



BHARATH INSTITUTE OF HIGHER EDUCATION AND RESEARCH
[Declared as Deemed-to-be-University under section 3 of UGC Act, 1956]
CHENNAI – 600 073.

Instructions to the Teaching Staff for Applying for Promotions (Various Cadre) under CAS – BIHER for the Year 2023 – 2024.

The candidates applying for revision of Pay / Designation through Career Advancement Scheme (CAS) of BIHER should follow the procedures elaborated below.

1. CAS Application Form (**Part I**) and API Annexure Form (**Part II**) can be downloaded from the BIHER Website (www.bharathuniv.ac.in)
2. CAS Application Form (**Part I**) and the Academic Performance Index (API) Annexure Form (**Part II**) should be filled in by the candidate and submitted to the HoD. The above forms need to be verified and with his/her recommendation and it has to be forwarded to the Dean of the respective School.
3. The Dean of the respective School shall in turn forward the applications received so, along with his/her recommendation to the Additional Registrar's Office on or before 23/01/2023.
4. The submitted Application Forms will be placed before the Expert Committee constituted for the purpose to evaluate and consider the same.
5. Subsequently the Recommendation of Expert Committee will be forwarded to the Competent Authority for Approval.
6. The decision of the Institution Deemed to be University for any Revision in Pay / Designation will be considered in the month of January / February 2023 or later depending upon case-to-case basis.

For any clarifications, please contact the Office of the Additional Registrar, BIHER.

Note: The CAS Application Form and API Annexure Form are designed in line with AICTE / UGC Norms.

Date: 06/01/2023

Dr. R. Hariprakash
(Additional Registrar)