



UNIVERSITY OF CALICUT

No. 21623/GA-II-H2/2023/Admn

Dated: 03.07.2025

CIRCULAR

Sub:- Guidelines regarding the documents to be submitted along with the proposal for approval of appointment and CAS promotion of teachers in Private Aided Colleges affiliated to the University.

Ref :- 1. Minutes of the meeting of Principals and/or IQAC Convenor and Section Clerk of all aided colleges affiliated to University held on 10.06.2025.
2. Approval of Honble' Vice Chancellor in file of even number dated 30.06.2025.
3. Circular No.123964/GA-II-H-SO/2022/Admn dated 29.06.2022.

With reference to the above, you are requested to follow the Guidelines regarding the documents to be submitted along with the proposals for the approval of appointments and CAS promotions of the teachers in Private Aided Colleges, affiliated to the University, attached herewith.

Accordingly, the Circular regarding instructions for forwarding proposals for the approval of CAS promotions of the teachers, as cited in reference (3) above, is hereby modified.

Suraj Kumar P.M
Deputy Registrar

To:-

The Principals,
Private Aided Colleges affiliated to the University
Copy to:
Members of SC on SAC, PA to VC, PA to Registrar, GA-II-A, Special Cell 1&2/SF/DF

Forwarded / By Order

Section Officer

Instructions regarding the documents to be submitted along with the proposal for approval of CAS promotion of teachers in Private Aided Colleges affiliated to the University

Panel of Experts for Screening Cum Evaluation Committee/Selection Committee

1. Request for the panel of experts for the promotion of teachers whose due date of promotion fall close to each other may be submitted along with a single covering letter forwarded by the Principal (Applicable for Academic Level 10 to 11 and Academic Level 11 to 12 irrespective of subject).
2. Request for the panel of experts for the promotion of teachers of different subject from Academic Level 12 to 13A and Academic Level 13A to 14 should be submitted separately .
3. The following details should be mentioned in the request for the panel of Subject experts for selection/screening committee :- (i) Previous Promotion details (ii) Gender and Community of the teacher (iii) If the teacher is retired ,the date of retirement (iv) Details of retired teachers in the list of panels from minority institutions (iii) Non availability of subject experts in the list of panels from minority institutions for Academic Level 12 to 13A and Academic Level 13A to 14 (if any).

CAS promotion

1. The following documents are to be attached separately with the proposal in the order detailed below:

Sl. No.	Documents name	Academic Level 10 to 11	Academic Level 11 to 12	Academic Level 12 to 13A	Academic Level 13A to 14
1.	Covering Letter forwarding the proposal	✓	✓	✓	✓
2.	Service Book	✓	✓	✓	✓
3.	Appointment Order from the Manager	✓	✓	✓	✓
4.	University Order of approval of Appointment	✓	✓	✓	✓
5.	Probation declaration Order	✓	x	x	x
6.	Approval Order of previous promotions	x	✓	✓	✓
7.	Service Certificate in Original (including details of LWA/Dies-non/Strike)	✓	✓	✓	✓
8.	Details of Ph.D/M.Phil. / PG Degree in Professional Courses (if any, with the copies of the Degree Certificate, equivalency certificate if required and documents specifying the subject and date of award)	✓	x	✓	✓

9.	Copies of certificates of mandatory courses	✓	✓	✓	x
10.	Minutes of the meeting of the Screening cum Evaluation Committee, signed by all the members of the committee present in the meeting in all pages (in original)	✓	✓	✓	✓
12.	Option letter, if the candidates opts regulation other than the applicable	✓	✓	✓	x
13.	Consolidated APAR Grade sheet/API score, signed by all the members of the committee present in the meeting	✓	✓	✓	✓
14.	Promotion order (original)	✓	✓	✓	✓
15.	Form of Option (for Fixation of Pay)	✓	✓	✓	✓
16.	Statement of re-fixation	✓	✓	✓	✓
17.	Undertaking regarding refund of excess pay are as per G.O(Ms) No. 183/2022/Fin dated: 19.10.2022	✓	✓	✓	✓
18.	List of Publications ,signed by all the members of the committee present in the meeting	x	x	✓	✓

(If 2016
Regulation
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- All the documents should be authenticated by the Principal.
- PBAS/APAR Proforma should be authenticated by all the members of the Screening cum Evaluation Committee/Selection Committee.
- Minutes of the meeting of the Screening cum Evaluation Committee/Selection Committee should mention the details of (i) Regulation considered for promotion, (ii) Assessment period for promotion of the teacher, (iii) Option of regulation (if any), (iv) Exemption of courses(if any), (v) Extension of due date of promotion (if any) (vi) Details of publications(Peer reviewed,UGC Listed/UGC Care Listed) & courses (if any) (vii) Date of meeting and (viii) Details of PhD. The recommendation part in the minutes of the meeting of the Screening cum Evaluation Committee/Selection Committee should specify the full name of the teacher, date of promotion & Academic level of promotion should be authenticated by all the members of the committee in the same page itself.
- The validity of the Screening Cum Evaluation Committee/Selection Committee shall be one year from the date of constitution.

6. The proposal should be submitted within two months after the meeting of the Screening Cum Evaluation Committee/Selection Committee.
7. All the documents with regard to fixation should be as per the Government Order in force regarding pay revision applicable considering the due date of promotion.
8. If the Service Book of the teachers is not available at the time of submission of the proposal, same shall be submitted as and when required by the University.
9. The Service Book of the Teachers shall be updated to the date of submission of the same.
10. The defect Memo are to be responded to within one month.

Checklist for the Approval of Appointment of Assistant Professors at Aided Colleges

1. Proforma for approval of appointment
2. Government Nominee Letter/Government Concurrence
3. Order from the Government for the newly sanctioned post
4. Date of Occurrence of vacancies
5. Full page of News paper notifications in original As per U.O.No. 756/2020/Admn Dated.20.01.2020
6. Minutes of the Selection Committee signed by all the members of the committee present in the meeting in all pages(in original)
7. The Academic Score sheet containing the scores obtained by all the applicants, before shortlisting for interview
8. Details of marks awarded to the candidates shortlisted for the interview
9. Scoresheet of the Interview in original
10. Workload Statements in Proforma I and II
11. Appointment Order in Form 1
12. Proceedings from the Management (in the case of Corporate Management)
13. Joining Report certified by the Principal
14. Previous holder's Approval Order and Relieving Order/Pension Order
15. Lien Termination Order in case of relieved vacancy / Transfer Order in case of transfer Vacancy
16. Copies of Proof of age and Community
17. Copies of all pages of Consolidated marklists and Certificates of all relevant qualifications. (PG Equivalency certificate from Calicut University or any State University in Kerala if required- As per U.O.No. 1135/2025/Admn Dated.22.01.2025)
18. For NET exemption, Certificate from the concerned University, certifying that the PhD was completed as per the UGC regulation
19. No Supernumerary Certificate from the Manager
20. No Thrown out certificate from the Manager
21. Change of Staff Return
22. Half Yearly Returns
23. Apportionment Statement (Open/Community) (List of all teachers in the case of corporate management)
24. Declaration from manager for non receipt of application fee from PWD Candidate (No need of declaration if this matter is mentioned in news paper notification)
25. Declaration regarding the remaining backlog vacancies of PWD posts in the college
26. Job Oriented Disability certificate as per G.O.No.5/2023/SJD Dated 01.10.2023