

Career Advancement Scheme (CAS) Manual

Prabodhan Shikshan Prasarak Sanstha's

Rajendra Mane College of Engineering & Technology

Published on 18th September 2017

Date: 01st October 2010

Norms of 6th pay implementation for Teaching Staff:

- (i) Those who are USSC selected and completed 2 years service in RMCET will be given 6th pay irrespective of completing M.E / M.Tech.
- (ii) Those who have completed M.E / M.Tech and 2 years service in RMCET will be given 6th pay irrespective of USSC selection.
- (iii) For Engineering faculty, those who have not completed M.E / M.Tech or are not USSC selected will be given 6th pay after completing 5 years of service in RMCET.
- (iv) For Applied Science faculty (Chemistry, Physics, Mathematics, English) minimum 5 years of service in RMCET with USSC approval.
- (v) At the time of 6th pay fixation, those staff that was on consolidated salary, their yearly increment will be counted from the date of joining not from the date of implementation of 5th pay.
- (vi) After satisfying the above requirements a confidential report will be taken from the Head of the respective Departments and with recommendation of the Principal it will be put to the Chairman for final approval.
- (vii) After the implementation of 6th pay, yearly increment will be in the month of July every year. For every increment the process as mentioned in para no. 5 will be followed.

Sd/-
Principal

Sd/-
Chairman

Date: 08th October 2011

Amendments in the Sixth Pay Norms (dated 01st October 2010):

(i) Norms dated 01st October 2010 from Point No. I & II will remain as it is.

(ii) Norm number iii is amended as will be read as follows:

Earlier norm: For Engineering faculty, those who have not completed M.E / M.Tech or are not USSC selected will be given 6th pay after completing 5 years of service in RMCET.

Revised norm: For Engineering faculty, those who have not completed M.E / M.Tech or are not USSC selected will be given 6th pay after completing 4 years of service in RMCET.

AND

Applied Science faculty, those who are not USSC selected will be given 6th pay after completing 4 years of service in RMCET.

(iii) Norm number iv is amended and will be read as follows:

Earlier norm: For Applied Science faculty (Chemistry, Physics, Mathematics, English) minimum 5 years of service in RMCET with USSC approval.

Revised norm: For Applied Science faculty (Chemistry, Physics, Mathematics, English) minimum 2 years of service in RMCET with USSC approval.

(iv) Norms number v, vi & vii will remain as it is mentioned in the norms dated 01st October 2010.

Sd/-
Principal

Sd/-
Chairman

Additional 6th pay norms: with reference to Higher & Technical Education Department Resolution No.1 SPC-2010/(34/10)/TE.2, dated: 20.08.2010

- (i) Assistant Professor with completed service of 4 years, possessing Ph.D degree in the relevant branch/discipline shall be eligible, for moving up to AGP of Rs. 7000.
- (ii) Assistant Professors possessing Master's degree in the relevant branch/discipline shall be eligible for the AGP of Rs. 7000 only after completion of 5 years' service as Assistant Professor.
- (iii) Assistant Professors who do not have Ph.D or a Masters degree in the relevant branch/discipline shall be eligible for the AGP of Rs. 7000 only after completion of 6 years' service as Assistant Professor.
- (iv) The pay of incumbents to the posts of Lecturer (senior scale) in the pre-revised scale of Rs. 10,000 – 15200 shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs. 15600-39100 based in their present pay, with AGP of Rs. 7000.
- (v) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE , to move up to the AGP of Rs. 8000.
- (vi) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- (vii) Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs. 37400-67000 with AGP of Rs. 10000.
- (viii) All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refreshers programs of not less than two weeks duration each and two TEQIP sponsored programs, each of one week duration.
- (ix) Teachers who acquire M.Phil degree or a M.Tech degree in relevant branch/ discipline recognised by the Statutory University while in service, shall be entitled to one non-compounded advance increment.

Stages of promotions in 6th Pay:

Fresh Appointed Assistant Professor Rs. 15600-39100 with AGP Rs. 6000

Possessing Master's degree with 5 Years experience Rs. 15600-39100 with AGP Rs. 7000

Completed service of 5 Years at the AGP of Rs. 7000 to move up to AGP of Rs. 8000

Completed service of 3 Years at the AGP of Rs. 8000 to move up to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

Completed service of 3 Years at the AGP of Rs. 9000 and possessing a Ph.D. to move up to the Pay Band of Rs. 37400-67000 with AGP of Rs. 10000 and to be designated as Professor.



