



No. AICTE-EC/16421/21/DTE

Dated: 02.07.2021

**CIRCULAR NO.45/2021**

Sub:- Technical Education - Placement under Career Advancement Scheme - Applications  
from qualified Lecturers called for - Reg

Ref :- 1. GO(Ms) No. 37/2021/HEdn dated 28.01.2021  
2. GO(Ms) No 75/2014/Fin Dated 20.02.2014  
3. GO(Ms) No. 262/2015/Fin Dated 01.07.2015.  
4. AICTE Notification dated 04.01.2016

As per Government Order read as 2<sup>nd</sup> paper above, AICTE Scheme has been implemented in Government /Aided Polytechnic Colleges in the State with effect from 01.07.2013. Vide Government Order cited 1<sup>st</sup> above Government have issued detailed guidelines for Career Advancement Scheme(CAS) for placement of faculties in Govt./Aided Polytechnic Colleges.

Based on the directions contained in G.O referred 1<sup>st</sup> above , It is decided to place all qualified existing Lectures and those who have retired after 01.07.2013 under CAS by considering their academic qualification and length of service as per the AICTE norms.

As such, all qualified Lecturers in terms of the G.O referred 1<sup>st</sup> above, of both Govt. and Aided Polytechnics under this Directorate are requested to forward their application for CAS placement along with the Proforma appended, duly filled in, in terms of the CAS guidelines for placement of faculty under Career Advancement Scheme as stipulated in the G.O . All applicants claiming such placement under CAS are requested to submit the applications (through online). Hard copies of the same shall also be forwarded after proper attestation of Head of Institution. In case of Aided Polytechnics, the applications and attested copies of relevant documents along with Service Book should be directed through the RDTEs concerned.

The incumbents claiming more than one CAS placement should apply separately for each stage. For the first placement, the entire Lecturer service upto the date of claim will be the assessment period and information/documents relevant to that period should be provided. For subsequent placements, stipulated assessment period from the previous placements should be completed and information/documents relevant to that period should be provided.

For counting of past service for placement under CAS experience certificate issued by the appointing authority of that institution should be produced. Past service will be counted strictly as per the conditions stipulated in G.O referred 1<sup>st</sup> above.

The final decision of CAS placements will be decided by the Screening and Evaluation Committee and Selection Committee constituted at DTE and shall be binding. The IQAC constituted in DTE will be the appellate authority.

The applications should be submitted through online and the print out of the application with the following documents attached should reach this office before the last date.

1. Attested copy of appointment order as Lecturer, details of declaration of probation ,

LWA details if any, details of disciplinary action if any during the assessment period.

2. Copies of certificates of qualification duly verified and attested by the Head of Institution/Joint Director as the case may be.
3. Undertaking of the beneficiaries duly countersigned by the Head of Institution/Joint Director as given in the appendix of G.O cited 2<sup>nd</sup>.
4. Duly filled application should be countersigned by the Head of Institution /Joint Director as the case may be.
5. Service book in the case of beneficiaries of Aided Polytechnic Colleges

The link for uploading the application is <http://admissions.dtekerala.gov.in/tpms>

The last date of receipt of application will be 31.07.2021



Dr. Byjubai T.P

Director of Technical Education (in-charge)

## Instructions for filling the Application

Please fill the Proforma after checking the specimen copy of the application attached:

1. Promotion from stage ..... to stage ..... should be entered as shown in the text box given in the top left of the screen. Eg: Lecturer (AGP7000) to Lecturer (AGP8000)
2. Dates are to be selected as entered in the Service Book.
3. Qualification acquired only to be entered, that is courses “not completed /Undergoing “need not be entered.
4. Initial Placement Order No. is entered in the Specimen copy. (May be edited if there is any change in individual cases).
5. Previous Experience details shall be entered strictly in accordance with the guidelines stipulated in the G.O(MS)37/2021/HEDN. Experience Certificate issued by the appointing authority only will be considered. For online submission all fields are mandatory.
6. While filling the details of Refresher courses attended, only those courses satisfying the credit conditions stipulated in G.O(MS)No.37/2021/HEDN need to be entered. Also the course should be attended during the assessment period.
7. While filling Categories I, II, and III credits are to be awarded as per the credit conditions stipulated in G.O(MS)No.37/2021/HEDN, and range (min/max) values should not be exceeded. The same should be verified by Head of the Department and approved by the Head of the Institution
8. For category III, publication details should be provided in the Standard Format (Publication Title, Journal, Pages, date, ISBN)
9. The attached Declaration and Undertaking (duly attested) should be submitted along with copies of relevant documents and hard copy of CAS application.

DIRECTOR OF TECHNICAL EDUCATION

## UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made out of incorrect placement Under Career Advancement Scheme or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature : .....

Name : .....

Designation : .....

Polytechnic College: .....

Place : .....

Date : .....

## DECLARATION

I certify that the information provided is correct as per records available with the Institution/DTE and/or documents enclosed along with the duly filed PBAS proforma.

Signature of the faculty with Name, Designation, Place & Date

Verified

Signature of HOD

Approved

Signature of Principal

N.B: The Annual Self-Assessment proforma duly filled along with all enclosures, submitted for CAS Placements will be verified by the College and the directorate level IQAC.

