Applicant   Signature of HOD with seal
Date: Date:

DECLARATION

This is to certify that I, Dr./Mr./Ms._____of Department **of** _____ have **completed _____% of classes** assigned to me during the Assessment Period _____ to _____.

Signature of Applicant   Signature of HOD with seal
Date: Date:

APPLICANT COPY

STATE BANK OF INDIA
Application fee for CAS-2025

SAMBALPUR UNIVERSITY
**CASH
VOUCHER**
Power Jyoti Account No. **34139360373**

Notification No._____/Estt-III Dt._____.

Depositing Branch Name………………………….

Code ……………………………………………

Candidate's Name…………………………………

Father's Name ……………………………………

Address …………………………………………..

…………………………………PIN …..…………

Category ……………………………………………

Processing Fee: **Rs.700/-** (Rupees Seven hundred) only

 (Separate Challan is to be deposited for each Post.)

Post Applying For … …….. ……
………………………………………………………

Signature of the Applicant / Remitter

(To be filled by the Bank)

Journal Number…………………………………

Date of Deposit: …………………………………….

* Please note to write the Journal No. in all the Challan
* Please feed the name of Applicant and name of Post.
* Period of acceptance of Challan in Bank from Dt.20.01.2025 to 28.02.2025.

Note to Bank : Bank Commission is to be collected separately.

Branch Stamp: Authorised Signatory

UNIVERSITY COPY

STATE BANK OF INDIA
Application fee for CAS-2025

SAMBALPUR UNIVERSITY
**CASH
VOUCHER**
Power Jyoti Account No. **34139360373**

Notification No._____/Estt-III Dt._____.

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…………………………………PIN …..…………

Category ……………………………………………

Processing Fee: **Rs.700/-** (Rupees Seven hundred) only

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………………………………………………………

Signature of the Applicant/ Remitter

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BANK COPY

STATE BANK OF INDIA
Application fee for CAS-2025
SAMBALPUR UNIVERSITY
**CASH
VOUCHER**
Power Jyoti Account No. **34139360373**

Notification No._____/Estt-III Dt._____.

Depositing Branch Name………………………….

Code ……………………………………………

Candidate's Name…………………………………

Father's Name ……………………………………

Address …………………………………………..

…………………………………PIN …..…………

Category ……………………………………………

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Post Applying For … …….. ……
………………………………………………………

Signature of the Applicant / Remitter

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