



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड) - 246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

Ref.No.: HNBGU/ **IQAC** /2026/ **40**

Date: **22/07** /2026

To,

The Principal / Director/The Coordinator, IQAC
All Affiliated Colleges
Hemvati Nandan Bahuguna Garhwal University

Sub: Strict compliance with the UGC Regulations governing the Career Advancement Scheme (CAS) in the evaluation of Self-Appraisal Reports (SAR/APAR) of faculty members and verification of plagiarism reports of research publications.

Sir/Madam,

With the approval of the Competent Authority, this is to invite your kind attention to the **University Grants Commission (Minimum Qualifications for Appointment and Promotion of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018**, as amended from time to time, governing the **Career Advancement Scheme (CAS)**.

The Career Advancement Scheme is an important mechanism for ensuring transparency, accountability and merit-based career progression of faculty members. Therefore, it is imperative that the evaluation of the **Self-Appraisal Report (SAR)/Academic Performance Assessment Report (APAR)** submitted by faculty members is carried out with utmost diligence, objectivity and in strict conformity with the provisions of the applicable UGC Regulations and the guidelines adopted by the University.

Accordingly, all affiliated colleges are requested to ensure the following:

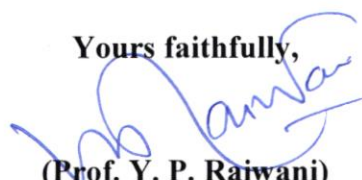
1. **The evaluation of Self-Appraisal Reports (SAR/APAR) of faculty members under the Career Advancement Scheme (CAS) shall be carried out strictly in accordance with the provisions of the applicable UGC Regulations, Government guidelines, and the Statutes, Ordinances and Regulations of the University.**
2. **The Screening Committee/Selection Committee shall verify all claims made by the faculty member with reference to the original supporting documents before awarding scores under the prescribed Academic Performance Indicators (API)/assessment criteria.**
3. **Special care shall be taken while evaluating research publications, books, book chapters, conference papers, patents, projects, guidance of research scholars, extension activities and other academic contributions claimed by the applicant.**
4. **The authenticity and quality of research publications shall be verified in accordance with the UGC Regulations and other applicable guidelines. The concerned committee shall ensure that only eligible and verifiable publications are considered for assessment.**

5. A plagiarism report generated through a recognized plagiarism detection software (such as Turnitin, Ouriginal, DrillBit or any other University-approved software) shall invariably be obtained and verified, wherever applicable, in respect of research papers/publications submitted by the faculty member as part of the CAS application. The Committee shall satisfy itself that the publications comply with the provisions of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, as amended from time to time.
6. The IQAC of the College shall maintain proper records of the evaluation process, supporting documents, plagiarism reports, minutes of the Screening/Selection Committee and all other relevant records for future reference, audit and inspection by the University or any statutory authority.
7. The Principal and IQAC Coordinator shall ensure complete transparency, fairness and due diligence throughout the evaluation process so that promotions under CAS are processed strictly on merit and in accordance with the applicable statutory provisions.

It is reiterated that any deviation from the applicable UGC Regulations, University Statutes, or prescribed evaluation procedure may invite appropriate action under the relevant rules. Therefore, all Principals and IQAC Coordinators are requested to exercise due care while processing CAS applications and ensure meticulous compliance with all statutory requirements.

Your cooperation in maintaining the highest standards of academic integrity, transparency and quality assurance in the implementation of the Career Advancement Scheme is highly appreciated.

Yours faithfully,



(Prof. Y. P. Raiwani)

Director

Internal Quality Assurance Cell (IQAC)

Copy to:

1. All Deans of Schools.
2. Dean (Recruitment and Promotion).
3. Controller of Examination.
4. Deputy Registrar (Affiliation).
5. PS to VC, for kind information of the Hon'ble Vice Chancellor.
6. PS to Registrar.
7. In-charge Web portal for uploading on the University Website.
8. Office File.



(Prof. Y. P. Raiwani)

Director

Internal Quality Assurance Cell (IQAC)