INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG: DHENKANAL, ODISHA-759146

No-IGIT/Estt-1001   Date-19.09.2025

CIRCULAR

In pursuance to the letter No.SDTE-HTE-HTE-II-0042-2017/6073/SDTE,dated-13.09.2025 of Skill Development & Technical, Education Department, Government of Odisha, all eligible regular faculty members of this Institute may apply in the prescribed format (Annexure-B) as available in Institute website, in accordance to Government of Odisha guidelines mentioned therein for his/her promotion under Career Advancement Scheme (CAS) on or before 14.10.2025 to the undersigned.

The details modalities as per the Government guidelines vide the letter mentioned above are to be strictly adhered.

-Sd-

DIRECTOR

Memo No.IGIT/Estt/1002   dated-19.09.2025

Copy to:-

1. All Deans/HODs for information with a request to circulate the notice among the faculty members working under their control.
2. Registrar for information
3. Accounts Officer for information & necessary action.
4. Dr. G. Ghosh, Asst. Prof, Mechanical Engg & Professor In-charge, Website for publication in Institute Website.
5. CAS file

-sd-

DIRECTOR

No. SDTE-HTE-HTE-11-0042-2017/ 6073 /SDTE, Bhubaneswar, dated 13 | 09 | 2025

From

Sri Bhupendra Singh Poonia, IAS

Commissioner-cum- Secretary to Government

To

The Principal, PMEC Berhampur/ GCE, Keonjhar/ GCE, Kalahandi
The Director (I/c), IGIT Sarang

Sub: Modalities for implementation of Career Advancement Scheme (CAS) in Govt. Engineering Colleges.

Ref: This Department letter No. 1388, dtd 22.02.2023

Sir,

With reference to the subject cited above, I am to say that Government in Skill Development and Technical Education Department vide letter referred above, had allowed for the implementation of Career Advancement Scheme as per AICTE Regulation 2019, except for the provision of CAS promotion from Professor to Senior Professor for teachers of Government Technical Universities/ Engineering Colleges/ Institutions functioning under the administrative control of this Department.

The committee constituted vide this Department Letter No. 8571, dated 15.11.2023, had deliberated on formulations of the draft modalities for implementation of the Career Advancement Scheme (CAS) and suggested measures to bring about uniformity in the process adhering to the AICTE Regulations.

The Government, after careful consideration, have been pleased to adopt the modalities recommended by the Committee for standardising the process of implementation of the Career Advancement Scheme (CAS) in Government Engineering Colleges as per AICTE Regulations, 2019 including the amendments made or to be made in future. The detailed modalities as enclosed are to be strictly adhered to.

Yours faithfully,

Commissioner-cum- Secretary to Government

Modalities for implementation of Career Advancement Scheme (CAS).

I. Screening-cum-Evaluation Committee (SEC):
- A Screening-cum-Evaluation Committee shall be constituted at the institutional level to scrutinise applications and verify the minimum eligibility criteria as laid down in the AICTE Regulations 2019, including any subsequent amendments.
- The proposed composition of the SEC is provided in Annexure-A
- A standardised application format has been developed and is appended as Annexure-B.

II. Forwarding of Applications:
- The SEC shall forward the names of eligible candidates along with their applications to the Selection Committee.
- A standardised format for recording the minutes of the SEC is enclosed as Annexure-C, and an abstract of recommendations, indicating either approval for promotion or rejection, is enclosed as Annexure-D.

III. Selection Committee:
- A Selection Committee shall be constituted in strict adherence to the AICTE Regulations 2019, as amended from time to time.
- This Committee shall evaluate the shortlisted candidates through interviews, based on the criteria laid down under the AICTE Career Advancement Scheme.

IV. Interview and Qualifying Marks:
- Candidates will be assessed through an interview at all stages of promotion.
- A minimum of 50 marks out of 100 in the interview shall be the qualifying benchmark for promotion.
- This threshold for qualifying shall be in accordance with the criteria prescribed by the OPSC for direct recruitment of faculty.

V. Standardisation of Formats and Criteria:

- The methodology for calculating 360-degree feedback has been aligned with AICTE norms.
- The minimum eligibility criteria for various promotional levels, as specified in the AICTE Appendix, have also been adopted.
- The format for recording the Selection Committee's minutes is enclosed as Annexure-E.

VI. Government Approval:

- It is reiterated that all promotions under the Career Advancement Scheme shall require prior approval of the Government as issued earlier.

Annexure-B
APPLICATION FORM FOR PROMOTION
(*To be filled up by the candidate*)

Name of the Department: ....

