



**RUIA COLLEGE**

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S. P. MANDALI's

RAMNARAIN RUIA AUTONOMOUS COLLEGE

# Standard Operating Procedure (SOP) for Career Advancement Scheme (CAS)



**Name of the organization:** S P Mandali's Ramnarain Ruia Autonomous College  
**Policy Number:** RRAC Admin P-3

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**Title of the SOP:** Career Advancement Scheme

**Effective Date :** 2017-18

**Last Revision Date:**

**Responsible Party:** Principal, Management, IQAC

**Scope and Audience:** Faculty

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## 1. SOP Purpose and objectives:

Guidelines for career upgradation for teaching employees under Career Advancement Scheme (CAS) would be followed by the guidelines of UGC/ Govt. of Maharashtra/ University of Mumbai from time to time where an employee will be allowed to move to respective next higher Grade Pay, subject to satisfactory performance and duly approved by the Competent Authority.

## 2. Objectives:

To promote the teachers in a time phased manner through CAS

## 3. SOP for Teachers promotion under CAS

Step 1. Submission of an application to the Principal, 3 months before the due date of promotion, stating the date, month and year of earlier promotion and next promotion and inwardsing it.

Step 2. Approval by the Principal and receipt of application by IQAC. Emailing of the format of PBAS by College CAS committee/ IQAC to the Teacher candidate.

Step 3. Sending soft copy of the duly filled PBAS form by Teacher candidate to the CAS committee for approval

Step 4. Verification of soft copy of PBAS by CAS committee. If found eligible, according to the guidelines for promotion, request by CAS committee to the University to generate the login id and password for the Teacher candidate. The Teacher candidate receives the login id and password as SMS on registered mobile number.

Step 5. Online registration and payment of fees by Teacher candidate

Step 6. Submission of promotion file in duplicates along with fee receipt, online registration printouts and attached proofs to College CAS committee

Step 7. Informing the teacher Candidate regarding the scheduled date of CAS by the CAS Committee after the receipt of the Committee for Screening and Evaluation from University of Mumbai.

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