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University of Delhi

Ref. No. : Estab-IV/017/2018-2020/9

Date: 27.08.2020

**NOTIFICATION**

Subject: Promotion of teachers under Career Advancement Scheme (CAS-2018).

Following are notified herewith for the information of all the concerned:

- Detailed guidelines for promotion of teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018 and adopted by University accordingly. (The Annexures and Tables referred in these guidelines are as per the Notification No. CNC-II/093/1(12)/2019-20/251 dated 03.10.2019 relating to adoption of UGC Regulations 2018).
- APAR proforma for Assistant Professors (Stage I and Stage II) to be filled annually by the concerned applicant.
- PBAS proforma for Assistant Professors (Stage I and Stage II) to be filled for promotion by the concerned applicant for promotion to Assistant Professor (Stage II and Stage III).
- APAR proforma for Others (Assistant Professor - Stage III and above) to be filled annually by the concerned applicant.
- PBAS proforma for Others (Assistant Professor - Stage III and above) to be filled for promotion by the concerned applicant for promotion to Associate Professor and above.
- Option Proforma to be filled by consideration under CAS 2010 or CAS 2018 in accordance with UGC Regulations 2018.

(The above mentioned proformas and documents are annexed.)

**Important Note:**

1. The UGC Regulations 2018 prescribe counting of Ad hoc or Temporary or Contractual service (by whatever nomenclature it may be called) and therefore, experience on account of ad hoc, temporary, contractual services of the concerned applicant shall also be required to be accounted for the purpose of direct recruitment and promotions in addition to the regular service of the applicant, subject to the provisions of Clause 10.0(f) of the UGC Regulations 2018.
2. The cases where ad hoc services or any other service other than the regular service has been counted for promotions, that have already been made operational, shall not be reopened.

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3. For the cases of promotions, which have been made operational, without inclusion of ad hoc services of the applicant, the concerned applicant shall be required to apply under the CAS 2018 Scheme for assessment, if the candidate wishes to get the concerned service accounted for. On assessment by a duly constituted Screening Committee, if the applicant is found to be eligible as per the provisions of CAS 2018 for the date of eligibility arrived at after counting of ad hoc/temporary/contractual service, the date of eligibility would accordingly be shifted after administrative approval.
4. With respect to the pending cases, the applicant will have the option to be considered under CAS 2010 or CAS 2018 in terms of relevant provisions of UGC Regulations 2018. The option proforma has already been notified.

The applicants opting for assessment under CAS 2010 shall be assessed as per criteria laid out in the UGC Regulations 2018 as adopted by the University, on the basis of proforma already notified. No new proforma is being notified.

This issues with the approval of competent authority.

*[Signature]*  
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DEPUTY REGISTRAR  
(RECRUITMENT)

Copy to:

1. Joint Registrar (Colleges) for circulation to the colleges for compliance.
2. Deputy Registrar (Establishment - Teaching) for circulation to the Heads of Departments.
3. Director, Delhi University Computer Centre for uploading on the website.
4. Guard file.

*[Signature]*  
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SECTION OFFICER  
(ESTAB-IV)





**Detailed Guidelines for Promotion for teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.**

**Career Advancement Scheme – 2018 (CAS-2018)**

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- (iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original cadre.
- (v) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.

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- (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- (b) If, however, the candidate finds that she/he would fulfills the CAS promotion criteria, as defined in Tables VI-A.a, VI-A.b, of Annexure VI-A, at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- (c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:
- (a) **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- (b) **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- (c) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.
- (viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The College/University teachers shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VI-A. The report should be submitted at the end of





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every academic year, before 30<sup>th</sup> June of the relevant academic year. The teacher will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/Teacher-in-charge.

**Step 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

**Step 3:** A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance.

## **1. Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/ Associate Professors/Professors**

**University and Colleges Teachers (Except the Teachers of University College of Medical Sciences and Vallabh Bhai Patel Chest Institute)**

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down hereunder.

### **B. Career Advancement Scheme (CAS) For University Teachers**

#### **(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

##### **Eligibility:**

- (i) An Assistant Professor who has completed four years of service with a Ph.D. Degree or five years of service with a M.Phil. / PG degree in professional courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG degree in a professional course and satisfies the following conditions:
- (ii) Attended one orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-Gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCS course (with e- certification) or

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- development of e-contents in four-quadrants / MOOC's course during the Assessment Period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during Assessment Period.

## **CAS Promotion Criteria:**

A teacher shall be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be (as provided in Annexure VI-A, Table VI-A.a), and;
- (ii) The promotion is recommended by the screening-cum evaluation committee.

## **(2) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

### **Eligibility:**

- (i) Assistant Professors who has completed five years of service in Academic Level 11/ Senior Scale.
- (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior scale: completed a course / programme from amongst the categories of refresher courses/research methodology/ workshops/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes / faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during Assessment Period.

### **CAS promotion criteria:**

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least four of the last five years of the Assessment Period, (as prescribed in Annexure VI-A, Table VI-A.a) and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.





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**(3) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

**Eligibility:**

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection Grade.
- (ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of refresher courses/ research methodology workshops/syllabus up-gradation workshop/ teaching-learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (v) Evidence of having guided at least one Ph.D. Candidate.

**CAS promotion criteria:**

A teacher shall be promoted if;

- (i) she/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as specified in Annexure VI-A, Table VI-A.a, and has a research score of at least 70 as per Annexure VI-A (Table VI-A.b)
- (ii) The promotion is recommended by a selection committee constituted in accordance Statute 19(1) with these regulations.

**(4) Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

**Eligibility:**

- (i) An Associate Professor who has completed three years of service in Academic Level 13A.
- (ii) A Ph.D. degree in the subject concerned/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) Evidence of having successfully guided doctoral candidate.

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- (v) A minimum of 110 research score as per Annexure VI-A (Table VI-A.b)

**CAS promotion criteria:**

A teacher shall be promoted if;

- She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period, as per Annexure VI-A (Table VI-A.a), and at least 110 research score, as per Annexure VI-A, Table VI-A.b.
- The promotion is recommended by a selection committee constituted in accordance with these regulations.

**(5) Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a selection committee constituted in accordance with Statute 19(1).

**Eligibility:**

- Ten years' experience as a Professor.
- A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. Degree has been successfully awarded to two candidates under her/his supervision during the Assessment Period.

**C. Career Advancement Scheme (CAS) For College Teachers.**

**(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

**Eligibility:**

- Assistant Professors who have completed four years of service and having a Ph.D. Degree or five years of service and having a M.Phil. / PG degree in professional courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG degree in professional courses;
- Attended one orientation course of 21 days' duration on teaching methodology; and
- Any one of the following: completed one refresher / research methodology course  
Or  
Any two of the following: Workshop, Syllabus Up-Gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

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Or

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the Assessment Period.