Name of the Present Post: ....

Name of the Post applied for: ....

Applied for Promotion from Level............to Level..................

Domicile: (Write the name of the State)

> Paste the colour
> Passport size
> Photograph

PART A: PERSONAL INFORMATION

1	Full Name of the Candidate (in Block Letters)	:
2	Father/ Husband's Name	:
3	Category (Gen/SC/ST)	:
4	Employee Code	:
5	Name of the Department	:
6	Date of Birth (as per HSC or Equivalent Certificate)	:
7	Current Designation	:
8	Date of Joining in college	:
9	Date of Joining in the Present post	:
10	**Date of eligibility for promotion** (i.e., satisfying all eligibility criteria for promotion)	:
11	**Basic Pay and Pay Level as on the last date of Application**	:
12	Sex (M/F)	:
13	Nationality	:
14	Religion	:
15	Marital Status	:
16	Aadhaar No	:
17	Contact Number (Mobile)	:
18	E-mail	:

Full Signature of the Candidate

PART B: ACADEMIC QUALIFICATIONS AND EXPERIENCE

1. Academic Qualifications (Attach Xerox Copies of the Documents as Annexure......)

Sl. No	Exam Passed	Name of the School/ College	Board/ University	Year of Passing	Mark secured/ CGPA	Full Mark	Division
1.	HSC or Equivalent						
2.	+2 Sc./I.Sc/ Diploma (Engg.)						
3.	B.Sc(Engg)/BE/B.Tech B. Sc/B.A						
4.	M.Sc(Engg)/ME/M.Tech M. Sc/M.A						
5.	Ph.D						
6.	Post Doc.if any						

2. Record of regular services: (Attach Xerox Copies of the Office Orders as Annexure.....)

Name of Organization	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment	Pay-Scale And Monthly Gross Salary	Period From	Period To	Total Experience

3. Total period of Teaching Experience in institution (in Years):

4. Information on Qualification & Experience (Attach Xerox Copies as Annexure......)

Qualification	No. of required years of experience after joining the present post as per Notification	Actual date of acquiring the qualification	No of years completed on the present position

5. Details of Ph. D Degree Awarded as Supervisor/Co-Supervisor (Copy of the University/Institute notification to be enclosed as Annexure......)

Sl. No.	Name of the Ph. D Scholar	Name of the Department & Institution	Name of the Degree awarding Institution/ University	University Notification No. & Date of award	Name of the Guide	Name of the Co-guide if any
1						
2						

Full Signature of the Candidate

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PART C: DETAILS OF THE TRAINING UNDERGONE
(Provide the information **for the assessment period only** as Annexure).

1. Number of FDP attended during the period under consideration after joining in the present position (Copy of Office Order along with Certificate to be attached).

Sl	Duration of the course completed		Name of the Course	Organized by	Sponsoring Agency/ Approved by	No. of Weeks
	From Date:	To Date:				
1						
2						

2. Number of advanced pedagogy Courses attended, organized by the AICTE / UGC / TEQIP / NITTTR / IISc / IIT / University / Government /research organization / other institute of National Importance / Design Studio during the period under consideration after joining in the present position (Copy of Office Order along with Certificate to be attached).

Sl	Duration of the course completed		Name of the Course	Organized by	Sponsoring Agency/ Approved by	No. of Weeks
	From Date:	To Date:				
1						
2						

3. Number of MOOCS course with E-Certification by NPTEL-AICTE (at least eight weeks duration) attended during the period under consideration after joining in the present position (Copy of Office Order along with Certificate to be attached).

Sl	Duration of the course completed		Name of the Course	No. of Weeks
	From Date:	To Date:		
1				
2				
3				

4. Industrial/Professional Training attended during the period under consideration after joining in the present position (Copy of Office Order along with Certificate to be attached).

Sl	Duration of the course completed		Name of the Course	Organized by	No. of Weeks
	From Date:	To Date:			
1					
2					
3					

Full Signature of the Candidate

PART D: RESEARCH PUBLICATIONS

(Provide the information **for the assessment period only** and Enclose 1st page of published paper as Annexure).

