

Manonmaniam Sundaranar University, Tirunelveli – 627 012

Instructions

(Common for UGC Regulations 2010 and its subsequent amendments and UGC Regulation 2018 on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education):

NOTE: Ensure that each activity is claimed once. Duplicate claim is strictly prohibited.

1. Extreme care must be taken while filling the CAS Application.
2. The faculty members who apply for the promotion under the CAS shall submit the application under the following categories:

Sl. No.	Last date of period of assessment	CAS Format to be filled up
1.	Prior to 3 rd May 2013*	UGC Regulation 2010
2.	From 4 th May 2013 to 31 st March 2015*	3 rd Amendment of UGC Regulation 2010
3.	On or after 1 st April 2015	UGC Regulation 2018

*Choice can be opted to follow UGC Regulation 2018
Note: The requirements for the Orientation Course and Refresher course for promotions due under the CAS shall not be mandatory up to 31st Dec 2018.

3. Application for CAS must contain the details pertaining to the assessment period alone and care must be taken to ensure the relevant details alone are furnished.
4. Application, submitted after the deadline will not be considered for the processing in the current cycle.
5. The application shall be addressed to the Registrar, Manonmaniam Sundaranar University, Tirunelveli.
6. The application for CAS will be scrutinized based on the objectively verifiable supporting documents. Applicants shall enclose the supporting proof for all the categories. Applicant shall mention the enclosure no. (e.g. E1, E2, etc) in the last column of the Table.
7. The proof substantiating the category I (Teaching activity) shall be attested by the HOD.
8. Application contents shall not be modified and all the columns must be filled either with details or by marking "Nil" or "Not Applicable".
9. Extreme care must be taken while awarding the self-score.
10. Erroneous / Incomplete applications will be summarily rejected without any intimation to the applicant. Further, the Application shall not to be submitted in piecemeal.
11. Request for the inclusion of prior experience (as per the UGC regulation 2018) shall be submitted to the Registrar separately.
12. In case of the application format belonging to UGC Regulation 2010 and its amendments, for Category I and II, the CAS application shall be submitted for each year in the assessment period, whereas in all cases for Category III only one volume for the whole period under consideration is to be submitted.
13. Applicant shall note the following and take additional care while filling up the Proforma:
Para 6 of UGC Regulation 2018
 - a) if a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be that of minimum period of eligibility
 - b) if however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the eligibility criteria.
 - c) if the candidate does not succeed in the first assessment, he / she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
14. The soft copy of the CAS Application Proforma is available at IQAC, MSU in the MS Word format and the applicant can avail it.