**CAS promotion criteria:**

A teacher shall be promoted if;

- (i) She/he gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be, as specified in Annexure VI-A (Table VI-A.a), and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

**(2) Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

**Eligibility:**

- (i) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.
- (ii) Any two of the following in the last five years of Academic Level 11/ senior scale: completed courses/programmes from among the categories of refresher courses/research methodology course/workshops/syllabus up gradation workshop/ teaching-learning-evaluation/ technology programmes/ faculty development programme/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes/ faculty development programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

**CAS promotion criteria:**

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least four of the last five years of the Assessment Period, (as prescribed in Annexure VI-A (Table VI-A.a)) and
- (ii) The promotion is recommended by the screening-cum-evaluation committee.



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**(3) Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

**Eligibility:**

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- (ii) A Ph.D. Degree in subject relevant /allied/ relevant discipline.
- (iii) Any one of the following during the last three years: completed one course / programme from amongst the categories of refresher courses/ methodology workshop/syllabus up-gradation workshop/ teaching- learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

**CAS promotion criteria:**

A teacher may be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as prescribed in Annexure VI-A, Table VI-A.a, and
- (ii) the promotion to the post of Associate Professor is recommended by the selection committee in accordance with Ordinance XVIII.

**(4) Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

**Eligibility:**

- (i) Associate Professors who have completed three years of service in Academic Level 13A.
- (ii) A Ph.D. Degree in subject relevant/allied/relevant discipline.
- (iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the Assessment Period.
- (iv) A minimum of 110 research score as per Annexure VI-A (Table VI-A.b)

**CAS promotion criteria:**

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period,

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as per Annexure VI-A, Table VI-A.a and at least 110 research score as per Annexure VI-A, Table VI-A.b

- (ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with Ordinance XVIII.

## Counting of Past Service for Direct Recruitment and Promotion under CAS:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, national laboratories or other scientific/professional Organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be.
- The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the Case may be.
- The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the University/state government/central government/institutions concerned, for such appointments.
- The previous appointment was not as Guest Lecturer for any duration.
- The previous ad-hoc or temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be
  - The incumbent was appointed on the recommendation of a duly constituted selection committee/ selection committee constituted as per the rules of the respective University;
  - The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the Case may be; and
- No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/government), while counting the past service under this clause.

**Note:** In the Case of any dispute with regard to information given by the teacher in his PBAS proforma, the decision of the Screening-cum-Evaluation Committee shall be final.

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**Table VI-A.a. Assessment Criteria and Methodology for University/College Teachers**  
(Applies to Section B.1 and B.2 of the APAR and PBAS Proformas)

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities:  (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ coordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities  <b>Note:</b> Number of activities can be within or across the broad categories of activities.
<b>Overall Grading shall be done as per following grades</b> <b>Good:</b> Good in teaching and satisfactory or good in activity at Sl.No.2. Or <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.		





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**Not Satisfactory:** If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to her/his absence from her/his teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the Competent Authority following all procedures laid down in the UGC Regulations as adopted by the University.

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**Table VI-A.b: Methodology for University and College Teachers for Calculating Academic/ Research Score**

(This applies to section B.3 of the APAR and PBAS Proforma )

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S. N.	Academic/Research Activity	Faculty of Sciences/ Engineering/Agriculture /Medical / Veterinary Sciences & other related disciplines	Faculty of Languages / Humanities / Arts / Social Sciences/Library /Education /Physical Education / Commerce/Management & other related disciplines
1.	Research Papers in Refereed/Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12

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	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		

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	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper /e-book	10	10
4	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/PG Dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		

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	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows :**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- |       |  |   |           |
|-------|--|---|-----------|
| (i)   | Paper in refereed journals without impact factor | - | 5 Points  |
| (ii)  | Paper with impact factor less than 1             | - | 10 Points |
| (iii) | Paper with impact factor between 1 and 2         | - | 15 Points |
| (iv)  | Paper with impact factor between 2 and 5         | - | 20 Points |
| (v)   | Paper with impact factor between 5 and 10        | - | 25 Points |
| (vi)  | Paper with impact factor >10                     | - | 30 Points |

- (a) Two authors: 70% of total value of publication for each author.





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University of Delhi

- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

\*\*\*\*\*



**Annual Performance Appraisal Report  
(Assistant Professor Stage I and Stage II)**

**As per CAS 2018**

(To be submitted at the end of every academic year)

**Academic Year** \_\_\_\_\_

(Information provided should pertain to the academic year referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

12. Permanent Address (with Pin code), in case different from Sl.No.11:





13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

16. Field of Specialization under the Subject/Discipline:

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17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no.





**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to "Detailed Guidelines" for completing Part B)

**SECTION B.1:**

**TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

- 80% & above – Good
- Below 80% but 70% & above – Satisfactory
- Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

**SECTION B.2**

**ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.**

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

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(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major/Minor	Sponsoring/ Funding Agency
		From	To		

APAR as per CAS 2018 (Assistant Professor)

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(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

#### OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

\*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

#### SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradaation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

#### Overall Grading for the Academic Year for the Section B.1 and B.2\*

\*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

APAR as per CAS 2018 (Assistant Professor)

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[Signature]  
27/8/20



PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

APAR as per CAS 2018 (Assistant Professor)





**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as  
.....in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

APAR as per CAS 2018 (Assistant Professor)

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27/8/2020

M. Th.  
27/8/20



**Proforma for Performance Based Appraisal System (PBAS)**

**As per CAS 2018**

(To be submitted for consideration for promotion to Assistant Professor Stage II and Stage III)

**Assessment Period** \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_
14. Permanent Address (with Pin code), in case different from Sl.No.13:





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University of Delhi

15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

18. Field of Specialization under the Subject/Discipline:

*Arbhu*  
27/8/2020

PBAS 2018 (Assistant Professor)

*M. H.*  
27/8/20



19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

19.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E-certification no.





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20. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days

Subscribed  
27/8/2020

PBAS 2018 (Assistant Professor)  
27/8/20



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to "Detailed Guidelines" for completing Part B)

**SECTION B.1:**

**TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section

*Abhinav*  
27/8/2020

PBAS 2018 (Assistant Professor)

*M. K. Singh*  
27/8/20





## SECTION B.2

### ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

#### 2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Year	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
					From	To

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PBAS 2018 (Assistant Professor)

*M. J. Singh*  
27/8/20



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(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

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PBAS 2018 (Assistant Professor)

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University of Delhi

OVERALL GRADING FOR B.2

Year	No. of Activities covered*	Overall grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section.