1. List of Research publications in SCI Journals/UGC/ AICTE approved list of journals

Sl. No	Authors	Title	Journal	Vol./No./Yr./pp	ISSN/ISBN No.	Indexed In	Whether corresponding or First author

2. List of Full papers published in Conference Proceedings

Sl. No	Authors	Title	Conference name	ISSN/ ISBN No.	Month & Year of publication	Indexed In	Whether corresponding or First author

3. List of Completed / Ongoing Sponsored Projects

Sl. No	Title of the Sponsored Project	Sponsoring Agency	Duration			Grant/ Amount Mobilized (Rs Lakhs)	Whether PI / Co-PI
			From	To	Years		

4. List of Completed / Ongoing Consultancy Projects

Sl. No	Title of the Consultancy Project	Sponsored Agency	Duration			Grant/ Amount Mobilized (Rs Lakhs)	Whether PI / Co-PI
			From	To	Years		

Full Signature of the Candidate

5. List of Papers presented in Conferences, Seminars, Workshops, Symposia

SI. No	*Title of the Paper presented	Title of Conference/ Seminar etc	Date/duration of Event.	Organised by	Whether International/ National/ State/ Regional/ University or College Level

*The presented paper, if published in Conference Proceedings, should not be included.

6. List of Invited Lectures and Chairmanships at National or international Conference/ Seminars

SI. No	Title of the Lecture/ Academic Session	Title of Conference/ Seminar etc	Date/duration of Event.	Organised by	Whether International/ National/ State/ Regional/University or College Level

7. List of STC/FDP/Workshop/Seminar/Conference/Internshipsconducted/organized.

SI. No	Title of the Programme	Sponsored Agency	Duration			Role
			From	To	Years	

8. List of IPR/Patent / Technology Transfer / Product / Process.

SI. No	Title of the Patent / Technology Transfer / Product / Process	Sponsored Agency (If any)	Status (International / National) (Awarded / Filed) / Status of Technology Transfer / Product / Process

9. The incumbent faculty members applying for the post of Associate Professor and Professor are required to submit the following (Copy of the write-up and project proposal to be enclosed as Annexure......)
(i) A brief write-up on prospective research/innovation plan.
(ii) A detailed project proposal intended for submission to a funding agency.

Full Signature of the Candidate

PART E: CALCULATION OF CREDIT POINTS

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max. Points 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure no.
1						
2						
3						
4						
		Total				

B. Students' feedback (Max. Points 25)

S. No.	Semester	Course Code/Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				
3				
		Total		

C. Departmental Activities (Max. Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
4					
		Total			

D. Institute Activities(Max. Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
		Total			

Full Signature of the Candidate

E. **ACR maintained at institute level (Max. Points 10) (For Official Use Only)**

S. No.	Year	Activity	Credit Point*	Criteria	Enclosure no.
1		ACR			
2		ACR			
3		ACR			
		Average			

* Extraordinary: 10; Excellent: 9; Very Good: 8: Good: 7:Satisfactory: 5

F. **Contribution to Society (Max. Points 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					
3					
		Total			

Note: The activities, credit point and criteria for all activities may be considered in the line of AICTE Notification. The activities, credit point and criteria, not included in AICTE Notification, may be prudently decided by the competent authority of the College.

Full Signature of the Candidate

SUMMERY OF 360⁰ FEEDBACK SCORE

(To be filled/verified by the Screening-cum-Evaluation Committee)

Summary	AY 1 2020-21	AY 2	AY 3	AY 4	AY 5
A. Teaching Process (Max Points 25)					
B. Students' feedback (Max Points 25)					
C. Departmental Activities (Max Points 20)					
D. Institute Activities (Max Points 10)					
E. ACR (Max Point 10)					
F. Contribution to Society (Max Points 10)					
Total (Max Points 100)					
Total on 10 Point Scale					
Average on 10 Point Scale					

PART F: OTHER RELEVANT INFORMATION

1. Any other Credentials/Significant Contributions/Awards received during Assessment Period

Sl. No	Details of credentials/Significant Contributions/Awards received

2. Information on court cases

a. Have you filed any Court cases against the College/Govt. for promotion:

b. Have you ever been convicted by any Court of Law:

c. Is there any Court case/Criminal/Vigilance Proceeding pending against you or disposed of:

3. Whether there is any discontinuity in service during period of consideration for promotion:

   If yes, mention the details

List of Enclosures:
1.

2.

3.

4.

5.

Full Signature of the Candidate

Declaration by the Teacher/Candidate for Promotion

I,_____, son/daughter of _____, working as _____, Department of _____of ....(College Name) hereby declare and certify that the information provided by me in this application for promotion along with the enclosures are correct and if at any point of time it is found to be false/forged, then the college may take any action against me for which I shall have no objection.

Total number of pages enclosed: _____ [Application (___ page) + Annexure (___ pages)]

Date:
Place:
Designation:

Full Signature of the Applicant
Full Name: