

CHECK LIST for CAS

1. Index containing the details of the documents supplied by the college for consideration of promotion/placement. The enclosures should have proper pagination and relatively corresponding to the points claimed against them.
2. A typed complete PBAS Proforma duly signed each and every page of proforma, by incumbent and the Head of the Institute or Principal of the College. The enclosures should also be self-attested by the candidate.
3. The details filled in the PBAS based proforma for category I, II and III has to be strictly within the assessment period. Articles filled in, for the period before or after the assessment period cannot be considered.
4. A certificate from the Principal of the College that the Refresher/Orientation, is being used for promotion/placement, has not utilized by the incumbent for earlier promotions/placement from Assistant Professor Stage-1 to Stage-2 to Stage-3 and onwards.
5. Copy of letter(s) with regard to approval of the University for granting promotion with date of eligibility for previous promotion(s) if any.
6. Documentary evidences such as the front or back cover of books or published work, containing the name of author/editor and ISSN/ISBN Nos., for which the applicant has claimed the API Scores.
7. The applicant must fill the ISSN/ISBN number wherever required in the relevant columns for the publication/journals. The Same should be checked and verified by the Principal and the Screening Committee
8. Documentary proof with regard to journals claimed by the candidate that the same are in the list of journals published by UGC (UGC Published list is to be attached).
9. Documentary Proof with regard to educational qualification, Orientation/refresher.
10. Any correction in PBAS Proforma should in variably be counter signed by the applicant.
11. Certificate from the employer with regard to availing of EOL during the assessment period and the details of leaves any kind such as

CHECK LIST for CAS

1. Index containing the details of the documents supplied by the college for consideration of promotion/placement. The enclosures should have proper pagination and relatively corresponding to the points claimed against them.
2. A typed complete PBAS Proforma duly signed each and every page of proforma, by incumbent and the Head of the Institute or Principal of the College. The enclosures should also be self-attested by the candidate.
3. The details filled in the PBAS based proforma for category I, II and III has to be strictly within the assessment period. Articles filled in, for the period before or after the assessment period cannot be considered.
4. A certificate from the Principal of the College that the Refresher/Orientation, is being used for promotion/placement, has not utilized by the incumbent for earlier promotions/placement from Assistant Professor Stage-1 to Stage-2 to Stage-3 and onwards.
5. Copy of letter(s) with regard to approval of the University for granting promotion with date of eligibility for previous promotion(s) if any.
6. Documentary evidences such as the front or back cover of books or published work, containing the name of author/editor and ISSN/ISBN Nos., for which the applicant has claimed the API Scores.
7. The applicant must fill the ISSN/ISBN number wherever required in the relevant columns for the publication/journals. The Same should be checked and verified by the Principal and the Screening Committee
8. Documentary proof with regard to journals claimed by the candidate that the same are in the list of journals published by UGC (UGC Published list is to be attached).
9. Documentary Proof with regard to educational qualification, Orientation/refresher.
10. Any correction in PBAS Proforma should in variably be counter signed by the applicant.
11. Certificate from the employer with regard to availing of EOL during the assessment period and the details of leaves any kind such as