\*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

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PBAS 2018 (Assistant Professor)

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27/8/20





PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |



**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as  
.....in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

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PBAS 2018 (Assistant Professor)

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**Annual Performance Appraisal Report**  
**[Assistant Professor Stage III and above]**

**As per CAS 2018**  
(To be submitted at the end of every academic year)

**Academic Year \_\_\_\_\_**

(Information provided should pertain to the academic year referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_

Mobile No: \_\_\_\_\_

\_\_\_\_\_

12. Permanent Address (with Pin code), in case different from Sl.No.11:

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27/8/20

APAR as per CAS 2018 (Assistant Professor Stage III and above)





13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

16. Field of Specialization under the Subject/Discipline:

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APAR as per CAS 2018 (Assistant Professor Stage III and above)



17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no.

APAR as per CAS 2018 (Assistant Professor Stage III and above)



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to "Detailed Guidelines" for completing Part B)

**SECTION B.1:**

**TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

**SECTION B.2**

**ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.**

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To





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(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation submitted	Degree Awarded
Ph.D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major/Minor	Sponsoring/ Funding Agency
		From	To		

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APAR as per CAS 2018 (Assistant Professor Stage III and above)



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(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

## OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

\*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

## SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

## Overall Grading for the Academic Year for the Section B.1 and B.2\*

\*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

APAR as per CAS 2018 (Assistant Professor Stage III and above)

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27/8/20



**SECTION B.3:  
RESEARCH AND ACADEMIC CONTRIBUTIONS**

**1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals**

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

**2. Publications (other than Research papers)**

a.(i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S.No.	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

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*Handwritten signature and date: 27/8/20*





a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

\*The Editorship is to be filled as follows:

- One of Two Editors
- For more than two Editors:
  - First/Principal/Corresponding Editors
  - Joint Editors

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27/8/20



b. Translation works in Indian and Foreign Languages by qualified faculties.  
b.(i) Chapter or Research Paper

S. No.	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC - CARE List

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

b.(ii) Books Translated

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

APAR as per CAS 2018 (Assistant Professor Stage III and above)

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## (b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink

## (c) Development of MOOCs

### c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

### c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

### c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

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c.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

(d) Development of E-Content

d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.2. E-content (developed in 4 quadrants) per module

S.No.	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

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d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

d.4. Editor of e-content for complete course/paper/e-book

S.No.	Details of E-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink

3. (a) Research Guidance

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			
MPhil./P.G. Dessertation			

(b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

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\*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(c) Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project

\*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

(d) Consultancy.

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College

5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National/)	Reference Number	Sponsoring Agency

\*Only patents awarded are to be mentioned.

(b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No.	Title*	Area/Subject	Date of publication/Submission	Level (International)	Reference Number	Sponsoring Agency

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				National/ State)		

\*Only Policy document published/submitted to bodies/organization detailed above shall be considered.  
(c) Awards/Fellowship

S.No.	Name of Award/Honor *	Area/Subject	Name of Awarding Body	Level (International National)	Date

\* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of Lecture/Paper	Invited Lecture/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency

\*Seminar/FDP/Conference

\*\* Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

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PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as  
.....in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

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**Proforma for Performance Based Appraisal System (PBAS)**

**As per CAS 2018**

(To be submitted for consideration for promotion to Associate Professor and above)

**Assessment Period** \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

Address: \_\_\_\_\_

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\_\_\_\_\_

Telephone No: \_\_\_\_\_

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Mobile No: \_\_\_\_\_

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14. Permanent Address (with Pin code), in case different from Sl.No.13:

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PBAS 2018 (Associate Professor and above)

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15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

17. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

18. Field of Specialization under the Subject/Discipline:



19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Year	Sponsoring/Organising Agency
			From	To		

19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	Year	E-certification no.

19.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

19.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	Year	E-certification no.





20. Period of Teaching experience during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days

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**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to "Detailed Guidelines" for completing Part B)

**SECTION B.1:**

**TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES**

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year	Course/ paper	Level (PG/UG)	Teaching Mode	Grading as per Annual Performance Appraisal Report for the assessment period

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## SECTION B.2

### ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities

Satisfactory - 1-2 activities

Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Year	Nature of Activity	Designation	Institution/Department	Period	
					From	To

(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

S.No.	Year	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
					From	To

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(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Year	Details	Place	Period		Sponsoring/Organising Agency
				From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Registered (Ph.D.)	Thesis/ Dissertation Submitted	Year	Degree Awarded

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Year	Title	Period		Major/Minor	Sponsoring/ Funding Agency
			From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

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OVERALL GRADING FOR B.2

Year	No. of Activities covered*	Overall grading Annual Performance Appraisal Report (APAR) for the assessment period

\*Note:

Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

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**SECTION B.3:  
RESEARCH AND ACADEMIC CONTRIBUTIONS**

**1. Published Research Papers in Referred/Peer-Reviewed or UGC listed Journals**

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	SCOPUS Indexed	Authorship	Reference number of UGC - CARE List	Academic Research Score
Total											

Note:

Impact factor to be determined as per Thomson Reuters list

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

**2. Publications (other than Research papers)**

a.(i) Books authored as one of two authors/ First/Principal/Corresponding Author/ Joint Author

S.No.	Year	Title of the Book	Authorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total								

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

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a.(ii) Chapter in Edited Books

S.No.	Title of Edited Book	Title of Chapter	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

\*The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

a.(iii) Books Edited as one of two Editor/ First/Principal/Corresponding Editor/ Joint Editor

S.No.	Title of the Book	Editorship*	Level of Publisher (National / International)	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total							

\*The Editorship is to be filled as follows:

- One of Two Editors
- For more than two Editors:
  - First/Principal/Corresponding Editors
  - Joint Editors

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b. Translation works in Indian and Foreign Languages by qualified faculties.

b.(i) Chapter or Research Paper

S. No.	Title of the Paper/Chapter	Journal/Book Name	Year	Vol. No.	Page No.	ISSN/ISBN No.	Impact Factor	Authorship*	Reference number of UGC - CARE List	Academic Research Score
Total										

\*The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
  - First/Principal/Corresponding Translator
  - Joint Translator

b.(ii) Books Translated

S.No	Title of the Book	Authorship*	Publisher (with city/ country) & Year of Publication	ISBN	Whether Refereed	Academic Research Score
Total						

\*The Authorship is to be filled as follows:

- One of Two Translators
- For more than two Translators:
  - First/Principal/Corresponding Translator
  - Joint Translator

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

(a) Development of Innovative Pedagogy

S.No.	Name of the Module	Subject	Stream	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

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## (b) Design of new Curricula and Courses

S.No.	Name of the Curricula/Course	Subject	Organization for which it was developed	Year	Level (UG/PG/Other)	Weblink	Academic Research Score
Total							

## (c) Development of MOOCs

### c.1 Development of complete MOOCs in 4 quadrant for a course with credits

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

### c.2 MOOCs (developed in 4 quadrant) per module/Lecture

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

### c.3. Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

S.No.	Year	Details of MOOC (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

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## c.4. Course Coordinator for MOOCs (4 credit course)

S.No.	Year	Details of MOOC (with no. of quadrant)	Credits	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

## (d) Development of E-Content

### d.1. Development of e-Content in 4 quadrants for a complete course/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

### d.2. E-content (developed in 4 quadrants) per module

S.No.	Year	Details of E-Content (with no. of quadrant)	Module	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score

### d.3. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

S.No.	Year	Details of E-content (with no. of quadrant)	Details of Module	Course	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total									

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## d.4.Editor of e-content for complete course/paper/e-book

S.No.	Year	Details of E-Content (with no. of quadrant)	Course/Paper/E-book	Subject	Organization for which it was developed	Level (UG/PG/Other)	Weblink	Academic Research Score
Total								

## 4. (a) Research Guidance

Level of Guidance	Year	Registered	Thesis/ Dissertation submitted	Degree Awarded	Academic Research Score
Ph.D.					
MPhil./P.G. Dissertation					
Total					

## (b) Research Projects Completed

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

\*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

## (c) Research Projects ongoing

S.No.	Title	Status of PI*	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	Academic Research Score
Total								

\*Kindly indicate, whether you are Sole PI/PI/Co-PI in the project

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## (d) Consultancy.

S.No.	Title	Duration (in months)	Period (From-to) Dates to be given	Total Grant/Funding received (Rs.)	Name of Sponsoring/ Funding Agency	Whether routed through Parent University/College	Academic Research Score
Total							

## 5. (a) Patents

S.No.	Title*	Area/Subject	Date of Award	Level (International National/)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

\*Only patents awarded are to be mentioned.

## (b) Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

S.No	Title *	Area/Subject	Date of publication/Submission	Level (International National/ State)	Reference Number	Sponsoring Agency	Academic Research Score
Total							

\*Only Policy document published/submitted to bodies/organization detailed above shall be considered.

## (c) Awards/Fellowship

S.No.	Name of Award/Honor *	Area/Subject	Name of Awarding Body	Level (International National)	Date	Academic Research Score
Total						

\* Entries for awards made in this section should be from post graduation onwards only. Junior/Senior research fellowship and non-net fellowship should not be included.

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6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)

S.No.	Title of Lecture/Paper	Invited Lecutre/Resource Person/Paper presented	Nature of Programme*	Details	Level**	Date of presentation	Duration (in minutes)	Sponsoring Agency	Academic Research Score
Total									

\*Seminar/FDP/Conference

\*\* Level : International (Abroad)/ International (within country)/ National/ State/University.

(Please attach supporting documents wherever required)

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SUMMARY OF GRADING AND RESEARCH SCORE FOR THE ASSESSMENT PERIOD

Grading (Section B.1 and B.2)

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section B.1-B.2	No. of grading as	
			Good	Satisfactory

Research Score (Section B.3)

Section B.3	Details of Research Activity	Academic/Research Score
1.	Published Research Papers	
2.	Publications (other than Research papers)	
2.a.(i)	Books authored	
2.a.(ii)	Chapter in Edited Books	
2.a.(iii)	Books Edited	
2.b.	Translation works in Indian and Foreign Languages	
2.b.(i)	Chapter or Research Paper	
2.b.(ii)	Books Translated	
<b>Sub total of Publications (other than Research Papers)</b>		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
3.(a)	Development of Innovative Pedagogy	
3.(b)	Design of new Curricula and Courses	
3.(c)	Development of MOOCs	
3.c.1	Development of complete MOOCs in 4 quadrant for a course with credits	
3.c.2	MOOCs (developed in 4 quadrant) per module/Lecture	
3.c.3	Content writer/subject matter expert	
3.c.4	Course Coordinator for MOOCs	
3.(d)	Development of E-Content	
3.d.1.	Development of E-Content in 4 quadrants for a complete course/e-book	
3. d.2	E-content (developed in 4 quadrants) per module	
3. d.3	Contribution to development of e-content	
3. d.4	Editor of e-content for complete course/paper/e-book	
<b>Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		

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4.(a)	Research Guidance	
4.(b)	Research Projects Completed	
4.(c)	Research Projects ongoing	
4.(d)	Consultancy	
Sub total of Research related activities		
5.(a)	Patents	
5.(b)	Policy Document	
5.(c)	Awards/Fellowship	
Sub total of Patents		
6.	Invited lectures / paper presentation	
TOTAL ACADEMIC/RESARCH SCORE		

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PART-C: OTHER RELEVANT INFORMATION

- (a) Membership/Fellowship of Learned bodies / Societies:
- (b) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (c) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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27/8/20



**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as  
.....in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre

Autumn  
27/8/20  
M. H. S.  
27/8/20

OPTION FORM  
PROMOTION OF TEACHERS

I hereby opt the \_\_\_\_\_ scheme in terms of clause 6.3 of University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 for promotion from \_\_\_\_\_ to \_\_\_\_\_.

My details are as under:

S.No.	Particulars	Details
1	Name	
2	Department/College	
3	Date of Initial Appointment	
4	Present Designation	

Date:

Applicant's Signature

*Antony*  
*27/6/20*

*M. H. S.*  
*27/8/20*





दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

No.CB.I/CAS-Promotions/2024/8603

12.07.2024

**The Principals/Directors  
Colleges/Institutions,  
University of Delhi,  
Delhi/New Delhi**

Sir/Madam,

I have been directed to append herewith a copy of notification No.R & P/017/2024/035 dated 11.07.2024 issued by the University consequent upon issuance of third and fourth amendments to UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measurers for the Maintenance of Standards in Higher Education, 2018 issued by UGC vide notification dated 31.07.2023 and 06.06.2024 for your information and compliance in spirit.

It is requested to take relevant course of action for reviewing cases of promotion under CAS that are impacted under the categories mentioned in the notification.

