

**DIRECTORATE OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM**

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

Dated:04-04-2026

CIRCULAR

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

Ref:- COA Regulation 2022 of Career Advancement Scheme, Dated:17/11/2022.

Applications for CAS Placements are here by invited from Architecture Faculty members in Government Engineering Colleges who become eligible from 17/11/2022 onwards as per COA Regulations 2022 dated 17/11/2022. Eligible Faculty must submit their applications using the attached proforma.

All applicants are directed to submit duly signed application along with HOD attested copies of supporting documents in proper channel so as to reach this office on or before 25/04/2026.

**Dr JAYAPRAKASH P
DIRECTOR**

To,

1. Head of all Institutions through DTE website
2. CA
3. OC/ Stock file.

Digitally signed by
Jayaprakash P
Date: 04-04-2026
11:41:46

Forwarded / By Order

Superintendent

PROFORMA APPLICATION for CAS Placement at Level 11

[To be submitted by Assistant Professor(Level 10) in Architecture Department in Government Engineering Colleges] as per COA Regulation dated 17-11-2022

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

Degree	Date of acquiring degree	University/Institutions	Period of study
B.Arch			

7. Experience after regular promotion 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 FDP's attended(*Enclosure II*)

Sl No.	Course Name	Institution	Period		Duration in days	Whether FDP is in relevant area, recognised by COA	Enclosure No.
			Date from	Date to			

9. *Details of Research Publications(*Enclosure III*)

Sl No.	Title	Name of Journal(UGC/COA approved--proof to be enclosed)	Month&Year	Enclosure No.

10. ****Details of Architecture Projects under Institutional Consultancy(Enclosure IV)**

Sl No.	Description and Project Team members	Name of Senior/Lead Member	Status	Year	Generated Revenue(Rs.)	Enclosure No.
Total						

11. **Summary of 360° Feedback Score for the Assessment Period(as per Enclosure V__ to V__)**

Sl No.	Academic Year	Annual 360° Feedback score (on 10 point scale)
1	Academic year ____-__	
2	Academic year ____-__	
Average 360° Feedback score		

12. **Date from which eligible for placement at Level 11 : < DD/MM/YYYY >**

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

Type of leave	From	To

< Signature of Applicant >

Name and mobile number

<*copy of certificates attested by Head of Department to be enclosed>

<**copy of certificates indicating the project details (title, team members with senior/lead member, duration, client and status)and revenue generated above Rs.5 Lakhs issued by Head of CCE/ITC&SR and Principal to be enclosed>

List of Enclosures:

No.	Description
1	<i>Appointment order for the post of Assistant Professor in the Dept. of Architecture</i>
2	<i>Order of Declaration of Probation for the post of Assistant Professor in the Dept. of Architecture</i>
3	<i>B. Arch/equivalent Degree certificate</i>
4	<i>M. Arch/equivalent Degree certificate</i>
5	Enclosure I – <i>Application form for CAS placement</i>
6	Enclosure II: <i>Copy of certificates of FDP's attended</i>
7	Enclosure III: <i>Copy of Research publications</i>
8	Enclosure IV: <i>Details of Architecture projects ongoing/completed under Institutional Consultancy</i>
9	Enclosure V (<u> to </u>): <i>Calculation of Annual 360° feedback score (one score sheet per academic year of the Assessment Period)</i>
10	Enclosure VI (<u> to </u>): <i>Certificate of Verification by HOD for Teaching Process and Student Feedback Survey</i>
11	Enclosure VII (<u> to </u>): <i>Annual Confidential Report from SCORE</i>
12	Enclosure VIII: <i>PhD Programme under QIP details and Performance Appraisal report by research supervisor for the assessment period _____ - ____</i>

PROFORMA APPLICATION for CAS Placement at Level 12

[To be submitted by Assistant Professor(Senior Scale) Level 11 in Architecture Department in Government Engineering Colleges] as per COA Regulation dated 17-11-2022

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

Degree	Date of acquiring degree	University/Institutions	Period of study
B.Arch/equivalent			
M. Arch/equivalent			

7. Experience
 - a) Details of service after placement at Level 11 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 FDP's attended(*Enclosure II*)

Sl No.	Course Name	Institution	Period		Duration in days	Whether FDP is in relevant area, recognised by COA	Enclosure No.
			Date from	Date to			

9. *Details of Research Publications(*Enclosure III*)

Sl No.	Title	Name of Journal(UGC/COA approved--proof to be enclosed)	Month&Year	Enclosure No.

