

**DIRECTORATE OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM**

No. DTETVM/4593/2026-CAS

Dated: 18-06-2026

CIRCULAR

Sub: - Education -Technical- Directorate of Technical Education- Government Engineering Colleges- Promotion for faculty members as per 7th CPC- inviting application-reg

**Ref:- 1) GO (Ms) 99/2021/HEDN dated, TVPM 16-02-2021
2) AICTE Regulation dated 01-03-2019**

Applications are invited from the eligible faculty members in Government Engineering Colleges under the Department for promotion to various stages as per 7th CPC;

- 1) Assistant Professor (Senior Scale, Level - 11, Entry Pay 68900/-)**
- 2) Assistant Professor (Selection Grade, Level - 12, Entry Pay 79,800/-)**
- 3) Associate Professor (Level - 13A1, Entry Pay 1,31,400/-)**
- 4) Professor (Level - 14, Entry Pay 1,44,200/-)**

Faculty members who are eligible as per clause 4(iv) of Government Order cited 1st above are requested to submit their applications in the prescribed proforma appended herewith (in accordance with clause 2.9 of the G.O mentioned above) through proper channel so as to receive in this office on or before 31 st July 2026.

Considering prior service of the incumbents applying for stage 1 as qualifying period is subject to the existing Government Orders and will be evaluated strictly on the basis of the regulations issued from time to time.

**Dr JAYAPRAKASH P
DIRECTOR**

To,

1. Principals, All Government Engineering Colleges(Through DTE web site)

Digitally signed by
Jayaprakash P
Date: 18-06-2026
10:07:43

**PROFORMA APPLICATION FOR CAREER ADVANCEMENT
PROMOTION OF FACULTY IN GOVT. ENGINEERING COLLEGES
AS PER 7th CPC AICTE REGULATIONS, 2019**

(Read G.O.(Ms) No.99/2021/HEDN dated 16.02.2021, AICTE Regulation dated 01-03-2019)

Application for promotion from Level _____ to Level _____

| | | |
|----|---|--|
| 1 | NAME (in BLOCK Letters) | |
| 2 | PEN | |
| 3 | Phone Number(mobile) | |
| 4 | Email ID | |
| 5 | Designation (with Level) | |
| 6 | Department | |
| 7 | Official Address, Telephone No & E-mail id | |
| 8 | Date of joining service as faculty in Govt. Engg. College | |
| 9 | Date of joining the present cadre post | |
| 10 | Date of declaration of probation in the post of Asst. Professor (Level 11 applicants) | |
| 11 | Disciplinary action/Vigilance Case/Criminal Case etc. if any ... | |
| 12 | Details of LWA availed by the incumbent during the assessment period | |
| 13 | Eligible Date of Promotion | |

| | | | |
|----|--|--------------------------|----------------------------|
| 14 | Details of all previous 6 th CPC CAS placements | | |
| | AGP | Date of Placement | Order No & Date |
| | | | |
| | | | |

| | | | |
|----|--|--------------------------|----------------------------|
| 15 | Details of promotions under 7 th CPC AICTE Scheme | | |
| | Level | Date of Placement | Order No & Date |
| | | | |

| | | | | |
|---------------|--|--------------------|-------------------|---|
| 16 | Qualifications(Attested copies of certificates to be attached) (UG, PG, PhD) | | | |
| Degree | First / Second Class | Institution | University | Date of acquiring Degree |
| | | | | |
| | | | | |

| | | | | | |
|----|---|--|-----------------------------|---|--------------------------------|
| 17 | * Past Service(<i>for Senior Scale (Level 11) Applicants ONLY</i>) Details of past REGULAR service at posts equivalent to Assistant Professor as per Clause 2.25 of AICTE regulation.(<i>subject to Govt. orders in this matter</i>) | | | | |
| | Organization | Designation & Minimum Qualification prescribed for the Post (<i>Attach copy of notification</i>) | Period (From-To) | Nature of work & Pay scale | Mode of Appointment |
| | | | | | |
| | | | | | |