Yours faithfully,

Encl: As above

Deputy Registrar (Colleges)



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

Recruitment & Promotion Branch, Room No. 205, New Administrative Block,  
University of Delhi, Delhi – 110007. Ph: 011-27662021

Ref. No. R&P/017/2024/035

Dated: 11.07.2024


### NOTIFICATION

1. Consequent upon issuance of third and fourth amendments to UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018 issued by UGC vide notification F. No. 9-1/2010(PS/Misc.) Pt. Vol.II dated 31.07.2023 and No. F.9-1/2010(PS/Misc.) Pt. Vol.II dated 06.06.2024 respectively, the promotion cases under Career Advancement Scheme (CAS) impacted by them have to be reviewed.
2. The promotion cases under CAS that will be impacted by the above amendments fall under following categories:
  - i. Cases of promotion with date of eligibility on or before 31.12.2024 where the faculty member may wish to opt for CAS 2010 instead of CAS 2018.
  - ii. Cases of promotion where the date of eligibility was deferred/changed due to non-completion of the requirement of the relevant training/workshop/course as per the earlier provisions.
3. The cases shall be reviewed on case-to-case basis as per the following modalities on receipt of specific request from the respective faculty members:
  - i. Cases of promotion with date of eligibility on or before 31.12.2024 where the faculty member may wish to opt for CAS 2010 instead of CAS 2018.  
The faculty members will have to re-submit the application for promotion in the respective proforma for promotion. The case will be reviewed and the due process for promotion including assessment by the duly constituted screening/selection committee, as applicable, shall be followed.
  - ii. Cases of promotion where the date of eligibility was deferred/changed due to non-completion of the requirement of the relevant training/workshop/course as per the earlier provisions.
    - a) For cases where only the date of eligibility was deferred/changed but period of assessment was not changed, the deferred/changed date of eligibility may be restored after due scrutiny administratively i.e. by IQAC and Principal in the case of Colleges; and Establishment Teaching and Recruitment & Promotion Branch in the case of University departments.




The restoration of date of eligibility shall be done with the prior approval of competent authority.

- b) For cases where the date of eligibility as well as period of assessment were deferred/changed, the faculty members may have to re-submit the application for promotion in the respective proforma for promotion. The case will be reviewed and the due process for promotion including assessment by the duly constituted screening/selection committee, as applicable, shall be followed.

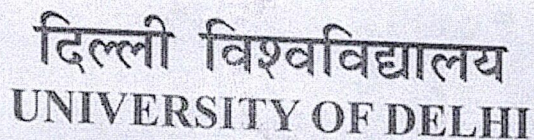
  
Joint Registrar (Recruitment)

Copy for information to:

1. Director, Delhi University Computer Centre – For uploading on the website
2. Establishment Teaching Branch, for circulation to the departments.
3. College Branch, for circulation to the colleges.
4. PS to the Vice Chancellor.
5. Guard File of the Recruitment and Promotion Branch.

  
Assistant Registrar (Recruitment)





No.CB.I/Promotion/TS-Colleges/2024/

The Principals/Directors,  
Colleges/Institutions,  
University of Delhi,  
Delhi/New Delhi

This refers to the cases of promotion of teaching staff in Colleges/Institutions from Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11), Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12), Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13 A) and Associate Professor (Academic Level 13 A) to Professor (Academic Level 14) under the relevant Career Advancement Scheme(CAS) for College Teachers.

2. In this regard, you may kindly recall that the University vide its letters dated 14.06.2024 followed by another dated 19.11.2024 while referring to UGC Notification dated 20.06.2024 (4<sup>th</sup> Amendment to UGC Regulations) vide which the UGC has given relaxation to teachers who are likely to qualify till 31.12.2024 either to opt for CAS 2010 or CAS, 2018 for purposes of their promotion, had requested to expedite cases of promotion and complete the process before 31.12.2024 keeping in line with the UGC directives.

3. Now, it has been perceived that number of cases of teaching staff in Colleges/Institutions for considering promotion from one level to next higher level under the relevant CAS are still pending with the Colleges/Institutions which have not yet been processed inspite of directives issued by the University, which is a cause of concern.

4. In view of the above, I have again been directed to inform that the matter under reference has been discussed by the Competent Authority in light of the directives of the UGC referred above and to request you to take necessary steps in processing all the pending cases of promotion of teaching staff in the Colleges/Institutions through IQAC of the College/Institution under the relevant CAS expeditiously on priority basis and complete the entire process by 28.02.2025 positively. However, if the colleges/institutions fail to complete promotion process by 28.02.2025, they will be required to obtain explicit approval from the Vice-Chancellor for extension of the above time limit.

5. Immediate compliance in the matter is solicited.

Deputy Registrar (Colleges)





# दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No.CB.I/Promotion/TS-Colleges/2024/10530-1

18.03.2025

The Principals/Directors,  
Colleges/Institutions,  
University of Delhi,  
Delhi/New Delhi

Sir/Madam,

Attention is invited to this office letters of even number dated 14.06.2024, 19.11.2024 & 27.12.2024 issued to the Colleges/Institutions requesting therein to take necessary steps in processing all the pending cases of promotion of teaching staff from Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11), Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12), Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13 A) and Associate Professor (Academic Level 13 A) to Professor (Academic Level 14) under the relevant Career Advancement Scheme(CAS) and to complete the entire process by 28.02.2025 positively.

2. However, it has come to the University's attention that despite the clear directives issued, still there are cases of teaching staff in Colleges/Institutions which are lying pending in the Colleges/Institutions for considering promotion from one level to next higher level under the relevant CAS. This delay is, apparently, in violation of the instructions issued by the University, which is a matter of concern.

3. I have, therefore, again been directed to request you to take immediate necessary steps in processing all the residual cases of promotion of teaching staff in the Colleges/Institutions which are lying pending with the College, following due processes and procedure to avert any potential grievances or unrest among the teaching staff and thereafter send formal request to the University for providing panel of experts on the Selection Committee expeditiously,

4. Immediate compliance in the matter is solicited.

Yours faithfully,

Deputy Registrar (Colleges)



# दिल्ली विश्वविद्यालय

University of Delhi

## **Standard Operating Procedure (SOP) for processing of applications for Promotion in the University and its Colleges**

(This document only provides indicative procedural requirements and is required to be read in conjunction with the relevant Statutes and Ordinances of the University and the guidelines issued by the UGC and the University regarding promotions from time to time.)

This document is divided into two sections. First section deals with the filling up of the Proforma for Promotion. The second section deals with the administrative processing of the cases.

### **Stage I – Filling of the Proforma for promotion**

- I. The different Career Advancement Schemes laid out in 1998/2000 and subsequently in 2010/2016 and then in 2018 would be applicable to the candidates depending upon their date of eligibility and the provisions of the schemes laid out from time to time. The details are briefly summarized as follows:

#### **A. Merit Promotion Scheme 1998/ Career Advancement Scheme 2000**

This scheme was applicable to the candidates whose date of eligibility was on or before 31.12.2008. However, UGC has extended the date of applicability of this scheme up to 30.06.2010, vide Letter No. D.O.F.3-2/2009(PS) dated 04.08.2015, in the case of promotion of Lecturer (Selection Grade) and Reader to 30.06.2010, the date on which the notification pertaining to CAS 2010 was issued by the UGC through its notification for 'The University Grants Commission (Minimum Qualification for Appointment of Teachers and Other Academic Staff in the University and its Colleges and Other Measures for Maintenance of Standards in Higher Education), Regulations 2010'. This letter dated 04.08.2015 was adopted by the Executive Council in its meeting held on 13.10.2015.

