



**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 2021 – 2022.**

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](http://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 has to be forwarded to the Dean of the School.
3. The Dean of the School shall forward the received applications, along with his/her recommendation to the Additional Registrar's Office on or before 20/01/2022.
4. The submitted Application Forms will be placed before Expert Committee for their consideration and Evaluation.
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 2022 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 framed in line with AICTE / UGC Norms.

Date: 23/12/2021

Dr. R. Hariprakash  
(Additional Registrar)