Total Past Service as above: _____ Years (Maximum 5years)

| | | | | | |
|----|--|----------------------------|---|--|--|
| 18 | Research publications in SCI/SCIE/UGC/AICTE approved list of journals (Enter Details of the journal published during the assessment period) | | | | |
| | Title of the article with Name(s) of author(s) | Name of journal | Indexing (SCI, SCIE, UGC/AICTE approved)* | Date or month and year of publication | Volume issue, page number |
| | | | | | |
| | | | | | |
| | Set of Requirements chosen (1/2/3) : | | | | |

*See Annexure I for details

| | | | | |
|----|---|------------------------------|---------------------------|---------------------------|
| 19 | Industrial Training Completed during the assessment period (<i>NOT for Professor Level</i>) | | | |
| | Organization/ Firm | Period (From- To) | Number of days | Nature of Training |
| | | | | |
| | | | | |

| | | | | |
|----|--|-------------------------|-----------------------|---------------------------|
| 20 | Induction Training Completed (<i>Level 11 applicants ONLY</i>) | | | |
| | Organization | Period(From-To) | Number of days | Nature of Training |
| | | | | |
| | | | | |

| | | | | |
|----|--------------------------------|-------------------------|-----------------------|---------------------------|
| 21 | Pedagogical Training Completed | | | |
| | Organization | Period (From-To) | Number of days | Nature of Training |
| | | | | |
| | | | | |

| | | | | | |
|----|---|-------------------------------|-----------------------------|---------------------------|-------------------------------|
| 22 | FDP Completed during the assessment period (<i>NOT for Professor Level</i>) | | | | |
| | Title | Organization/ Firm | Period (From-To) | Number of days | Nature of Training |
| | | | | | |
| | | | | | |

| | | | | | |
|----|--|-------------------------------|-----------------------------|---------------------------|-------------------------------|
| 23 | Online MOOC courses(8 modules) completed during the assessment period(<i>mandatory for all levels</i>) | | | | |
| | Title | Organization/ Firm | Period (From-To) | Number of days | Nature of Training |
| | | | | | |
| | | | | | |

24. 360° Feedback Details

Table A, B, C, D & F need to be formed academic year wise and to be consolidated in the summary table.

A. Teaching Process (Max Point: 25)

| SI. No | Semester | Course Code/ Name | No. of Scheduled Classes | No. of actually held classes | Point (Out of 25) | Enclosure no. |
|--------------|----------|----------------------|--------------------------------|---------------------------------------|-------------------------|------------------|
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

B. Student's feedback(Max Point: 25)

| Sl. No | Semester | Course Code/Name | Average Student feedback on the scale of 25 | Enclosure no. |
|--------------|----------|------------------|---|---------------|
| | | | | |
| | | | | |
| Total | | | | |

C. Departmental Activities (Max Point: 20)

(Criteria: 3 points/semester)

| Sl. No | Semester | Details of Responsibility/Activity handled | Credit Point | Criteria | Enclosure no. |
|--------------|----------|--|--------------|----------|---------------|
| | | | | | |
| | | | | | |
| Total | | | | | |

D. Institute Activities(MaxCredit: 10)

(Criteria: HOD /Dean: 4 Point/semester, Coordinators: 3 Point/semester, co-coordinators/committee member: 2 points/semester)

| Sl. No | Semester | Activity | Credit Point | Criteria | Enclosure no. |
|--------------|----------|----------|--------------|----------|---------------|
| | | | | | |
| | | | | | |
| Total | | | | | |

E. ACRs maintained at institute level(Maximum Points: 10)

(Criteria: Extraordinary-10, Excellent -9, Very Good – 8, Good-7, Satisfactory-5)

(Take Overall Grade from SCORE portal as credit point, if given at 10 point scale,