- i. The different stages of promotion under this scheme and their period of assessment are as follows:
  - o Lecturer to Lecturer in Senior Scale –





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- The promotion is considered after completion of 4/5/6 years for candidates with Ph. D/M.Phil/neither Ph.D nor M.Phil.
- This promotion is considered on the basis of assessment by an internal committee as defined under Ordinance XI of the Ordinances of the university, for the university teachers and Ordinance XVIII of the Ordinances of the university, for the college teachers.
- Lecturer in Senior Scale to Lecturer in Selection Grade/Reader
  - The promotion is considered after completion of 5 years of service as Lecturer in Senior Scale, provided that the requirement of 5 years will be relaxed if the total service of the incumbent is not less than 11 years (9 years if Ph.D., and 10 years if M.Phil.)
  - The designation of Reader is considered only in case of those candidates, who have been awarded Ph.D. degree.
  - This promotion is considered on the basis of assessment by a Selection Committee, as defined in Statute 19(1) Statutes of the University for the university teachers and Ordinance XVIII of the Ordinances of the university for the college teachers.
- Reader to Associate Professor

The re-designation of Lecturer (Selection Grade)/Reader as Associate Professor, on completion of three years of service, is considered w.e.f. 01.06.2006, i.e. the date of implementation of VI Central Pay Commission Recommendations, and if the incumbent is promoted as Reader on or before 30.06.2010 in terms of UGC Letter No. D.O.F.3-2/2009(PS) dated 04.08.2015.

  - The promotion is considered on completion of 3 years as Reader/ Lecturer (Selection Grade), without any further assessment.
- Reader to Professor (Applicable only to the university teachers)
  - Completed 8 years of experience as a Reader.



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- In addition to other requirements, 05 research publications of the candidate are to be assessed/ evaluated by three external experts.
  - 05 publications so submitted should be within the time span of appointment as Reader and the date of eligibility for promotion as Professor.
  - The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is done by three external experts. Only on receipt of three positive reports from the experts, the candidate is eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications is forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate becomes eligible for appearing before the Selection committee. However, if the fourth report is also negative, the case of the candidate is considered as rejected.
  - This promotion is considered by a Selection Committee as defined under Statute 19 (1) of the Statutes of the University.
  - This promotion required vetting by a UGC observer till the same was done away with by the UGC vide Letter No. D.O.F. 18-4/2013 (PS/Misc.) dated 18.08.2015, duly adopted by the Executive Council in its meeting held on 13.10.2015.
- ii. For promotion as Professor (applicable only to University Teachers) under this scheme, the date of eligibility continues to be restricted to 31.12.2008.
- B. Career Advancement Scheme 2010 and its amendment in 2016.
- i. The different stages of promotion under this scheme and their period of assessment are as follows:
    - Assistant Professor (Stage I) to Assistant Professor (Stage II)



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- The promotion is considered after completion of 4/5/6 years as Assistant Professor (Stage I) for candidates with Ph.D./M.Phil./neither Ph.D. nor M.Phil. respectively.
- This promotion is considered on the basis of assessment by a Screening Committee, as defined in Ordinance XXIV of the Ordinances of the university, for the university teachers and Ordinance XVIII of the Ordinances of the university, for the college teachers, assesses and is satisfied that the incumbent fulfills the requisite conditions.
- Assistant Professor (Stage II) to Assistant Professor (Stage III)
  - The promotion is considered after completion of 5 years of service as Assistant Professor (Stage II).
  - This promotion is considered by a Screening Committee, as defined under Ordinance XXIV of the Ordinances of the University, for the university teachers and Ordinance XVIII of the Ordinances of the University, for the college teachers.
- Assistant Professor (Stage III) to Associate Professor
  - The promotion is considered after completion of 3 years of service as Assistant Professor (Stage III).
  - In addition to other requirements, 03 publications of the candidate are assessed/ evaluated by three external experts.
  - 03 publications so submitted should be within the time span of appointment of the candidate as Lecturer/Assistant Professor and the date of eligibility for promotion as Associate Professor.
  - The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is done by three external experts. Only on receipt of three positive reports from the experts, the candidate is eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications is forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate becomes eligible for





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appearing before the Selection committee. However, if the fourth report is also negative, the case of the candidate is considered as rejected.

- The requirement of assessment of 03 publications is relaxed to 02 publications for candidates with M.Phil and 01 publication for candidates with Ph.D., in the case of college teachers. Evaluation by external experts is required to be carried out as indicated above.
- This promotion is considered after interview by a Selection Committee defined under Statute 19 (1) of the Statutes of the University for teachers in the university departments and Ordinance XVIII (of the University) for the college teachers.
- Associate Professor to Professor (Applicable only to university teachers)
  - This promotion is considered after completion of 3 years as Associate Professor.
  - In addition to other requirements, 05 publications of the candidates are assessed by three external experts.
  - 05 publications submitted for evaluation by external experts should be within the time span of promotion of the candidate as Assistant Professor stage III and the date of eligibility for promotion. The applicants should also ensure that the publications submitted for this stage are different from the ones submitted for promotion as Associate Professor.
  - The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is done by three external experts. Only on receipt of three positive reports from the experts, the candidate is eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications is forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate becomes eligible for appearing before the Selection committee. However, if the



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fourth report is also negative, the case of the candidate is considered as rejected.

- This promotion is considered after interview by a Selection Committee defined under Statute 19 (1) of the Statutes of the University.
- ii. The candidates under this scheme, besides other requirements are assessed on the basis of API score as defined in Category I, II and III.
- iii. The date of applicability of this scheme is 01.01.2009 to 10.07.2016 as per CAS 2010 and 11.07.2016 to 17.07.2018 as per amended CAS 2010 notified in 2016.
- iv. The UGC Regulations on Minimum Qualification for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 (UGC Regulations 2018), further relaxed the requirement of API score for processing pending cases of promotion under CAS 2010 scheme as detailed below:
  - Scoring in Category I is now exempted.
  - Individual scoring in Category II and III is not required.

**Note:** *The UGC Regulations 2018 explicitly mention in clause 6.3 VII that individual scoring in Category II and III is not required. However, Tables under Clause 6.3 VII, which provide the minimum API requirement for the promotion of teachers under CAS, has shown only Category III against the caption 'Research and Academic Contribution' whereas it should have been 'Category II and III combined'. The University has provisionally adopted the minimum API score indicated therein as the combined score for Category II and III, subject to the approval of UGC. Accordingly, a clarification has been sought from UGC, which is still awaited.*

*Pending clarification from the UGC in this respect, the combined score of Category II and III indicated under amended CAS 2010, effective from 11.07.2016, shall be considered for*



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*promotion under the scheme. (Refer Annexure I Table I.a. in notification No. CNC-II/093/2016-17/453 Delhi, the 02nd February 2017 regarding Amendment to Ordinances approved by the Executive Council at its meeting held on 31st December, 2016).*

- The requisite API score as prescribed is to be considered for entries under category I and II within the period of assessment only
- The requirement for Orientation course and Refresher Course for promotions due under the CAS shall not be mandatory upto 31.12.2018.

