



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

REGISTERED

No. CB-7/2021/6547-69&91
Dated: 23.07.2021

Ucc. 1540
26/7/21
All the Principals,
Govt. Aided Privates Colleges,
Affiliated to M.D. University, Rohtak

Sub: Guidelines regarding submission of application form by the applicants for movement into next stage(s)/promotion under Career Advancement Scheme

Sir/ Madam,

I have been directed to inform you that as a special drive, to clear all the pending cases, a special opportunity be afforded to all the teachers becoming eligible upto 31-7-2021 for movement into next stages. They may be asked to submit their work within 15 days as per requirements mentioned in the guidelines/ instructions enclosed with this letter.

Yours faithfully,

-Sd-

Encl: As above

Superintendent (Colleges)
For D.C.D.C.

Endst. No. CB-VII/2021/ 6597 dated 23-07-2021

✓ Copy of the above may also be forwarded to the Director, UCC with the request to upload the attached guidelines/ instructions on University Website.

[Signature]
23.07.2021
Superintendent (Colleges)
For D.C.D.C.

[Signature]
26/7/21

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MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Guidelines regarding submission of application form by the applicants for movement into next stage(s) / promotion under Career Advancement Scheme

To facilitate the process compatible with the guidelines under Career Advancement Scheme, following instructions must be strictly adhered:

- 1) Candidates who wish to be considered for promotion under CAS may submit in writing to the College, three months before but latest by the due date that he/she fulfils all qualifications under CAS and submit five bound sets to the concerned College and one bound set to the College Branch of this University as an advance copy containing the Performance Based Appraisal System Proforma as evolved supported by all credentials (proofs in support of claimed API Score, research publications, course(s) attended etc.), Extra ordinary leave (if availed) and also any other leave-without pay or period of absence.
- 2) In the bound sets, all papers should be legible with page marking/cross referencing/flagging indicating the claimed score of year-wise/category-wise.
- 3) In order to avoid delay in holding meeting of the Screening-cum-Evaluation Selection Committees, the College will immediately forward the bound sets submitted by the teachers to the College Branch of the University with covering letter having number and date on it.
- 4) For timely disposal of the promotion case, the meetings of the Screening-cum Evaluation Committee may be held thrice in a year as per following schedule:

Teachers becoming eligible between	Meeting of the Screening-cum-Evaluation / Selection Committee preferably
1 st April to 30 th April	In the first week of May of that year
1 st May to 31 st August	In the first week of Sept. of that year
1 st September to 31 st December	In the first week of next year

The meeting/s of the Screening-cum-Evaluation Committee will be held subject to availability of DGHE Nominee.

- 5) If a candidate finds that he/she fulfills the eligibility condition at a later date and applies on that date and is successful, his/her promotion will be effected from the date of application fulfilling the criteria.
- 6) To avoid wastage of financial and natural resources, the candidate applying for movement into next stages should take print out on both sides of the paper.
- 7) Before referring the cases to the Screening-cum-Evaluation/Selection committee, the work submitted by the teachers will be scrutinized by the Standing Sub Committee constituted by the Vice-Chancellor.
- 8) The Principal of the concerned College will ensure that ACRs of the relevant period in respect of the candidates are complete in all respects i.e. duly signed by the Principal/Management or Administrator and the stamp of the signatory has been affixed on it.
- 9) The applicants must ensure that they enclose the photocopies of courses mandatorily required for their movement into next stage for the period of their eligibility.

-Sd-
Superintendent (Colleges)
For DCDC