Otherwise assign Grade Points (A=10,B=8,C=7,D=5) and calculate **GPA₁₀** as Credit Point.(GPA in 10 point scale) :

| Sl. No | Year | Activity | Credit Point | Criteria | Enclosure no. |
|----------------|------|----------|--------------|----------|---------------|
| | | CR | | | |
| | | CR | | | |
| | | CR | | | |
| AVERAGE | | | | - | - |

F. Contribution to Society (Maximum Points: 10)

(Criteria: 5 points/semester)

| Sl. No | Semester | Activity | Credit Point | Criteria | Enclosure no. |
|--------------|----------|----------|--------------|----------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |
| Total | | | | | |

| Summary | Academic Year | | | | |
|--|---------------|---------|---------|---------|---------|
| | 20 - 20 | 20 - 20 | 20 - 20 | 20 - 20 | 20 - 20 |
| 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 | | | | | |
| AVERAGE score for the Assessment Period | | | | | |

Set of Requirements satisfied (promotion to Professor level)

| SET No. | Number of Ph. D. guided. (Attach Proof) | Total Service as faculty in GEC (yrs) | Acquired in the cadre of Associate Professor | | |
|---------|--|---------------------------------------|--|--|---------------------------------------|
| | | | Experience (years) | Number of publications in SCI/SCIE/UGC/AICTE approved list of journals | Avg. 360° feedback score (out of 10) |
| | | | | | |

Set of Requirements satisfied (promotion to Associate Professor level)

| SET No. | Acquired in the cadre of Assistant Professor (Selection Grade) | | |
|---------|---|---|---------------------------------------|
| | Experience (years) | Number of publications in SCI/ SCIE/ UGC/ AICTE approved list of journals | Avg. 360° feedback score (out of 10) |
| | | | |

Set of Requirements satisfied (promotion to Assistant Professor(Selection Grade))

| SET No. | Acquired in the cadre of Assistant Professor(Senior Scale) | | | |
|---------|--|--------------------|---|---------------------------------------|
| | Additional Qualification | Experience (years) | Number of publications in SCI/ SCIE/ UGC/ AICTE approved list of journals | Avg. 360° feedback score (out of 10) |
| | - | | | |

Set of Requirements satisfied (promotion to Assistant Professor(Senior Scale))

| SET No. | Additional Qualification | Acquired in the cadre of Assistant Professor | | |
|---------|--------------------------|--|---|---------------------------------------|
| | | Experience (years) | Number of publications in SCI/ SCIE/ UGC/ AICTE approved list of journals | Avg. 360° feedback score (out of 10) |
| | - | | | |

Other Relevant Information

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

| Sl. No. | Details | Year | Remarks |
|---------|---------|------|---------|
| | | | |
| | | | |

LIST OF ENCLOSURES

(Please attach in specified order, copies of certificates, sanction orders, publications etc. where ever necessary)

| Sl No | Details | Sl No | Details |
|-------|--|-------|---|
| 1 | Copy of PSC Advice (Level 11 applicants) | 8 | Copy of Certificate of Industrial Training |
| 2 | Copy of appointment Order(Level 11 applicants) | 9 | Copy of Certificate of short term/FDP/MOOC courses / refresher courses attended |
| 3 | Copy of Declaration of probation in all cadre posts. | 10 | 360° feedback details (A,B,C,D &F) year wise Certified by HOD bearing Enclosure Number. |
| 4 | Service Details from <i>ksemp</i> portal | 11 | CR from SCORE portal for the period (Calculation sheet wherever necessary) |
| 5 | Copy of Certificate of Qualification | 12 | Undertaking(Annexure II,III) |
| 6 | Copies of all relevant documents of Previous Experience (Level 11 applicants) | 13 | Other relevant documents if any (titles,awards, patents etc.) |
| 7 | a).Copy of research publications. b). List of UGC/AICTE Approved Journals as applicable. c). Web of Science Search Result page about the journal.(Snapshot) | 14 | a. Copy of Certificate of Induction Training. b. Copy of Certificate of Pedagogical Training. c. Ph D certificate of scholars as proof of Ph D guided alongwith a University document referring the Supervisor details. |

******(All copies should be attested by HOD)***

I certify that the information provided is true and correct to the best of my knowledge and as per records available and/or documents enclosed along with the duly filled proforma.