10. ****Details of Architecture Projects under Institutional Consultancy(Enclosure IV)**

Sl no.	Description and Project Team members	Name of Senior/Lead Member	Status	Year	Generated Revenue(Rs.)	Enclosure No.
	Total					

11. Summary of 360° Feedback Score for the Assessment Period (*as per Enclosure V__ to V__*)

Sl No.	Academic Year	Annual 360° Feedback score (on 10 point scale)
1	Academic year ____-__	
2	Academic year ____-__	
	Average 360° Feedback score	

12. No. and date of the proceedings of the DTE sanctioning placement at Level 11

No. and date of the proceedings	Effective Date

13. Date from which eligible for placement at Level 12 : < **DD/MM/YYYY** >

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

Type of leave	From	To

< Signature of Applicant >

Name and mobile number

<*copy of certificates attested by Head of Department to be enclosed>

<**copy of certificates indicating the project details (title, team members with senior/lead member, duration, client and status)and revenue generated above Rs.5 Lakhs issued by Head of CCE/ITC&SR and Principal to be enclosed>

List of Enclosures:

No.	Description
1	<i>Appointment order for the post of Assistant Professor in the Dept. of Architecture</i>
2	<i>Order of Declaration of Probation for the post of Assistant Professor in the Dept. of Architecture</i>
3	<i>Orders for the previous Regular/CAS promotions</i>
4	<i>B. Arch/equivalent Degree certificate</i>
5	<i>M. Arch/equivalent Degree certificate</i>
6	Enclosure I – <i>Application form for CAS placement</i>
7	Enclosure II: <i>Copy of certificates of FDP's attended</i>
8	Enclosure III: <i>Copy of Research publications</i>
9	Enclosure IV: <i>Details of Architecture projects ongoing/completed under Institutional Consultancy</i>
10	Enclosure V (__to__): <i>Calculation of Annual 360° feedback score (one score sheet per academic year of the Assessment Period)</i>
11	Enclosure VI(__to__): <i>Certificate of Verification by HOD for Teaching Process and Student Feedback Survey</i>
12	Enclosure VII(__to__): <i>Annual Confidential Report from SCORE</i>
13	Enclosure VIII: <i>PhD Programme under QIP details and Performance Appraisal report by research supervisor for the assessment period _____-____</i>

PROFORMA APPLICATION for CAS Placement at Level 13A1

[To be submitted by Assistant Professor(Selection Grade) Level 12 in Architecture Department in Government Engineering Colleges] as per COA Regulation dated 17-11-2022

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

Degree	Date of acquiring degree	University/Institutions	Period of study
B.Arch/equivalent			
M. Arch/equivalent			

7. Experience
 - a) Details of service after placement at Level 12 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 FDP's attended(*Enclosure II*)

Sl No.	Course Name	Institution	Period		Duration in days	Whether FDP is in relevant area, recognised by COA	Enclosure No.
			Date from	Date to			

9. *Details of Research Publications(*Enclosure III*)

Sl No.	Title	Name of Journal(UGC/COA approved--proof to be enclosed)	Month& Year	Enclosure No.

10. ****Details of Architecture Projects under Institutional Consultancy(Enclosure IV)**

Sl No.	Description and Project Team members	Name of Senior/Lead Member	Status	Year	Generated Revenue(Rs.)	Enclosure No.
	Total					

11. Summary of 360° Feedback Score(*as per Enclosure V__ to V__*)

Sl No.	Academic Year	Annual 360° Feedback score (on 10 point scale)
1	Academic year ____-__	
2	Academic year ____-__	
Average 360° Feedback score		

12. No. and date of the proceedings of the DTE sanctioning placement at Level 12

No. and date of the proceedings	Effective Date

13. Date from which eligible for placement at Level 13A1 : < **DD/MM/YYYY** >

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

Type of leave	From	To

< Signature of Applicant >

Name and mobile number

<*copy of certificates attested by Head of Department to be enclosed>

<**copy of certificates indicating the project details (title, team members with senior/lead member, duration, client and status)and revenue generated above Rs.5 Lakhs issued by Head of CCE/ITC&SR and Principal to be enclosed>

List of Enclosures:

No.	Description
1	<i>Appointment order for the post of Assistant Professor in the Dept. of Architecture</i>
2	<i>Order of Declaration of Probation for the post of Assistant Professor in the Dept. of Architecture</i>
3	<i>Orders for the previous Regular/CAS promotions</i>
4	<i>B. Arch/equivalent Degree certificate</i>
5	<i>M. Arch/equivalent Degree certificate</i>
6	Enclosure I – <i>Application form for CAS placement</i>
7	Enclosure II: <i>Copy of certificates of FDP's attended</i>
8	Enclosure III: <i>Copy of Research publications</i>
9	Enclosure IV: <i>Details of Architecture projects ongoing/completed under Institutional Consultancy</i>
10	Enclosure V (to): <i>Calculation of Annual 360° feedback score (one score sheet per academic year of the Assessment Period)</i>
11	Enclosure VI (to): <i>Certificate of Verification by HOD for Teaching Process and Student Feedback Survey</i>
12	Enclosure VII (to): <i>Annual Confidential Report from SCORE</i>
13	Enclosure VIII: <i>PhD Programme under QIP details and Performance Appraisal report by research supervisor for the assessment period _____-_____</i>

10. *Details of Research Publications(*Enclosure III*)

Sl No.	Title	Name of Journal(UGC/COA approved--proof to be enclosed).	Month&Year	Enclosure No.

