

**DIRECTORATE OF TECHNICAL EDUCATION  
THIRUVANANTHAPURAM**

No.DTETVM/11314/2025-CAS (EA)

Dated: 13-02-2026

**CIRCULAR**

Sub: - Education-Technical-Career Advancement Scheme- Government Engineering Colleges- CAS placement of Architecture Faculties - Applications called for.

Ref:- 1.OA (EKM) No. 726/2025 filed by Sri. Biju C A & Others before the Hon'ble Kerala Administrative Tribunal, Ernakulam Bench.  
2. Lr. No. HEDN-G1/148/2025-HEDN from Government of Kerala, Thiruvananthapuram, Dated:05/02/2026.

Applications for CAS placements are hereby invited from Architecture faculty members in Government Engineering colleges who are eligible under COA Regulations 2008 as of 16-11-2022. Eligible faculty must submit their applications using the attached proforma. This also applies to those who have previously submitted applications in other formats.

All applicants are directed to submit duly signed application alongwith HOD attested copies of supporting documents in proper channel so as to reach this office on or before 13/03/2026.

Digitally signed by  
Jayaprakash P  
Date: 13-02-2026  
16:32:57

Dr JAYAPRAKASH P  
DIRECTOR

To,

1. Heads of all institutions through DTE website
2. CA
3. OC/Stock file

## PERFORMANCE APPRAISAL REPORT

SELF APPRISAL for Academic Year .....

( To be filled at the end of every academic year )

### A. General Information

- a. Name :
- b. PEN :
- c. Address (Residential) :
- d. Designation :
- e. Area of Specialisation :
- f. Date of Appointment
- i) In the present Institution :
- ii) In the present post :
- g. Honors conferred :
- h. Academic Qualifications :

### B. Teaching

a. Classes taught

PERIOD			
Class	Assigned / week *L/T/P	Taught in the year L/T/P	Steps taken for the teaching of periods missed during absence of leave
UG			
PG			
Other			

\* L – Lecture, T – Tutorial, P - Practical

- b. Regularity and punctuality :
- c. Details of course teaching plans, :  
 Synopses of lectures,  
 and reading lists supplied to students
- d. Details of participation in the following
  - i. University evaluation :
  - ii. Internal evaluation :
  - iii. Paper setting :
  - iv. Assessment of Home assignments :
  - v. Conduct of Examinations :
  - vi. Evaluations of dissertations etc. :

**C. Details of Innovations / contributions in Teaching during the year**

Sl. No	Activity	Description
1	Design of Curriculam	
2	Teaching methods	
3	Laboratory experiments	
4	Evaluation methods	
5	Preparation of resource material Including books, reading material, laboratory manuals etc.	
6	Remedial teaching /student counselling (academic)	
7	Academic help rendered to HOD other than class work	
8	Academic/College activities help rendered to the Principal, other than class work	

**D. Improvement of Professional Competence**

Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc including university courses M.phil, Ph.D

Sl. No	Activity	Description

### E. Research Contributions:

Project/Thesis Guidance to Students(B.Arch / M.Arch / M Plan)

At the beginning of the year	Registered during the year	Completed during the year
B. Arch		
M. Arch		
M Plan		
Others		

### F. Extension Work/Community Service

Sl. No	Activity	Description

### G. Participation in Corporate Life

Sl. No	Activity	Description

### General Data

State brief assessment of your performance indicating

- a. Achievements :
- b. Difficulties :
- c. Suggestions for Improvement ::

### F. Verification of Faculty data by Head of Department

- A. General information
- B. Teaching
- C. Details of innovations/contributions in Teaching during the year
- D. Improvement of professional competence

- E. Research contributions
- F. Extension work / community service
- G. Participation in Corporate life
- H. Whether there is any disciplinary action pending against the teacher/any punishment awarded :
  
- I. Remarks of the Head of the Department

Signature of the Head of the Department

- J. Remarks of the Principal :