PRABODHAN SHIKSHAN PRASARAK SANSTHA'S (Reg. No. E - 697 Ratnagiri)

RAJENDRA MANE COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi, Affiliated to Mumbai University & Recognised by D. T. E. Govt. of Maharashtra

At & Po. Ambav (Devrukh), Tal. Sangameshwar, Dist. Ratnagiri, Pin - 415 804 (Maharashtra)
☎ (02354) 240992/241503 ● Fax No. : (02354) 241501 ● Email : info@rmcet.com ● Website : www.rmcet.com

Amendment in norms of 01.10.2010 and 08.10.2011 and the following amendments are with effect from 01.12.2014:

1. Those who are USSC selected and completed 2 years service in RMCET will be given 6th pay irrespective of completing M.E / M.Tech. – **Discard**

6th Pay to qualified faculty and D.A. will be applicable as per Management Policy.

2. Those who have completed M.E / M.Tech and 2 years service in RMCET will be given 6th pay irrespective of USSC selection. **Discard & revised as follows-**

Fresh appointments will be of M.E. / M.Tech completed or pursuing candidates only and those pursuing will be offered 5th Pay and 6th Pay for M.E. / M.Tech completed. D.A. will be applicable as per Management Policy.

3. For Engineering faculty, those who have not completed M.E / M.Tech or are not USSC selected will be given 6th pay after completing 4 years of service in RMCET. - **Discard**
4. For Applied Science faculty (Chemistry, Physics, Mathematics, English) minimum 2 years of service in RMCET with USSC approval. & 4 years without USSC approval. **Discard**

6th Pay to qualified faculty and D.A. will be applicable as per Management Policy.

5. After satisfying the above requirements a confidential report will be taken from the Head of the respective Departments and with recommendation of the Principal it will be put to the Chairman for final approval.


Principal




Chairman

02/12/2014

Date: 18th November, 2014



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Date: 26.02.2015

CIRCULAR

Kind Attn: All the Head of the Department.

Please find enclosed herewith revised minimum academic performance and service requirements for promotion of teachers under Career Advancement Scheme (CAS) as per the AICTE Gazette Notification dated 08.11.2012 and University of Mumbai circular no. CONCOL/TAU/40/of 2012-13, dated 19.03.2013. Hereafter all the applications under CAS will be processed as per the above AICTE notification and University circular. You are informed to communicate the same to respective department staff.


Principal


Chairman

Copy to:

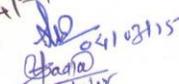
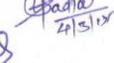
1. Dean Academic
2. HOD, Computer Dept. 
3. HOD, Electronics & Telecomm. 
4. HOD, Information Technology 
5. HOD, Mechanical Engg. — 
6. HOD, Automobile Engg. — 
7. HOD. MMS 
8. F.E. Coordinator 

TABLE : III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

Sl. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil /PG Degree in Professional Courses such as LLM, M.Tech, or six years of service who are without Ph.D /M.Phil /PG Degree in Professional Courses	(i) Minimum API scores using PBAS scoring proforma developed by the concerned University as per the norms provided in Table II(A)/II(B) of Appendix I. (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State Govt. /TEQIP / CIILP/ISTE/ NITTTR / IIT / DTE / SBTE / University, etc. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II(A) / II(B) of Appendix I (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training-Teaching Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by AICTE / Central Govt. / State Govt. /TEQIP / CIILP / ISTE/ NITTTR / IIT / DTE / SBTE / University, etc. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor	Assistant Professors with three years of completed service in	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms

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	(Stage 4)	Stage 3.	<p>provided in Table II(A) / II(B) of Appendix 1.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders..</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by AICTE/Central/State Govt /FEQIP / CIILP/ISTE/ NITTTR / IIT / DTE / SBTE / University , etc.</p> <p>(iv) A selection committee process as stipulated in these Regulations and in Tables II(A) and II(B) of Appendix 1.</p>
4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum yearly /cumulative API scores using the PBAS scoring prnforma developed by the concerned University as per the norms provided in Table II(A)/II(B) of Appendix 1. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection committee process as stipulated in this Regulation and in Tables II(A) and II(B) of Appendix 1.</p>
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (Universities only)	<p>(i) Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II(A) of Appendix 1</p> <p>(ii) Additional credentials are to be evidenced by: (a) postdoctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c)</p>

