

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY

(Deemed to be University u/s 3 of UGC Act, 1956)

(Under the Ministry of Education, Govt. of India)

NIRJULI :: ARUNACHAL PRADESH :: 791109

No. EST.101/2/2002/2025/3708.

Dated : 09.09.2025

CIRCULAR ON CAS 2025

Applications are invited from the eligible faculty members for in situ promotion under CAS as per UGC Regulation July 18, 2018 and subsequent amendments/AICTE regulation as applicable w.e.f 1st July, 2024 to 1st July, 2025, the API score will be calculated as per AICTE norms.

The faculty members of the Institute, who are eligible as on 1st July, 2025 are hereby requested to apply along with 360° assessment proforma (copy enclosed) for each academic year for up-gradation under CAS 2025 as per AICTE Gazette Notification, dated 1st March 2019 latest by **01.12.2025**. HOD of the department will fill up the summary which will be endorsed separately (in sealed envelope) with application for consideration.

This is issued with the approval of the competent authority.

Encl : 1. Proforma of application
2. 360° Assessment Proforma

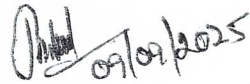
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Registrar

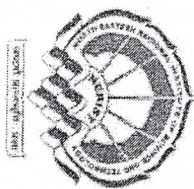
No. EST.101/2/2002/2025

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Copy to :

1. The Director, NERIST for kind information please.
2. All Deans, NERIST for kind information please.
3. Registrar, NERIST for kind information please.
4. All HODs/HoC for information and necessary action please
5. In-charge E.T Cell with a request to upload the Circular in the Institute website.


Assistant Registrar (Estt.)



North Eastern Institute of Science & Technology

DEEMED UNIVERSITY u/s 3 of UGC Act, 1956

Nirjuli (Itanagar) : Arunachal Pradesh : 791 109 : www.nerist.ac.in (Under
Ministry of Education, Govt. of India)

PROFORMA FOR CAS FOR FACULTY COMMON FOR ALL GRADES

1. Name:
2. Date of Birth:
3. Date of first entry at NERIST with pay-scale (in regular post):
4. Date of present appointment/Placement & Pay scale:
5. Eligible Date & Grade of CAS due
6. Academic Qualification:

Exam Passed	University	Class/Division	% Marks	Discipline	Year

CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; (c) contribution to innovative teaching, new courses etc. and (d) student feedback. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable criteria. It shall be finalized by the screening cum evaluation/selection committee. Universities may detail the activities, in case institutional specifications require, adjust and weightages without changing the minimum total API scores required under this category.

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor		API claimed by candidate
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score	
I	a. Lectures – Classroom Teaching (including Lectures in excess of UGC norms)	70	Actual hours spent per academic year ÷ 7.5	60	Actual hours spent per academic year ÷ 7.75	60	Actual hours spent per academic year ÷ 7.75	
	b. Examinations duties (question paper setting, invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10	10	Actual hours spent per academic year ÷ 10	
	c. Innovative Teaching – learning methodologies, updating of subject contents/ courses etc.	10	Actual hours spent per academic year ÷ 10	15	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷ 10	
Total API Score claimed by the Candidate:								

- * **Note: 1. 16/14/14 hours per week include the Lectures/Practice/Project Supervision.** Two hours of Practices/project supervision be treated as equivalent to one hour of lecture. Those teachers who supervise the research of five or more Ph.D. students at a time may be allowed a reduction of Two hours per week in direct teaching hours.
2. 6 hours per week include the hours spent on tutorials, remedial classes, seminars, administrative responsibilities, innovation and updating of course contents.
3. Hours spent on examination duties such as invigilation, question paper setting, evaluation of answer scripts and tabulation of results are over and above the prescribed direct teaching hours and are an integral part of overall teaching work load of 40 hours per week.
4. Lectures allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

Date:

Signature of the Candidate

CATEGORY-II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed Table II A. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable criteria and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual Score	API claimed by candidate
a.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar and other events, career counseling etc.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public/popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year $\div 10$	
b.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as Dean/Principal/Chairperson/ Convenor/Teacher-in-charge/similar other duties that require regular office hours for discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year $\div 10$	
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, membership of associations, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year $\div 10$	
Total API Score claimed by the Candidate :				

Date:

Signature of the Candidate

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable criteria and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Sciences/Engineering/Forestry (SEF)	Humanities/Management (HM)	Maximum score for University/College teacher*	API claimed by candidate
III (A)	Research Papers published in:	Peer-Reviewed Scopus/SCI/WoS indexed Journal	Peer-Reviewed Scopus/SCI/AHCI/SSCI/WoS indexed Journal	08 per paper (SEF)/ 10 per paper (HM)	
III (B)	Publications other than journals articles (books, chapters in books)	Books authored which are published by International Publishers	Books authored which are published by International Publishers	12 per Book	
		Books authored which are published by National Publishers	Books authored which are published by National Publishers	10 per Book	
		Chapter in Edited Book	Chapter in Edited Book	05 per Chapter	
		Editor of Book by International Publisher/National Publisher	Editor of Book by International Publisher/National Publisher	International- 10 per Book National – 08 per Book	
III (C)	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula	Chapter or Research paper	Chapter or Research paper	03 per Chapter or Research paper	
		Book	Book	08 per Book	
		Development of Innovative pedagogy	Development of Innovative pedagogy	05 per course	
		Design of new curricula and courses	Design of new curricula and courses	02 per curricula/course	
		Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs lesser credits 05 marks/credit)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs lesser credits 05 marks/credit)	20 per course	
		MOOCs (developed in 4 quadrant) per module/lecture	MOOCs (developed in 4 quadrant) per module/lecture	05 per module/lecture	
		Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02 per content	

		Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit	08 per course	
		Development of e-Content in 4 quadrants for a complete course/e-book	Development of e-Content in 4 quadrants for a complete course/e-book	12 per course/e-book	
		e-Content (developed in 4 quadrants) per module	e-Content (developed in 4 quadrants) per module	05 per module	
		Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02 per course	
		Editor of e-content for complete course/paper/e-book	Editor of e-content for complete course/paper/e-book	10 per course	
Total API Score claimed by the Candidate :					
III (D)	RESEARCH PROJECTS				
III (D) (i)	Research Projects completed	More than 10.0 lakhs	More than 10.0 lakhs	10 per project	
		Less than 10.0 lakhs	Less than 10.0 lakhs	05 per project	
	Research Projects ongoing	More than 10.0 lakhs	More than 10.0 lakhs	05 per project	
		Less than 10.0 lakhs	Less than 10.0 lakhs	02 per project	
	Consultancy			03 per service	
III (D) (ii)	Patents	International	International	10 per patent	
		National	National	07 per patent	
	Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/IMF etc. or Central Government or State Government)	International	International	10 per document	
		National	National	07 per document	
		State	State	04 per document	

Awards/Fellowships	International	International	07 per Award/Fellowship	
	National	National	05 per Award/Fellowship	
Total API Score claimed by the Candidate:				

III (E) RESEARCH GUIDANCE					
M.Phil./PG dissertation		Degree awarded	Degree awarded	02 per degree awarded	
Ph.D.		Degree awarded	Degree awarded	10 per degree awarded	
		Thesis submitted	Thesis submitted	05 per thesis submitted	
Total API Score claimed by the Candidate:					
III (F)	Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and published as full paper in Conference Proceedings will be counted only once)	International (abroad)/QS Ranking	International (abroad)/QS Ranking	07 per lecture/paper presented	
		International (within country)	International (within country)	05 per lecture/paper presented	
		National	National	03 per lecture/paper presented	
		State/University	State/University	03 per lecture/paper presented	
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period					
Total API Score claimed by the Candidate :					

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal/Corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

Date:

Signature of the Candidate

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
NIRJULI - 791109 (ITANAGAR), ARUNACHAL PRADESH

SUMMARY OF API SCORES:

Category	Criteria	Last Academic Year	Total API score for Assessment Period	Annual Ave. API Score for Assessment Period
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES			
II	PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES			
III	RESEARCH AND ACADEMIC CONTRIBUTIONS			
Total:				

OTHER RELEVANT INFORMATION:

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

Sl. No.	Details (Mention year, value etc. where relevant)

List of Enclosures: Please attach, self-attested copies of the certificates, sanction orders, research papers and courses undertaken substantiate the API claim wherever necessary.

1. 4. 8.
2. 5. 9.
3. 6. 10.

Date:

Signature of the Candidate

AICTE 360⁰ Assessment Proforma

Department of

Calculation of Credit Points for Academic Year during Assessment period

Name	
Present Position	
Academic year	
Teaching process	Class Rooms/ Labs/ Workshop/ Online
Total teaching experience till date of eligibility	

A. Teaching Process (Max Points 25)

Sl.No.	Semester	Course code/Name	No of Scheduled Classes	No of actually held classes	Points earned	Enclosure no.
1						
2						
3						
4						
5						
6						
		Total				

B. Students Feedback (Max Point 25)

Sl.No.	Semester	Course code/Name	Average student feedback on the scale of 25	Enclosure no.
1				
2				
3				
4				
5				
6				
		Total		

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1				3 Point/Semester	
2				3 Point/Semester	
3				3 Point/Semester	
4				3 Point/Semester	
5				3 Point/Semester	
6				3 Point/Semester	
		Total			

D. Institute Activities (Max Credit 10)

Sl.No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1				5 Point/Semester	
2				5 Point/Semester	
3				5 Point/Semester	
4				5 Point/Semester	
5				5 Point/Semester	
6				5 Point/Semester	
		Total			

E. ACR/IPR maintained at Institute level (Max Credit 10) (To be filled by confidential section)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Sl.No.	Year	Activity		Credit Point	Criteria	Enclosure no.
1		ACR	IPR			
2		ACR	IPR			
3		ACR	IPR			
4		ACR	IPR			
5		ACR	IPR			
		Total				

F. Contribution to Society (Max Credit 10)

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

Signature of Faculty Member

Summary (To be worked out by IQAC)

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
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 Points 10			
F. Contribution to society Max Points 10			
Total (Max Points 100)			
Total on 10 Point scale			

Director IQAC

Head of the Department

CALCULATION OF 360⁰ FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10-point scale

a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code/ Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25-point scale.

b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarises all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summarise all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.