Place & Date

#Signature of the Applicant with Designation#

Name &Signature of HOD

Seal

Name & Signature of Principal

UNDERTAKING

I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised Scale or grant of inappropriate pay band or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date :
Station :

#Signature of Applicant #
#Name & Designation#
#PEN#
#College #



ANNEXURE III

Undertaking

(Those who submit research publications must write it, in their own handwriting; and with signature, name, PEN and Designation.)

I hereby declare that the documents submitted are not forged and that if found to be so, I am willing to take full responsibility and return the excess amount received by the forged documents.

Date :
Station :

#Signature of Applicant#
#Name & Designation#
#PEN#
#College#

ANNEXURE I

INSTRUCTIONS FOR THE APPLICATION UNDER CAREER ADVANCEMENT PROMOTIONS TO FACULTY IN GOVT. ENGINEERING COLLEGES AS PER AICTE REGULATIONS, 2019

Ref (1): AICTE regulation F.No. 61-1/RIFD/7th CPC/2016-17 dated: 01-03-2019

Ref (2): G.O.(Ms) No.99/2021/HEDN dated 16-02-2021

Ref (3): Circular No. CAS/11314/24/DTE dated: 23-01-2025

A. Mandatory Teacher Trainings: Must have completed the 8 online modules of MOOCs in SWAYAM as per the Clause 4 of Ref (1) and Ref (2).

B. Must have acquired 'Minimum Qualification for Recruitments' as per the Clause 5 of Ref (1) and Clause 5 Ref (2) and Annexure III of the Ref (1) for each level.

C. Instructions with respect to application form.

Section 18: Research publications in SCI, SCIE, UGC/AICTE approved list of journals during the period of the assessment. **Attach Web of Science Search Result page about the journal.(Snapshot)**

REMARK: (As the UGC approved journals are discontinued from the Feb 2025. A committee formed by DTE shall assess and qualify the peer reviewed journals which are not listed in SCI/SCIE indexing including SCOPUS).

Section 21: 360° Feedback Details: Table A, B, C, D & F need to be formed academic year wise and to be consolidated in the summary table.

G. Teaching Process (Max Point: 25)

The table rows need to be adequately replicated for each academic year during the assessment period. Academic year wise proof document attested by the HOD for the relevant classes. Total for each academic year should be calculated in 25 Marks by (No. of actually held classes divided by No. of Scheduled Classes)

H. Student's feedback(Max Point: 25)

The table rows need to be adequately replicated for each academic year during the assessment period. Academic year wise proof document attested by the HOD to be submitted.

I. Departmental Activities (Max Point: 20)

The table rows need to be adequately replicated for each academic year during the

assessment period. The teacher should furnish information on department level responsibilities/ activities handled by him/ her during the academic year in the table below. Self attested copies of office orders from HOD assigning the responsibilities/ activities should be attached as proof. Department level responsibilities/ activities include laboratory in-charge, Time table in-charge, Staff advisor, Student admission in-charge, Coordinator for VFS / FDP/ STTP/ industrial visit/ internship/ placement, Department library in-charge, Student club/ Student Association / Professional society Chapter coordinator, Coordinator for overall cleanliness in the department, Purchase coordinator, Academic monitoring coordinator, CSR activities coordinator, Coordinating activities for promoting Project Mentoring/ Project Competition/ Project funding/ consultancy/ testing, Student feedback in-charge, Student counseling coordinator, Testing/ Consultancy/ Research coordinator, Newsletter/ magazine/ journal coordinator, UG coordinator, PG coordinator, Research coordinator, Campus management software coordinator, NIRF coordinator, AICTE EoA coordinator, Accreditation coordinator, Coordinator for University exam valuation, Internal exam in-charge, Women Empowerment/ SHE coordinator, coordinating MOOCS/ NPTEL/ Spoken Tutorials and / or any other departmental activity. (**Criteria:** 3 points/semester).

