



தமிழ்நாடு மத்தியப் பல்கலைக்கழகம்
तमिलनाडु केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
Neelakudi, Thiruvavur - 610 005



INTERNAL QUALITY ASSURANCE CELL

CUTN/IQAC/CAS/2024/03/240

18.11.2024

CIRCULAR

Subject: Submission of CAS Applications through CUTN Samarth ERP System

In reference to the **Notification Ref: CUTN/IQAC/CAS/2023/03 dated 24.10.2024**, which invites applications from eligible teaching staff for promotion under the **Career Advancement Scheme (CAS)** as per **UGC regulations**, it has been noted that the IQAC initially requested applications to be submitted in **hard copy format**.

We are pleased to inform all concerned faculty members that applications for CAS promotion be invited electronically through the CUTN Samarth ERP portal.

1. Faculty members intending to apply for CAS promotion will submit their applications electronically through the CUTN Samarth ERP portal.
2. Once the application is submitted by the faculty member through the CUTN Samarth ERP portal, it will be routed to the Head of Department (HoD) and the Dean for approval.
3. The HoD and Dean will review and approve the application within the CUTN Samarth ERP platform.
4. After the application is approved by the HoD and Dean, the faculty member is required to submit the electronically approved application, along with a covering letter and one copy of the relevant supporting documents to the Internal Quality Assurance Cell (IQAC) for further processing.

We appreciate your cooperation and encourage all eligible faculty to complete their applications at the earliest.

Contd...

Please ensure that the application is completed and submitted on or before **18.12.2024**

For further details, please refer to the original notification dated **24.10.2024**.

For any technical assistance or queries regarding the submission process, please contact IQAC office.

Encl: CUTN Samarth ERP Working Manual for CAS

To

1. All eligible faculty members

Copy to

1. Finance Officer
2. Controller of Examinations
3. Librarian
4. All Deans of Schools to bring to the notice of faculty
5. Director, IQAC
6. All Heads / Coordinators of the Departments in the School concerned
7. Joint Registrar (Establishment & Recruitment)
8. All faculty members
9. PS to VC
10. PS to Registrar
11. Concerned File
12. Liaison Officer (PWD)
13. Liaison Officer (EWS)
14. Liaison Officer (OBC)
15. Notice Boards
16. System Analyst for uploading on university website


Registrar
பொ. அ.ர. திருமூரகன் / PROF. R. THIRUMURUGAN
புதுச்சேரி / புதுச்சேரி / REGISTRAR
தமிழ்நாடு கेंद्रीय विश्वविद्यालय / Central University of Tamil Nadu
திருவாரூர் / திருவாரூர் / Thiruvaiyur - 610 005
தமிழ்நாடு / தமிழ்நாடு / Tamil Nadu