Accordingly, the training programs as indicated above shall not be mandatory, however this does not imply exemption. Therefore, the promotion of the candidates may be considered, however, the candidates would be required to complete the requisite training programs before 17.07.2021.

- v. The UGC Regulations 2018 further extends an option to the candidates, whose cases are pending under CAS 2010, to opt for CAS 2018 scheme with the same date of eligibility to avoid any hardship to the candidates.

Accordingly, the candidate may opt for CAS 2010 or CAS 2018 as per the applicant's option for each of the pending promotions or the promotions becoming due within three years from 18.07.2018.

However, applicants for promotion to Professor in colleges and Senior Professors in the University Departments can apply under CAS 2018 only.

## C. Career Advancement Scheme 2018.

- i. The different stages of promotion under this scheme and their period of assessment are as follows:
  - Assistant Professor (Stage I) to Assistant Professor (Stage II)





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- The promotion is considered after completion of 4/5/6 years as Assistant Professor (Stage I) for candidates with Ph.D/M.Phil/neither Ph.D nor M.Phil.
- This promotion is considered after assessment by a Screening Committee, as defined under Ordinance XXIV of the Ordinances of the University, for the university teachers and Ordinance XVIII of the Ordinances of the University, for the college teachers.
- Assistant Professor (Stage II) to Assistant Professor (Stage III)
  - The promotion is considered after completion of 5 years as Assistant Professor (Stage II).
  - This promotion is considered after assessment by a Screening Committee, as defined under Ordinance XXIV of the Ordinances of the University, for the university teachers and Ordinance XVIII of the Ordinances of the University, for the college teachers.
- Assistant Professor (Stage III) to Associate Professor
  - This promotion is considered on completion of 3 years as Assistant Professor (Stage III).
  - This promotion is considered after interview by a Selection committee as defined under Statute 19 (1) of the Statutes of the University, for the university teachers and Ordinance XVIII (of the University) for the college teachers.
- Associate Professor to Professor
  - This promotion is considered after completion of 3 years as Associate Professor.
  - This promotion is considered after interview by a Selection Committee as defined under Statute 19 (1) of the Statutes of the University, for the university teachers and Ordinance XVIII of the Ordinances of the University, for the college teachers.
- Professor to Senior Professor (Applicable only to the university teachers)



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- This promotion is considered after completion of 10 years as Professor.
  - In addition to other requirements, 10 publications in peer reviewed or UGC listed Journals of the candidates are to be assessed/ evaluated by three external experts.
  - The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is to be done by three external experts. Only on receipt of three positive reports from the experts, the candidate will be eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications would be forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate would become eligible for appearing before the Selection committee. However, if the fourth report is also negative, the case of the candidate would be considered as rejected.
  - This promotion is to be considered after interview by a Selection committee as defined under Statute 19 (1) of the Statutes of the University.
- ii. The candidates under this scheme, besides other requirements are assessed on the basis of gradings in APAR upto the stage of Associate Professor in Colleges and Assistant Professor in Stage III in the University. Promotion to Professor in Colleges and Associate Professor and Professor in University are assessed on the basis of gradings in APAR and Research Score as defined in respective tables in Ordinance XXIV. The Research Score, wherever prescribed is to be considered for entries made from the time of appointment as Assistant Professor.

Promotion of Senior Professor in the University is to be carried out on the basis of evaluation of the requisite publications and fulfillment of other requirements. APAR gradings are not required for this promotion. Therefore, the applicants may fill up the PBAS proforma



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## University of Delhi

as notified and in the column for APAR gradings, the remarks “Not Applicable” may be indicated.

The proforma for promotion under CAS 2018 and related issues have been notified vide university notification nos. Estab-IV/017/2018-2020/09 dated 27.08.2020 and Estab-IV/017/2018-2020/09 dated 21.09.2020.

- iii. As per the notification dated 27.08.2020, there is requirement for filling up of APAR proforma on an annual basis by the teachers. Accordingly, the respective administrative branches dealing with the service matters of the teachers may make provision for the same. The last date for submission of the APAR as indicated in the notification dated 27.08.2020 is 30<sup>th</sup> June falling at the end of the respective academic year.
- iv. The Counting of past service for different schemes shall be done as prescribed in the UGC Regulations for the respective schemes.

Further, for promotion under CAS 2010 and CAS 2018, the service rendered in the respective grade/pay scale shall be considered for the respective promotion. For instance, service in the AGP of Rs 7000/- or in Academic Level 11 shall be considered for promotion to the next stage and so on and so forth.

The provisions for counting of past service in the UGC Regulations 2018, unlike the preceding UGC Regulations issued in this respect, make provision for counting of service of less than 01 year and that such temporary/adhoc/contractual service may be referred by any other nomenclature. Accordingly, vide notification dated 27.08.2020 and 21.09.2020, the University has notified the mechanism for counting of past service, temporary or adhoc or contractual or post-doctoral in nature, under the CAS 2018.





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- v. The provisions in CAS 2018 make it mandatory for the teachers to fill APAR on an annual basis for each year, which would be collated at the time of relevant promotion.

In case a teacher has served in a College/University/Institution, which is different from the College/University where the applicant has been appointed on a regular basis, APAR gradings from the concerned College/University/Institution, where she/he may have served during the respective period of assessment in the past has to be procured and submitted.

For such cases, following process is to be followed:

- The applicant shall have to approach the College/University/Institution, where she/he may have served during the respective period of assessment along with the APAR for the period under reference, in order to obtain the necessary gradings.
- In case the College/University/Institution, where she/he may have served, is not in a position to provide the gradings, an effort may be made to obtain credible testimonials, which may be in the form of testimonials for work experience/nature of job performed/achievements with respect to the work performed by the applicant during the period under reference.
- The applicant will also be required to obtain a certificate from the College/University/Institution, where she/he may have served, which indicates that the service under reference fulfils the necessary criteria for counting of past service as indicated in the University notification nos. Estab-IV/017/2018-2020/09 dated 27.08.2020 and Estab-IV/017/2018-2020/09 dated 21.09.2020.
- The testimonials from the College/University/Institution, where she/he may have served may be submitted to the present Head of the Department/IQAC of the college (as applicable) for being forwarded along with the PBAS proforma, with necessary gradings for the purpose of promotion, in accordance with the



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testimonials submitted by the applicant and the performance of the applicant.

