DIRECTORATE OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM

No. **DTETVM/4593/2026-CAS (EA)** Dated: 26-09-2026

CIRCULAR

Sub: - Education-Technical - Directorate of Technical Education - Engineering Colleges-AICTE Scheme Scrutiny - 7th CPC Placements - reg.

Ref:- Circular No. DTETVM/4593/2026-CAS (EA) dated 31/08/2026

Applications were invited vide reference (1) for placement under the Career Advancement Scheme (CAS) in accordance with the 7th CPC, from the faculty members of Government Engineering Colleges under the AICTE Scheme,(except Architecture). The scrutiny of the applications shall be carried out at the institutional level by the Institute Level Screening Committee (ILSC), constituted in accordance with the attached Guidelines. The Guidelines to be followed for the scrutiny, along with the Evaluation Forms for each Placement Level, are attached herewith for necessary action. After scrutiny, the applications of eligible candidates shall be forwarded to the DTE along with the duly completed Evaluation Forms and Department-wise Scrutiny Report, duly signed by all members of the ILSC, as per the attached Guidelines, on or before 15 October 2026.

Dr JAYAPRAKASH P
DIRECTOR

To,

1. Principals, All Govt.Engineering College (ThroughDTEwebsite)

Digitally signed by
Jayaprakash P
Date: 26-09-2026
13:13:10

Scrutiny of Applications to 7th CPC (Engg.Faculty) Placements-Guidelines to Colleges

Principals are entrusted with ensuring that scrutiny is properly conducted by **Institute Level Screening Committee (ILSC)** and following instructions are duly complied with:

1. Each Proforma Application, together with its supporting documents, should be submitted as a separate and distinct set,bundled properly and securely fastened.
2. Ensure that Sticky Flags page markers are used appropriately on supporting documents to enable quick searching. All attachments should be arranged in the order of Serial number in the Proforma Application.
3. All documents be arranged the order of Serial number in the Proforma Application.
4. "Online MOOC courses-8 modules" – as per Serial number 23 in the Proforma may be read as "In – Service Training" as per Section 7.1 of AICTE Training Policy Document.
5. Training Requirements should be verified as per ANNEXURE-III of AICTE Regulation 2019.
6. Publications must be thoroughly scrutinised against malpractices and predatory journals. Remarks shall necessarily be furnished to substantiate how the genuineness was verified.
7. An Institute Level Screening Committee (ILSC) should be constituted as follows:
    1. Principal
    2. Any one Dean/Senior Faculty who is not a CAS applicant.
    3. All HODs of concerned departments.
    4. Two teaching faculty from each department nominated by Principal,who are not CAS applicants.
8. All members of ILSC should sign the Evaluation Form and the Department-wise Consolidated Report.
9. The Google sheet links for downloading the Templates for Department-wise Consolidated Reports are:
    1. Sr Scale https://bit.ly/3Tbgudm
    2. Report-2 (Sel Grade, Assoc Prof., Professor) **https://bit.ly/3TaWNSM**
10. Softcopy (excel spreadsheet) of Department-wise Consolidated Report must be sent to trainingofficer.dte@gmail.com
        a) File name ***format*** should be maintained as such to ***identify*** the **college** and **department**.
        b) Printout must be of **A3 size** and must contain in the **header & footer,** the **Workbook Title, Sheet Name** and **Page Number**.

11. All Dates in the consolidated report must be in **Text Format(DD-MM-YYYY)**
12. Name and Designation of Screening Committee members must also be affixed alongwith signature.
13. Remarks column should not be empty at any case.If Leave details are not available, mention it. Avoid mere words like “verified”,”approved” etc.
14. **Recommended Date** means the date of placement calculated by Screening Committee. Remarks column should justify this date if it is different from the date claimed by applicant.
15. Previous Regular Service details, for placement to Level 11, must contain the following details:
    (Period of past service(from –to), Number of days worked, Institution, Nature of appointment)
16. **Counting of Past Regular Service**:
    Previous Regular service, whether national or international, as Assistant Professor, Associate Professor, Professor or equivalent in a University, college, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR,DRDO, UGC, ICSSR, ICHR, ICMR, DBT or State PSUs etc. shall be counted for placement provided that:

    (a) The qualifications of the post held were not lower than the qualifications prescribed by the AICTE for Assistant Professor/ Associate Professor/Professor as the case may be.

    (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor/Associate Professor/Professor.

    (c) The candidate for direct recruitment has applied through proper channel.

    (d) The Assistant Professor/Associate Professor/Professor should possess the

    same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor.

    (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/concerned institutions, for such appointments.

    (f) No distinction should be made with reference to the nature of management (Government /Govt Aided/ Govt cost sharing Engineering colleges) for counting of past services under this clause.

AICTE Training Policy

8 modules of MOOC (FIP)

Module 1: ORIENTATION TOWARDS TECHNICAL EDUCATION AND CURRICULUM ASPECTS

Module 2: PROFESSIONAL ETHICS AND SUSTAINABILITY

Module 3: COMMUNICATION SKILLS, MODES AND KNOWLEDGE DISSEMINATION

Module 4: INSTRUCTIONAL PLANNING AND DELIVERY

Module 5: TECHNOLOGY ENABLED LEARNING AND LIFE-LONG SELF LEARNING

Module 6: STUDENT ASSESSMENT AND EVALUATION

Module 7: CREATIVE PROBLEM SOLVING, INNOVATION AND MEANINGFUL R & D

Module 8: INSTITUTIONAL MANAGEMENT AND ADMINISTRATIVE PROCEDURES

In-Service Training

7.1 SOME DETAILS OF THE IN-SERVICE TRAINING PROGRAMS AT VARIOUS STAGES OF TEACHING CAREER

(a) Stage 1— Faculty Induction Program (already described above}

(b) Stage z—During Assistant Professorship-having experience of 5-10 years

- Refresher Modules for knowledge updating, newer developments and thrust areas in the concerned fields.
- Training for research guidance, sponsored project planning and conduction, consultancy etc.
- Training for lab development and preparing manuals.
- Training on IPR issues, patenting, technology transfer/dissemination and ethical issues in R & D.
- Training on organization of conferences, workshops, symposia etc.
- Training in basic principles of education technology through / MOOCs.

