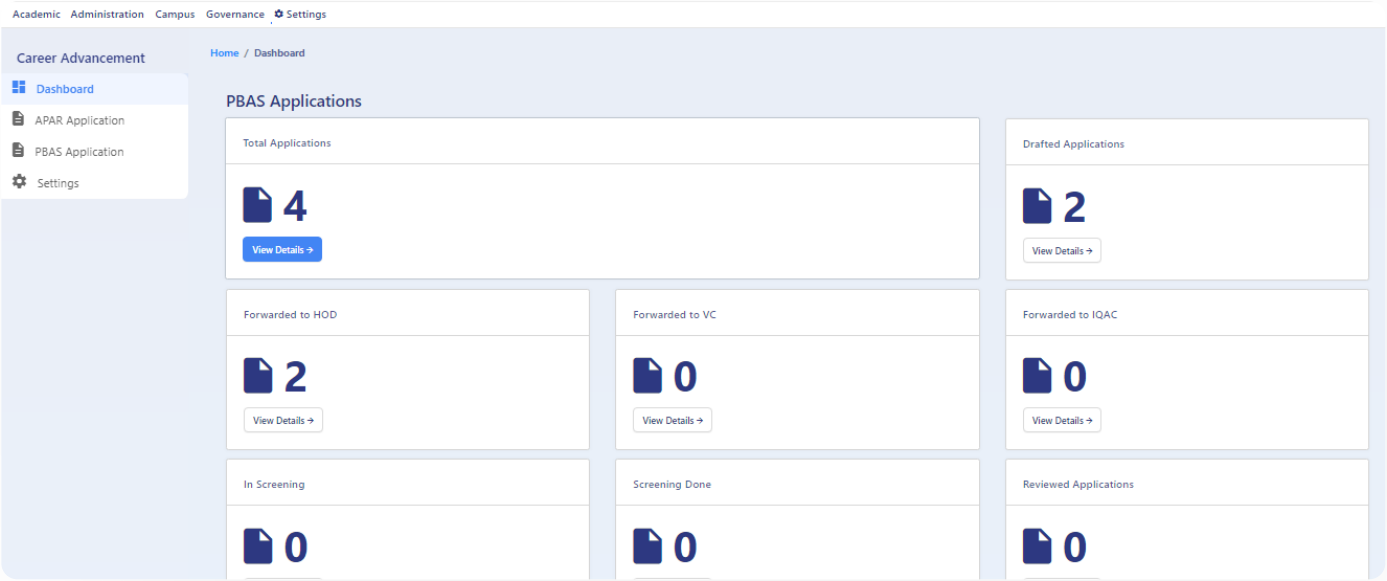
Career Advancement Scheme

Introduction

Samarth's CAS module allows employees to apply for career advancement schemes under

- Annual Performance Appraisal System (**APAR**)
- Performance Based Appraisal System (**PBAS**)



Dashboard

It shows the overview of the applications received for career advancement.

Settings

This section contains the configuration detail related to the CAS module.

Only the admin with the rights of ***cas_admin*** can view and access it.

In this field, all the sessions are created/updated.

Admin can add a new session by clicking on the **Create session** button present on the top right side of the portal and fill in the required details:

- Session Name
- Type (PBAS/APAR)
- Session From
- Session To

Admin can only view the details by clicking on view icon available in front of every entry.

Admin can edit/update the details by clicking on the edit icon available.

APAR Application

In this section, the admin has the following options:

All Application

In this section, all Employees are visible to the admin.

Process Application

Admin can initiate the process application by clicking on the **process Application** icon present against each employee profile and fill in the required details:-

- Employee Name
- Designation
- Date of Birth

- Whether permanent/temporary/officiating
- Sections Served
- Date of continuous appointment
- Session Applied in

Forward the application

Admin can forward the application to employees by clicking on the “continue and forward to employee” button.

Track Application

Admin can track the Application by clicking on the “application Tracking” button.

View application

Admin can view the Application by clicking on the "eye"' button.

PBAS Application

Samarth’s CAS module allows employees to apply for promotion under the career advancement scheme.

The PBAS envisages an expert assessment system constituted with as a Screening Committee for placement of Assistant Professor Stage 1 to Stage 2, Stage 2 to Stage 3 and a Selection committee for Stage 3 to Stage 4 and Stage 4 to Stage 5, respectively.

Create a PBAS Application

- The user with the ***cas_employee*** role can create a PBAS application by clicking the create application button.

- After adding the basic information, the employee needs to click on the proceed button then academic details.

- The primary and academic details of the employee are mandatory to proceed to the next step by clicking on the proceed button addition to these, if any employee wants to update the details employee can click on the update profile button.

- Teaching details need to fill in the HR profile of the employee; then, the employee needs to upload the documents as proof and add the score as per the guidelines.

Then the employee needs to click on the proceed button to complete the research profile tab.

- If the employee worked on the research, only those persons need to update the details in the HR profile and upload the document and claimed score if any research-related papers are there.