J. Institute Activities(MaxCredit: 10)

The table rows need to be adequately replicated for each academic year during the assessment period. The teacher should furnish information on Institution level responsibilities/ activities handled by him/ her during the academic year in the table below. Self attested copies of office orders from Institution head assigning the responsibilities/ activities should be attached as proof. Institute level responsibilities / activities include Placement/Internship in-charge, Institute website coordinator, Institute level networking and maintenance in-charge, building / electrical maintenance in-charge, FDP /VFS / STTP/ Conference/ Training/ Workshop coordinator, University research related positions, University exam related activities/ Valuation in-charge, AICTE/ DTE/ University/Government assigned duty, Sports coordinator, Member of AICTE/ State Govt./ University Statutory Committee, NBA / NAAC coordinator, Garden maintenance/ tree plantation at institute level, AICTE/ University/ DTE/ AISHE/ NIRF/ CII/ RUSA/ TEQIP Activity in-charge, Student club activity in-charge, HOD/ Dean/ Library in charge, hostel RT/ Warden, Remedial classes coordinator, Innovation /incubation/ Invention cell in-charge, Time table in-charge, Union Staff advisor, Student admission in-charge, Student club/ Student Association / Professional society Chapter coordinator, Purchase coordinator, CSR activities coordinator, Coordinating activities for promoting Project

Mentoring/ Project Competition/ Project funding/ Consultancy/ Testing, Student counseling coordinator, Newsletter/ magazine/ journal coordinator, Campus management software coordinator, Internal exam in-charge, KEAM, NEET, KTU PhD Exam, PSC exam coordination charge. Women Empowerment/ SHE coordinator and / or any other institute level activity,(**Criteria: HOD/Dean :4 Points/semester, Coordinators: 3 Points/semester, co-coordinators/committee member: 2 points/semester**)

K. ACRs maintained at institute level(Maximum Points: 10)

Confidential Report (PERFORMANCE APPRAISAL) from SCORE portal. Take Overall Grade from SCORE portal as credit point, if given at 10 point scale. Otherwise assign Grade Points (A=10,B=8,C=7,D=5) and calculate **GPA₁₀** as Credit Point.(*GPA in 10 point scale*)

(Criteria: Extraordinary-10, Excellent -9, Very Good – 8, Good-7, Satisfactory-5)

L. Contribution to Society(Maximum Points: 10)

The table rows need to be adequately replicated for each academic year during the assessment period. The teacher should furnish information on responsibilities/activities handled by him/ her which amounts to contribution to society at large during the academic year in the table below. Self attested copies of office orders from Institution head/competent authority assigning the responsibilities/ activities should be attached as proof. This may include Blood donation camp coordinator, Yoga classes coordinator, Student induction programme in-charge, Health/ medical camp coordinator, Literacy camp coordinator, Tree plantation outside the institute campus, Environmental awareness in-charge, Swatchh Bharat Mission, Unnat Bharat Abhiyan, NCC, NSS, Mahatma Gandhi Swatchhta Abhiyan, suchitwa mission, Malinya muktha Keralam and any other such activity. Participation and coordination of professional societies like IEEE, ISTE, SAE, etc. Expert lecture/ keynote lecture delivery, Conference Chair or Track chair, reviewer for conference or journal. Activities related to institutes and universities outside KTU. Member/expert for DTE level/State level committee/activities. (**Criteria: 5 points/semester**)