**APPLICATION FORM FOR PLACEMENT UNDER CAREER ADVANCEMENT SCHEME(CAS) TO LECTURERS IN ENGINEERING SUBJECTS OF GOVERNMENT AND AIDED POLYTECHNIC COLLEGES IN KERALA AS PER AICTE-2010 SCHEME**

(As per GO (MS)No. 37/2021/H.Edn. dated 28.01.2021)

**Application for promotion from Stage Lecturer (AGP 5400) to Stage Lecturer (AGP 6000)**

(Lecturer (AGP 5400) to Lecturer (AGP 6000) / Lecturer (AGP 6000) to Lecturer Senior Grade (AGP 7000), / Lecturer Senior Grade (AGP 7000) to Lecturer Selection Grade (AGP 8000) / Lecturer Selection Grade (PB-III, AGP 8000) to Lecturer Selection Grade (PB-IV, AGP 9000) / Lecturer Selection Grade (PB-IV, AGP 9000) to Lecturer Selection Grade (PB-IV, AGP 10000))

1. Name( in Block Letters) : ENTER NAME HERE
2. PEN : 00000
3. Designation with AGP : Enter Designation here
4. Department : Enter Branch here
5. Official Address, Telephone No & E-mail id : Name of the Present Institution with District, **Ph:** 00000000, **E-mail id:** abc@xyz.com
6. Date of joining service : 01/01/1995
7. Date of joining the present post : 01/01/1995
8. Date of declaration of probation : 01/01/2001
9. Details of LWA awarded by the incumbent during the period : Don't fill anything if not applicable.
10. Disciplinary action /Vigilance Case / Criminal Case etc if any during the period : Don't fill anything if not applicable. If applicable explain with more than 20 characters
11. Eligible Date of Placement : 01/01/2021

12. Details of initial placements in AICTE Scheme

Post with AGP	Date of Placement	Order No & Date
AGP 7000/8000/900	01/07/2013	DP5/26893/2014/DTE & 25/11/2014

**INFORMATION ONLY**

13. Qualification (*Attested copies of certificates to be attached*)

<b>Degree</b>	<b>Institution</b>	<b>University</b>	<b>Date of acquiring Degree</b>
<b>BE/ B.Tech/ B.Arch</b>	Name of the Institution studied	University	20/05/1992
<b>ME/ M. Tech/ M.Arch</b>	Name of the Institution studied	University	24/01/2017
<b>P.hD</b>	Leave unfilled if not applicable	Leave unfilled if not applicable (not the course undergoing)	05/07/2021

14. Previous Experience

*(Details of previous experience prior to entering into Polytechnic College Serviceas per Clause 3 of GO (MS)No. 37/2021/H.Edn. dated 28.01.2021)*

<b>Organization/Firm</b>	<b>Designation &amp; Entry Level Qualification</b>	<b>Period From - To</b>	<b>Nature of Work &amp; Payscale</b>	<b>Mode of Appointment</b>
--------------------------	--	-------------------------	--------------------------------------	----------------------------

Total Experience as above: ..... Years (Maximum 5 years)

15. Orientation/ Refresher Course attended

<b>Name of Course/ Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>
Enter Course Name	Enter place where training ocured (For online trainings enter 'ONLINE')	In weeks	department/other agency/self

**INFORMATION ONLY**

**PART B****(ACADEMIC PERFORMANCE INDICATORS)****Period of assessment:****CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

<b>Sl No</b>	<b>Criteria</b>	<b>Session/Year</b>	<b>API Score</b>
i(a)	Lectures, seminars, tutorials practicals, contact hours undertaken as percentage of lectures allocated	45	50
i(b)	Classes Taken ( max.50 points /year for greater than or equal to 90% performance , 45 points for performance between 80% and 90% and no points below 80% performance)	45	50
i(c)	Teaching Load in excesses of the AICTE norms(max.score 10)	08	10
ii	Reading / Instructional material consulted and additional knowledge resources provided to students API Score based on preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (max.score:20)	18	20
iii	Use of participatory and innovative teaching-learning methodologies, updating of subject content. course improvement , etc. (max.Score:20)	18	20
iv	Examination Duties Assigned and Performed (max:25)	24	25
<b>Total Score (i+ii+iii+iv) ( Min Required Score 75/year)</b>			

**INFORMATION ONLY**



**CATEGORY II****CO-CURRICULAR,EXTENSION,PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

<b>Sl No</b>	<b>Criteria</b>	<b>Session/Year</b>	<b>API Score</b>
i	Extension, Co-curricular & field based activities (max:20/year)	15	20
ii	Contribution to Corporate Life and Management of the Institution (max:15/year)	14	15
iii	Professional Development Activities (max:15/year)	222	15
<b>Total Score (i+ii+iii) (max:25/year)</b> <b>Minimum Score required 15/year)</b>			

**INFORMATION ONLY**

**CATEGORY III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

SI No	Criteria	Session/Year	API Score
A (i)	Published Papers in Journals	No. of papers	
A (ii)	Abstract/Full Papers in Conference Proceedings	No. of papers	
B (i)	Articles/ Chapters Published in Book		
B (ii)	Books Published		
C (i)	Ongoing Projects/ Consultancies		
C (ii)	Completed Projects/ Consultancies		
D	Research Guidance		
E (i)	Training Courses, Teaching-Evaluation Technology Programmers, Faculty Development Programmers		
E (ii)	Papers Presented in Conferences, Seminar, Workshops, Symposia		
E (iii)	Invited Lectures and Chairmanship at national or International Conference/Seminar.etc.		

**PART C**

**Other Relevant Information**

*(Please give details of any other credential, significant contributions, awards, received, etc. not mentioned earlier.)*

SI No	Details	Year	Remarks

**INFORMATION ONLY**