11. **Details of Architecture Projects under Institutional Consultancy(*Enclosure IV*)

Sl No.	Description and Project Team members	Name of Senior/Lead Member	Status	Year	Generated Revenue(Rs.)	Enclosure No.
Total						

12. Summary of 360° Feedback Score for the Assessment Period(*as per Enclosure V__ to V__*)

Sl no.	Academic Year	Annual 360° Feedback score (on 10 point scale)
1	Academic year ____ - __	
2	Academic year ____ - __	
Average 360° Feedback score		

13. No. and date of the proceedings of the DTE sanctioning placement at Level 13A1

No. and date of the proceedings	Effective Date

14. Date from which eligible for placement at Level 14 : < **DD/MM/YYYY**>

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

Type of leave	From	To

< Signature of Applicant >

Name and mobile number

<*copy of certificates attested by Head of Department to be enclosed>

<**copy of certificates indicating the project details (title, team members with senior/lead member, duration, client and status)and revenue generated above Rs.5 Lakhs issued by Head of CCE/ITC&SR and Principal to be enclosed>

List of Enclosures:

No.	Description
1	<i>Appointment order for the post of Assistant Professor in the Dept. of Architecture</i>
2	<i>Order of Declaration of Probation for the post of Assistant Professor in the Dept. of Architecture</i>
3	<i>Orders for the previous Regular/CAS promotions</i>
4	<i>B. Arch/equivalent Degree certificate</i>
5	<i>M. Arch/equivalent Degree certificate</i>
6	<i>Ph.D certificate (optional)</i>
7	<i>Certificates of Ph.Ds awarded to research scholars under guidance as guide or co-guide (optional)</i>
8	Enclosure I – <i>Application form for CAS placement</i>
9	Enclosure II: <i>Copy of certificates of FDP's attended</i>
10	Enclosure III: <i>Copy of Research publications</i>
11	Enclosure IV: <i>Details of Architecture projects ongoing/completed under Institutional Consultancy</i>
12	Enclosure V (<i>__to__</i>): <i>Calculation of Annual 360° feedback score (one score sheet per academic year of the Assessment Period)</i>
13	Enclosure VI (<i>__to__</i>): <i>Certificate of Verification by HOD for Teaching Process and Student Feedback Survey</i>
14	Enclosure VII (<i>__to__</i>): <i>Annual Confidential Report from SCORE</i>
15	Enclosure VIII: <i>PhD Programme under QIP details and Performance Appraisal report by research supervisor for the assessment period _____ - ____</i>

Calculation of Annual 360° Feedback Score

Name	
Designation	
Academic Year	

A. Teaching Process (Max Points 25)

Sl. No.	Semester	Course Code/Name	No. of scheduled classes	No. of actually held classes	Enclosure No.
1					
2					
3					
Total					

B. Students' feedback (Max Points 25)

Sl. No.	Semester	Course Code/Name	Average Student feedback on the scale of 25	Enclosure No.
1				
2				
3				
Total				

C. Departmental Activities (The candidate will earn 3 points per semester for each activity, Max points 20)

Sl. No.	Semester	Activity	Credit Point
1			
2			
3			
Total			

D. Institute Activities (The candidate will earn 3 points per semester for each activity, Max points 10)

Sl. No.	Semester	Activity	Credit Point
1			
2			
3			
Total			

E. Academic Outreach and Societal Extension(The candidate will earn 5 points per semester for each activity, Max points10)

<i>Sl. No.</i>	<i>Semester</i>	<i>Activity</i>	<i>Credit Point</i>
1			
2			
3			
Total			

F. Annual Confidential Report from SCORE Kerala(The candidate will earn grades in a 10 point scale annually. The Overall Grade is considered. Max points10)

<i>Sl. No.</i>	<i>Year</i>	<i>Credit Point (Overall Grade in SCORE)</i>	<i>Criteria</i>	<i>Enclosure No.</i>
1	_____ - ____			

Summary of Annual 360° Feedback Score for Academic Year _____ - ____

<i>Summary</i>	<i>Academic year</i> _____ - ____
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. Academic Outreach and Societal Extension (Max points 10)	
F. Annual Confidential Report (Max points 10)	
Total (Max points 100)	
Grand Total on 10 point scale	

Head of the Department(Name & Signature)

Department of Architecture

_____ (name of institute)

Certificate

This is to certify that _____ (Name and Designation) has engaged the following “Courses” and obtained “Faculty Feedback Scores” for during the Academic Year _____.

Semester/Year	Course Code/Name	No. of scheduled classes	No. of classes actually held	Faculty feedback Score (out of 25)
	Total			
	Average			

This certificate is issued upon her request to provide documentary evidence for placement/promotion under CAS for “360° Feedback for “Teaching Process” and “Students Feedback Survey”

Place:

Date:

Head of the Department

Department of Architecture