- The other details need to fill in the HR profile tab, update the documents and claimed scores about the details, proceed to the next step, and preview the application and submit the application.

Forward the application to HOD

- On the application preview right side, a blue button exists to forward the application to the HOD; an employee needs to forward his application to the HOD and check the status as and when required.

Approval of the HOD

- The forwarded application will reach the HOD login where he/she can view the forwarded application by clicking on view button and can process the application by clicking on process button and can either approve and forward the application to Dean or can Request Resubmission from the employee with their remarks.

There is also a provision of Application Tracking where the administrative user can click on track button to track the application.

Approval of the Dean

Application button and can either Approve and Forward the application to IQAC or can Request Resubmission with their remarks.

The administrative user can also click on track button to track the application.

Review Application by IQAC

The forwarded application by the Dean will reach the IQAC login where they can view the forwarded application by clicking on viewbutton and can start the screening by clicking on edit button.

The administrative user with a cas_iqac role can provide the IQAC score against the claimed score with his/her remarks and submit the application and finish screening by clicking on Submit and Finish Screening button.

After finishing the screening process, the IQAC can either update the screening score or Finish Review.

After the application is reviewed, the IQAC can print the application by clicking on print button.

Logins

There will be five types of logins:-

1: ***cas_admin***

2: ***cas_reporting_officer***

3: ***cas_reviewing_officer***

4: ***cas_iqac***

5: **cas_employee_**

cas_admin

can configure the setting, Monitor, and forward the APAR/PBAS applications.

Steps to be followed

1: Login as cas_admin to view the CAS dashboard.

4: To understand how to configure settings, go to the Settings.

5: To create/view/print an application form, go to the **APAR/PBAS Application**.

cas_reporting_officer

Can view the forwarded APAR/PBAS applications and can forward them to reviewing officer.

cas_reviewing_officer

Can view the forwarded application by a reporting officer and can forward them to the IQAC admin.

cas_iqac

Can approve the application or can revert the applications.

cas_employee

Can update applications and can forward the application to the reporting officer or cas_admin.

Steps to be followed

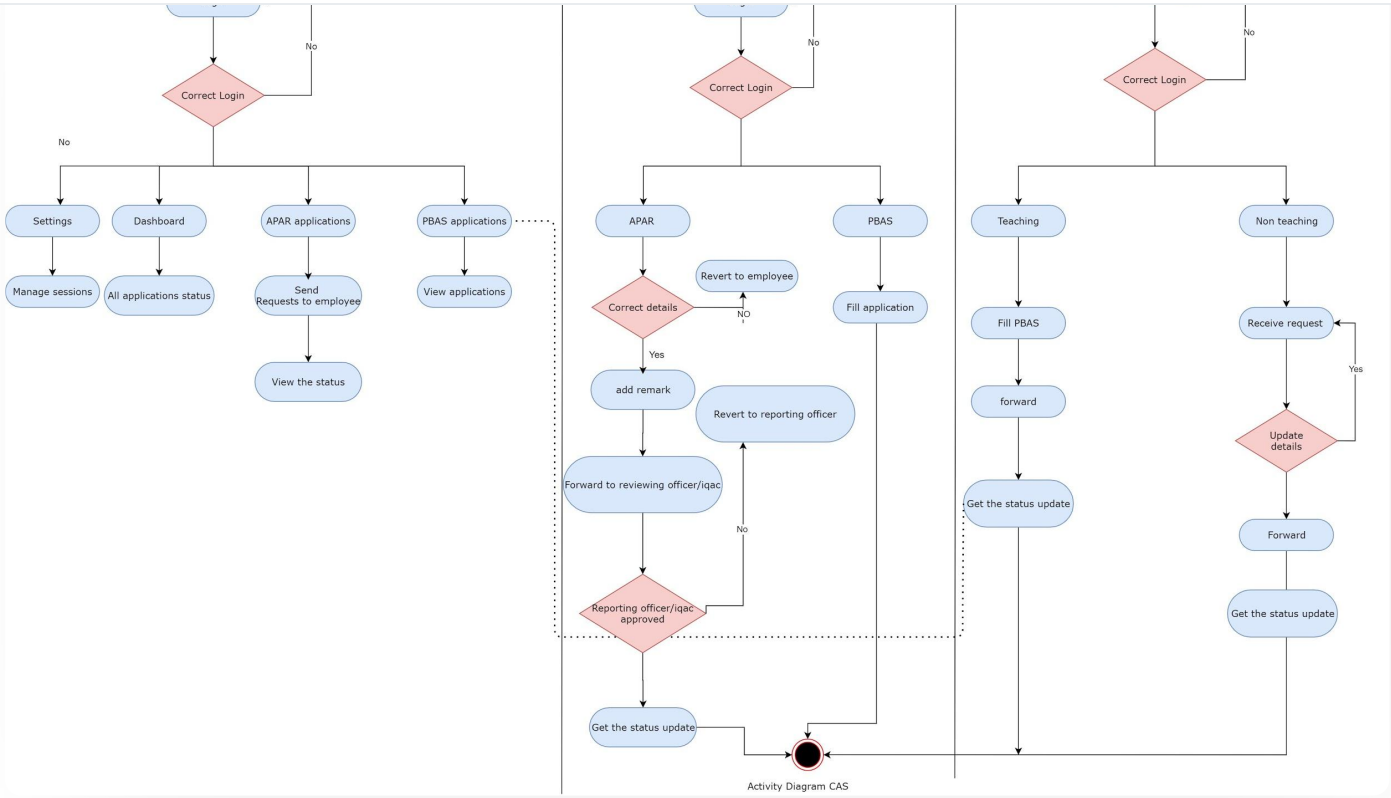
1: Login as ***CAS_Employee*** to view the CAS module.