		Additional research degrees like D.Sc., D.Lit., LL.B., etc., (iii) A review process by an Expert Committee as stipulated in this Regulation and in Tables II(A) and II(B) of Appendix 1.
<p>* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weightage to criteria mentioned in Appendix 1, Categories I and II. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these Regulations, will be applicable.</p>		
<p>Note : For Universities/Colleges for which Sixth PRC Awards are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, 10000 and 12000 respectively</p>		

University of _____	
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)	
Session / Year _____	
(To be completed and submitted at the end of each academic year)	
PART A	
(GENERAL INFORMATION)	
1. Name (in Block Letters)	
2. Father's Name / Mother's Name / Husband's Name	
3. Department	
4. Current Designation & Grade Pay	
5. Date of last Promotion	
6. Address for correspondence (with Pincode)	
7. Permanent Address (with Pincode, Telephone No. & E-mail)	
8. Whether acquired any degree or fresh academic qualifications during the year :	
9. Academic Staff College Orientation / Refresher Course attended during the year :	

APPENDIX – I

**Table III (Refer to APPENDIX-III - TABLE: III of UGC Regulations 2010)
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF
TEACHERS IN UNIVERSITY AND COLLEGES**

Sr. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil./P.G. Degree in Professional Courses such as LL.M, M.Tech., M.V.Sc., M.D., or six years of service who are without Ph.D. / M.Phil. / PG Degree in Professional Courses	<p>I. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this Circular.</p> <p>II. One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.</p> <p>III. Screening cum Verification process for recommending Promotion.</p>
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<p>I. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this Circular.</p> <p>II. One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.</p> <p>III. Screening cum Verification process for recommending promotion.</p>
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>I. Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table II(A) / II(B) of Appendix I of this Circular.</p> <p>II. At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph. D.holders.</p> <p>III. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II(A) and II(B) of Appendix I of this Circular.</p>

4.	Associate Professor (Stage 4) Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>I. Minimum yearly / cumulative API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table II(A)/II(B) of Appendix I of this Circular. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>II. A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>III. Specifically for teachers who are placed in Stage 4 as on 01.01.2006, the entire period of service must be taken into consideration for (i) and (ii) above.</p> <p>IV. A selection committee process as stipulated in this regulation and in Tables II (A) and II(B) of Appendix I of this Circular.</p>
5.	Professor (Stage 5) to Professor (Stage 6).	Professor with ten years of completed service (university only)	<p>I. Minimum yearly /cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix I of this Circular.</p> <p>II. Additional credentials are to be evidenced by: (a) post- doctoral research outputs of high standard; (b) awards / honours' / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt. ,LL.B., etc.,</p> <p>III. A review process by an Expert Committee as stipulated in this regulation and in Tables II(A) and II(b) of Appendix I of this Circular.</p>

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: For university for which Sixth PRC Awards (vide Appendix 2of UGC Regulation 2010) are applicable, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

SPONSORSHIP RULES

For Conferences:

Yearly 1 lakh will be earmarked for registration fees, traveling and dearness allowance for the college staff & students with the following distribution:

Rs 15,000 to each department (12,000 for faculty and 3000 for students) and 10,000 at the college level for all supporting staff.

$(12000+3000) \times (5+1 \text{ for FE}) = 90,000$

Supporting staff training = 10,000

- Only one National/ International conference (organized in India) per person in a year.
- Registration and TA (shortest route, Sleeper class) will be paid and DA is actuals to a limit of Rs 300/- per day.
- If the funds are not utilized by January, the person is entitled to attend second International/ National conference.
- It is preferred that the second one is preferably at a higher level.
- In the succeeding year one who has availed will be given chance, only after he/she publishes one National/International Journal article.
- As an incentive, any one publishing an article in National Journal will be awarded Rs 500/- and Rs 1000/- for International journal from the departmental budget.
- Maximum allowance for Paper Presentation at National / International Conference / STTP / Workshop is Rs.3000/- per year. (After a year of service).
- Maximum service requirement after availing the financial benefit for attending the conference / workshop will be for atleast 1 year from the date of workshop / conference. If resigning before that, assistance claimed has to be returned to college.
- Book purchased using the book bank allowance facility, can be retained with faculty till the end of the term and will be under the department library head for the use of the students.