Signature of the Principal

## **PROFORMA APPLICATION for CAS Placement at AGP 7000**

**(To be submitted by Assistant Professor(AGP 6000) in Architecture Department in Government Engineering Colleges)**

1. Name (in CAPITAL letters) :
2. PEN :
3. Address with Designation :
4. Date of Joining  
(a) Service as Assistant Professor through PSC :  
(b) Break of Service if any :
5. Date of declaration of Probation :
6. Qualification

Degree	Date of acquiring degree	University/Institution	Period of study

7. Experience after regular appointment through PSC

(a) Details of service after Regular appointment in Govt. Engineering College through PSC including Leave details (LWA/Deputation)

Institution	Designation	Period		Nature of work	Mode of Appointment
		Date From	Date To		

(b) Total Experience in years as above :

8. \* Details of Refresher Courses ( FDP/STTP) attended .

Course Name	Institution	Period		Duration in days	Conducted by QIP/ISTE/Others
		From	To		

9. \*Evidence of serious academic inputs like
- a) improved Teaching Plans
  - b) improved Teaching Methodology
  - c) creation of Innovative Teaching aids etc.

Particulars	Institution	Academic Year

10. Date from which eligible for placement at AGP 7000: < **DD/MM/YYYY**>

11. Leave details, if any ( LWA) during the Assessment period

Type of Leave	From	To

< Signature of Applicant>  
#Name & Mobile Number#

< \*Copies of Certificates attested by Head of Department to be enclosed. >

**List of Enclosures :**

1. Copy of PSC advice.
2. Copy of Appointment letter
3. Copy declaration of probation
4. Copy of certificates of qualification\*
5. Copy of certificates of short term courses/ refresher courses attended.\*
6. Certificate by HOD towards serious academic inputs\*
7. Certified copy of research publications, if any\*
8. Self Appraisals for the assessment period\*
9. Student Evaluation of the period\*
10. Other relevant certificates in support of claim, if any

( \* all copies of certificates should be attested by HoD)

## **PROFORMA APPLICATION for CAS Placement at AGP 8000**

**(To be submitted by Assistant Professor (AGP 7000) in Architecture Department in Government Engineering Colleges)**

1. Name (in CAPITAL letters) :

2. PEN :

3. Address with Designation :

4. Date of entering service as Assistant Professor through PSC :

5. Date of placement at AGP 7000 :

6. Qualification

Degree	Date of acquiring degree	University/Institution	Period of study

7. Experience

(a) Details of service after placement at AGP 7000 including LWA/Deputation etc.

Institution	Designation	Period		Nature of work	Mode of Appointment
		From	To		

(b) Total Experience in years as above :

8. Details of Refresher Courses ( FDP/STTP) attended.

Course Name	Institution	Period		Duration in days	Conducted by QIP/ISTE/Others
		From	To		

9. \* Details of Good Record in teaching ( Student Evaluation, Awards etc.)

Particulars	Institution	Academic Year

10. \* Contribution to Corporate Life of Institution:

Particulars	Institution	Academic Year

11. No. and date of the proceedings of the DTE  
Sanctioning placement at AGP 7000 :

No. and date of the proceedings	Effective Date

12. Date from which eligible for placement at AGP 8000: **DD/MM/YYYY**

13. Leave details, if any ( LWA) during the Assessment period :

Type of Leave	From	To

# Signature of Applicant#  
#Name & Mobile Number#

< \* Copies of Certificates attested by Head of Department to be enclosed.>

**List of Enclosures :**

1. Copy of Appointment order ( Direct Recruitment)
2. Copy of declaration of probation
3. Copy of previous CAS placement( AGP 7000) order\*
4. Copy of certificates of qualification\*
5. Self appraisal reports for the assessment period\*
6. Copy of certificates of short term courses/ refresher courses attended.\*
7. Certified copy of research publications, if any during the period\*
8. Student evaluation of the period\*
9. Other relevant certificates in support of claim, if any  
( \*all copies of certificates to be attested by HoD)

## PROFORMA APPLICATION for CAS Placement at AGP 9000

**(To be submitted by Assistant Professor in Architecture Department in Government Engineering Colleges)**

1. Name (in CAPITAL letters) :

2. PEN :

3. Address with Designation :

4. Date of entering service as Assistant Professor through PSC :

5. Date of previous placements & AGP :

6. Qualifications

Degree	Date of acquiring degree	University/Institution	Period of study

7. Experience

(a) Details of service after placement at AGP 7000 including LWA/Deputation etc.