(c) Stage 3— During Associate Professorship —having an experience of 10-15 years

- Refresher Modules for knowledge updating, newer developments and thrust areas in the concerned fields.
- Training in curriculum development, resource material development and best practices in teaching and research through MOOCs.

(d) stage 4— During Professorship around 20—30 years

- Refresher Modules for knowledge updating, newer developments and thrust areas in the concerned fields.
- Training courses in Institutional Management and promotion of Entrepreneurship development
- Training in leadership; preparing vision, mission and strategy by involving all stakeholders.
- Training on collaborative research with industry, institutions, government agencies and NGOs.
- Planning for departmental growth, motivation and efficiency.
- Removal of obsolescence and planning for continuous growth of the departments and the institution.
- Effective interaction with monitoring and collaborating agencies.
- Facilitating a value-based ethical environment in the institutional handling disciplinary issues.
- Liaison with governmental monitoring/ regulatory bodies.

iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved b0y the relevant statutory body of the affiliating University concerned.

v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.

(b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

Annexure-III

Training Requirements for Promotions of Teachers from all the Disciplines

For Assistant Professor (Senior Scale): Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Assistant Professor (Selection Grade): Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

For Associate Professor: Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

Annexure - IV

CALCULATION OF 360^0 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 summarizes 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 summaries 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.

Evaluation Form – ENGG. Branches-Placement to Level 11
Assistant Professor(Senior Scale)

Name of Faculty (**BLOCK LETTERS**)	P.E.N.	Designation,Dept.,College	Date of Joining service as Asst. Professor in **GEC**	Date of M Tech	Date of Ph D.

Set No.	Additional qualifications	To have acquired in the cadre of Assistant Professor		
		Experience as Asst. Professor(years)	Research Publications in SCI journals /UGC/AICTE approved list of journals	Average 360° Feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to <8

LWA details, if any	Faculty Induction Programme-8 modules (Date)	Date of a)1 week FDP & b)Advanced Pedagogy	Date of a) 1 week FDP b) 8week MOOC	Date of 8 week MOOCs(2)	Industrial Training (Date)	Which **Set** of requirements satisfied	Average 360° Feedback (10 point scale)	**Date of placement Recommended by ILSC**

REMARKS :

Details of Past Service, if any :

Scrutinized By ILSC :

Evaluation Form – ENGG. Branches-Placement to Level 12
Assistant Professor(Selection Grade)

Name of Faculty (**BLOCK LETTERS**)	P.E.N.	Designation,Dept.,College	Date of Joining service as Asst. Professor in **GEC**	Date of M Tech	Date of Ph D.

Set No.	Additional qualifications	To have acquired in the grade of **Assistant Professor (Senior Scale)**		
		* Experience (years)	Research Publications in SCI journals /UGC/AICTE approved list of journals	Average 360° Feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to <8

Date of Previous Placement in Sr. Scale	In-Service training as per AICTE Training Policy during Assistant Professorship	Two weeks of FDP (Dates)	Date of a) 1-week FDP b) 8-week MOOC	Two 8-week MOOCs (Date)	Industrial Trainings (days)	Which **Set** of requirements satisfied	Average 360° Feedback (10 point scale)	**Date of placement Recommended by ILSC**

REMARKS :

LWA details, if any :

Scrutinized By ILSC :

Evaluation Form – ENGG Branches-Placement to Level 13A1
Associate Professor

Name of Faculty (**BLOCK LETTERS**)	P.E.N.	Designation,Dept.,College	Date of Joining service as Asst. Professor in G**EC**	Date of M Tech	Date of Ph D.

Set No.	To have acquired in the grade of **Assistant Professor (Selection Grade)**		
	* Experience (years)	Research Publications in SCI journals /UGC/AICTE approved list of journals	Average 360° Feedback score (out of 10)
1	3	2	5 to <8
2	3	1	8 to 10

Date of Previous Placement in Sel. Grade	In-Service training during Assistant Professorship as per AICTE Training Policy	Date of **Two** weeks of FDP	Date of a) 1 week FDP b) 8week MOOC	Date of 8 week MOOCs(2)	Industrial Training (Date)	Which **Set** of requirements satisfied	Average 360° Feedback (10 point scale)	**Date of placement Recommended by ILSC**

REMARKS :

LWA details, if any :

Scrutinized By ILSC :

Evaluation Form – ENGG. Branches-Placement to Level 14
Professor

Name of Faculty (**BLOCK LETTERS**)	P.E.N.	Designation,Dept.,College	Date of Joining service as Asst. Professor in **GEC**	Date of M Tech	Date of Ph D.

Set No.	Ph D guided	Total Experience (years)	To have acquired in the grade of **Associate Professor**		
			Experience as Associate Professor(years)	Research Publications in SCI journals /UGC/AICTE approved list of journals	Average 360° Feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to <8
3	-	16	3	4	8 to 10

LWA details, if any	Date of Previous placement in the grade of Associate Professor	In-Service training during Associate Professorship as per AICTE Training Policy	Which **Set** of requirements satisfied	Average 360° Feedback (10 point scale)	**Date of placement Recommended by ILSC**

REMARKS :

Scrutinized By ILSC :