2: To update/view/print an application form, go to the **APAR/PBAS Application**.

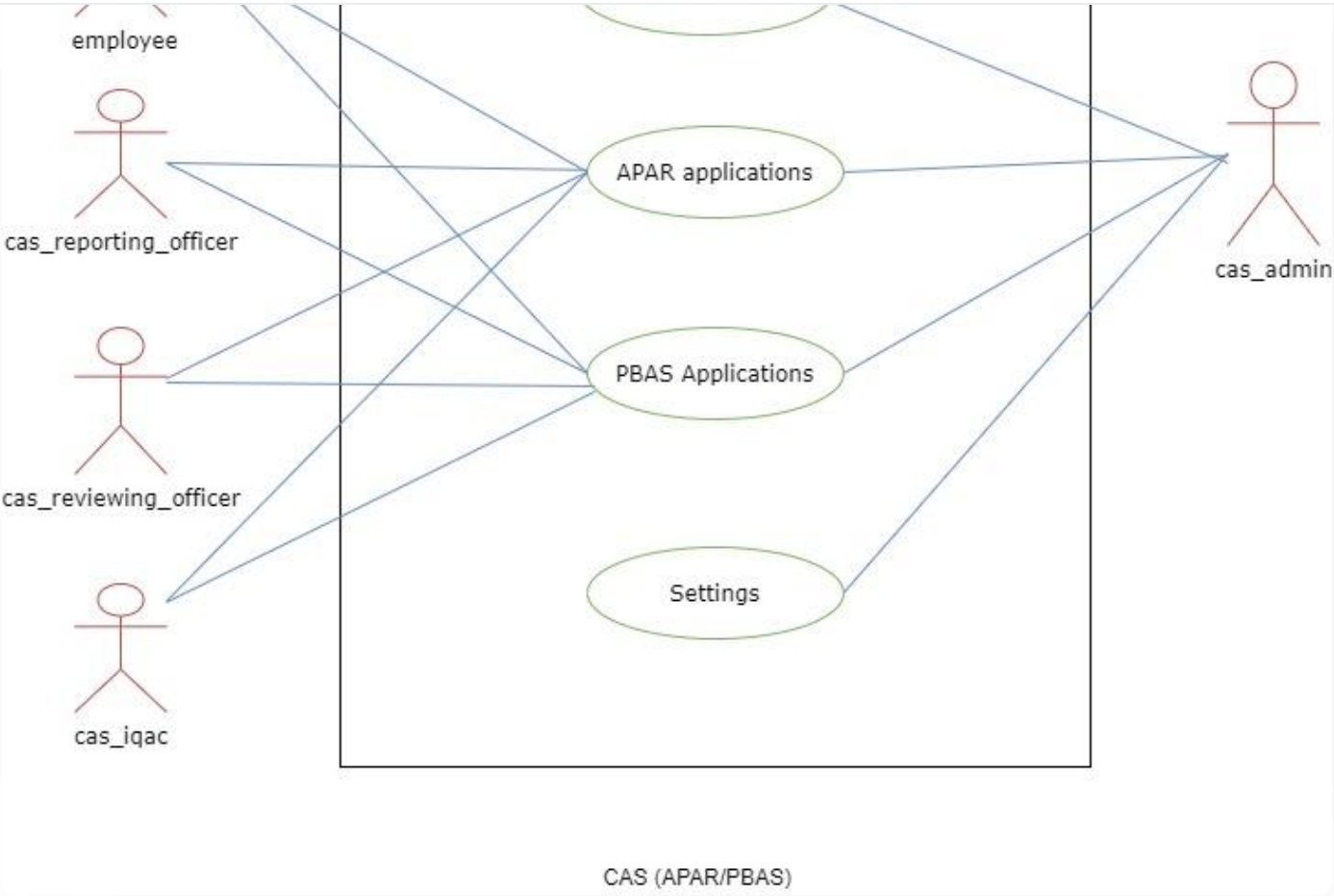
3: To view/update the submitted application form status, go to the **Track Application**.

Workflow Diagrams

Activity Diagram



Use Case Diagram



Module Training Video ↗

Edit this page

← Budget & Accounts

Content Federation System System →

INTRO

Getting Started

Module Breakup and Prerequisites

ACADEMICS

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

GOVERNANCE

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Alloaction (E-housing)

RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Sports Management System

Transport Management System