Institution	Designation	Period		Nature of work	Mode of Appointment
		From	To		

(b) Total Experience in years as above :

8. \* Details of Refresher Courses ( FDP/STTP) attended

Course Name	Institution	Period		Duration in days	Conducted by QIP/ISTE/Others
		From	To		

9. \* Details of Good Record in teaching ( Student Evaluation, Awards etc.)

Particulars	Institution	Academic Year

10. \* Contribution to Corporate Life of Institution:

Particulars	Institution	Academic Year

11. No. and date of the proceedings of the DTE  
Sanctioning placement at AGP 7000/AGP 8000 (as applicable)

No. and date of the proceedings	Effective Date

12. Date from which eligible for placement at AGP 9000: **DD/MM/YYYY**

13. Leave details, if any ( LWA) during the Assessment period :

Type of Leave	From	To

# Signature of Applicant#  
#Name & Mobile Number#

< \* Copies of Certificates attested by Head of Department to be enclosed.>

**List of Enclosures :**

1. Copy of Appointment order ( Direct Recruitment)
2. Copy of declaration of probation
3. Copy of previous CAS placement( AGP 7000) order\*
4. Copy of certificates of qualification\*
5. Self appraisal reports for the assessment period\*
6. Copy of certificates of short term courses/ refresher courses attended.\*
7. Certified copy of research publications, if any during the period\*
8. Student evaluation of the period\*
9. Other relevant certificates in support of claim, if any  
( \*all copies of certificates to be attested by HoD)

**PROFORMA APPLICATION for CAS Placement at AGP 10000**  
**((To be submitted by Associate Professor(CAS) in Architecture Department in Government Engineering Colleges))**

1. Name (in CAPITAL letters) :
2. PEN :
3. Address with Designation :
4. Date of Joining service as Assistant Professor through PSC :
5. Date of CAS placement at AGP 9000 :
6. Qualifications

Degree	Date of acquiring degree	University/Institution	Period of study

7. Experience

(a) Details of service after placement at AGP 9000 including LWA/ Deputation

Institution	Designation	Period		Nature of work	Mode of Appointment
		Date From	Date To		

(b) Total Experience in years as above :

8. \* Details of Participation in Seminar/Conference/ FDP/STTP

Course Name	Institution	Period		Duration in days	Conducted by QIP/ISTE/Others
		From	To		

9. \* Academic Contributions ( Any Two of the following mandatory)

Activity	Description	Academic Year
Research contribution/Books/Articles etc. ( <i>At least 4 papers in Journals are essential</i> )		
Contribution to teaching/academic environment/institutional Corporate Life		
Extension & Field Outreach		
Development of course Materials/Monographs		
Continuing Education Programme		
Any other Academic contributions		

10. No. and date of the proceedings of the DTE Sanctioning CAS placement at AGP 9000

No. and date of the proceedings	Effective Date

11. Date from which eligible for placement at AGP 10000: **DD/MM/YYYY**

12. Leave details, if any ( LWA) during the Assessment Period :

Type of Leave	From	To

# Signature of Applicant#  
#Name & Mobile Number#

< \* Copies of Certificates attested by Head of Department to be enclosed.>

**List of Enclosures :**

1. Copy of Appointment order ( Direct Recruitment)
2. Copy of declaration of probation
3. Copy of previous CAS placement( AGP 9000) order\*
4. Copy of certificates of qualification\*
5. Self appraisal reports for the assessment period\*
6. Copy of certificates of short term courses/ refresher courses attended.\*
7. Certified copy of research publications, if any during the period\*
8. Student evaluation of the period\*
9. Other relevant certificates in support of claim, if any  
( \*all copies of certificates to be attested by HoD)