



# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

Tripura University Reg. Code: 17

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"Educating hearts and minds"

Ref: HCC/CAG/2023-24/ 336

Date: 10-04-2023

## NOTIFICATION

**Subject: Promotion of Teachers under Career Advancement Scheme (CAS) as per UGC Guidelines.**

1. Apropos to subject cited above, following are notified herewith for the information of all the concerned Faculty Members and Librarians:

- Detailed guidelines for promotion of teachers/librarians in Holy Cross College under CAS as per UGC Regulations-2010/2018;
- Self Appraisal Report for Assistant Professors (Stage I and Stage II) to be filled annually by the concerned teacher;
- Application Proforma for Assistant Professors (Stage I and Stage II) to be filled for promotion by the concerned teacher for promotion to Assistant Professor (Stage II and Stage III);
- Self Appraisal Report for Others to be filled annually by the concerned teacher and Application Proforma for Others to be filled for promotion by the concerned for promotion to Associate Professor and above / similar grade, and-

2. A teacher fulfilling the eligibility criteria of UGC-CAS shall download the soft copy of the Application form from the official website of Holy Cross College.

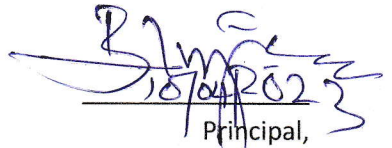
3. Applications along with the self- attested enclosures supporting API/Research Scores in the prescribed form should be submitted to the Vice-Principal, Holy Cross College within 45 days from the date of this Notification.

4. The screening committee with the help of HoD concerned are requested to verify the information furnished by the teacher with the supporting enclosures.

This is sued with the approval of the competent authority

Enclosure: As stated.

Note: Refer UGC Regulations 2018.

  
Principal,

Holy Cross College  
PRINCIPAL  
HOLY CROSS COLLEGE  
JUBATARA, LEMBUCHERRA, P.O.  
AGARTALA, W. TRIPURA -799 210

**Application Format-1**

**Statement of Eligibility for movement from Academic Level 10 to 11 of UGC Regulation.**

Name of the Teacher: \_\_\_\_\_

Sl. No	Date from which designated as Assistant Professor (Academic Level-10)	Date of eligibility to move to academic Level-11 as per UGC regulation	Date of Ph.D./ M.Phil.	Number of Orientation/ refresher/faculty development programme			Remarks
				Orientation At least 21 days on teaching methodology	Refresher/ Research methodology	Faculty Development Programme (minimum two of 5 days)	
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>

Signature of Applicant with Date:

**Application Format-1**

**Statement of Eligibility for movement from Academic Level 11 to 12 of UGC Regulation.**

Name of the Teacher: \_\_\_\_\_

<b>Sl. No</b>	Date from which designated as Assistant Professor (Academic Level-10)	Date of eligibility to move to academic Level-11 as per UGC regulation	Date of Ph.D./ M.Phil.	Number of Orientation/ refresher/faculty development programme  Any tow of the following in the last five years of Academic Level-11/Senior scale: completed course/programme from the category of Refresher course/research Methodology course/ workshop/Syllabus upgradation workshop/ Teaching Learning Evaluation/ Technology Programme/ FDP of at lest two wees (ten days) or two of 5 Days duration or completed MOOCs courses in the relevant subject (with E-certification); or contribution towards development of e-content in 4 quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment	Remarks
<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>

Signature of Applicant with Date:

**Application Format-II**  
**Confidential Self Appraisal Report**

I. Personal Data (To be filled by the applicant):

Name	
Date of Birth	
Designation	
Academic Qualification	

II. Self-Summary Appraisal

1. Subject taught during the reporting year:

Subject taught	Total number of classes allotted in last two semester (weekly allocation)	Total numbers of classes taken in last two semesters	Score obtained (to be provided by the Principal and screening committee) Above 90-100%=10 Above 80-90%=8 Above 70-80%=6 Above 60-70%=4 40-60%=2 Below 40%=0

2. Additional responsibilities discharged (if any please specify):

Administrative responsibility such as Head, co-ordinator of NAAC, Member of different administrative committees of the college etc.	Activities done with proof	Score obtained (To be provided by the Principal and screening committee) If Yes=10 If No=0

3. Innovative activities (if any please specify)

Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement, etc.	Activities done with proof	Score obtained (to be provided by the Principal and screening committee) If Yes=10 If No=0

4. Maintenance of teacher's dairy/ record:

Teacher's dairy/record for classes taken by the concerned teacher	Activities done with proof	Score obtained (to be provided by the Principal and screening committee) If Yes=10 If No=0

5. Regularity during last two semester:

Attendance in percentage of total working days	Score obtained (to be provided by the Principal and screening committee) 80-100%=10 60-79%=8 40-59%=6 Below 40%=0

III. Assessment by the Applicant

Sector / Component	Total Marks	Marks obtained
Ability to Teach	10	
Innovative activities	10	
Regularity	10	
Additional responsibility	10	
Overall	10	
Total	50	

IV. Overall Grading:

Grade	Score	Grade Obtained
Outstanding	45-50	
Very Good	39-44	
Good	33-38	
Satisfactory	27-32	
Below that the expected level	1-26	

Signature of the Applicant:

Signature of the screening committee chairperson:

Remarks of the competent authority with signature:

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Signature of Principal (with remarks):

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