- The applicant would be required to give an undertaking as indicated at the end of this section, while submitting such documents/testimonials.
- The above documents along with respective APARs shall have to be enclosed with the PBAS proforma for promotion.

Further, the notification dated 21.09.2020 makes a provision for counting of post-doctoral experience also. However, there may be possibility of instances where regular teaching may not be a part of the work profile of the concerned applicant. In such cases, the applicants should provide details of the research done during the period under reference in Section B.1 of the APAR and PBAS for the respective period of assessment.

Declaration in Relation to Annual Performance Assessment Report (APAR) Grading to be Submitted by Teacher, who are unable to get gradings on their APAR from College/University/Institution, where she/he may have served

I, (Mr./Ms./Dr./Prof.) \_\_\_\_\_ (name) working as \_\_\_\_\_ (Assistant Professor/Associate Professor/Professor) in \_\_\_\_\_ (department of the University/College) hereby declare that the document submitted for the purpose of APAR Grading, which is required for being considered for promotion to \_\_\_\_\_ (mention the stage of promotion sought) under the Career Advancement Scheme, as per UGC Regulations 2018, is an authentic document issued by \_\_\_\_\_ (name of the Department/College) in relation to the service rendered to the said Department/College as \_\_\_\_\_ (designation) for the period from \_\_\_\_\_ to \_\_\_\_\_ (dates) and nothing material has been concealed there from.

The list of documents/testimonials submitted are as follows:

- 1.
- 2.
- 3.



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4.

I unconditionally accept that the veracity of the document, so produced as proof for APAR Grading, if found to be fake/forged, the University/College is well within its rights to cumulatively reverse promotion(s) awarded to me, from the very Stage of promotion for which such document was used as proof for APAR Grading.

Place:

Date:

Signature of the teacher

- vi. The date of applicability of this scheme is 18.07.2018 onwards. However, the provisions of UGC Regulations 2018 extend an option to the teachers to apply under CAS 2010 if their date of eligibility falls between 18.07.2018 and 17.07.2021. Such teachers shall be assessed as per the provisions of CAS 2010 as indicated in UGC Regulations 2018.

Date of eligibility for promotion as Professor in the colleges and Senior Professor in the university departments, however, cannot be before 18.07.2018 i.e., the date of implementation of provisions of CAS 2018 and introduction of provision for such promotions in the college and university departments respectively. Further, the applicants for promotion to Professor in the colleges and Senior Professor in the university departments shall not have the option to apply under CAS 2010.

- II. The details filled in the PBAS should be duly indexed and catalogued with proper page number and it should be duly referenced. The applicant will also be required to provide proof/evidence for the entries made in the PBAS proforma, which should be annexed with the proforma after due attestation. Copies of relevant APARs should also be annexed with PBAS proforma in case of applicants opting for CAS 2018.





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- III. The applicants would be required to submit 06 copies of proforma and its annexures including publications, wherever applicable, after due certification and it should be forwarded by the respective Heads of the Departments.
- IV. The applicants for promotion in the various departments of the University under respective promotion schemes are required to fill up the online proforma for promotion of faculty available on the university website, [www.du.ac.in](http://www.du.ac.in) under the head 'Useful Links' → Visitors → Rules and Policies → Rules for Teaching Employees → Notification with respect to online proforma to be filled in addition to the PBAS proforma by the faculty members regarding promotion under CAS (Weblink <http://app.du.ac.in/cas>). This online proforma requires the respective publications of the applicant to be uploaded on the website in OCR ready format. (This proforma is to be filled by all applicants irrespective of the scheme of promotion).
- V. The plagiarism check of the publications of the applicants will be conducted by the Head of the respective department and Dean of the respective faculty.
- VI. The colleges will also be required to develop a procedure for plagiarism check of the publications of the applicants. The plagiarism check of the publications for the applicants of the respective college will be conducted by the IQAC Cell and the Principal of the college.

### **Stage II – Administrative Processing of the Applications for Promotion**

#### **I. For Teachers in the University Departments**

- a) The duly filled PBAS along with their Annexures and Publications, wherever applicable, should be submitted to the officer in charge of the Establishment Teaching Branch. The candidates must submit 06 copies of the entire set.
- b) The respective section of the Establishment Branch will process the cases of the candidates on their personal files.
- c) Applications for each of the stages shall be processed separately.



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- d) The cases with the summary of the candidates would be forwarded to the Recruitment Branch for its vetting. The summary should include the following:

Section A – Personnel/Service details of the candidate like, name, appointment and promotions availed along with relevant dates, promotion applied for, date of eligibility, period of assessment, vigilance clearance, details of leave availed, if any during the period under reference, specialisation of the candidate, if any, status of submission of AIPR(Annual Immovable Property Return) for the current year, etc.

Section B – Experience details of the candidate in bullets.

Section C- Details of criteria for the respective promotion applied for and whether the candidate fulfils the same (in accordance with the scheme under which the candidate has applied for and is eligible to apply for), details of trainings as applicable, details of API/research score as claimed by the applicant (the correctness of the API score/research score etc. shall be assessed and verified by the Screening Committee)

Section D- Details of the publications submitted for evaluation by external expert, wherever applicable.

- e) The Recruitment Branch shall vet the cases on the basis of information provided by the Establishment Branch, for eligibility of the candidate for the promotion applied for and forward the same to the Establishment Teaching Branch for preparation of the sub-committee minutes. The format for the sub-committee minutes would be the same as the format for the summary of the case.
- f) The duly signed sub-committee minutes shall be forwarded to the Recruitment Branch along with the PBAS proforma and other annexures submitted by the candidate.



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- g) The Recruitment Branch shall facilitate the conduct of screening, evaluation of publication (wherever applicable), plagiarism check of the publications of the candidate and scheduling of Selection Committee meetings in the applicable cases.
- h) Further, at the time of interview, as and when fixed, the applicants will have to submit 06 copies of the following documents for being placed before the Selection Committee:
  - Updated CV
  - Best publication as per assessment of the applicant
  - Latest publication of the applicant
  - 3/5/10 publications submitted for evaluation by external expert, as applicable
- i) The recommendation of the Screening Committee in case of promotion up to the level of Assistant Professor Stage III and recommendation of the Selection Committee in case of promotion to Associate Professor and above, shall be submitted for approval of the competent authority and implemented accordingly.
- j) The Screening Committee meetings and Selection committee meetings should be conducted department wise.

## II. For Teachers in the Colleges of the University

- a) The duly filled PBAS along with their Annexures and Publications, wherever applicable, should be submitted to the IQAC cell of the College. The candidates must submit 06 copies of the entire set.
- b) The respective IQAC cell/administration of the college will process the cases of the candidates on their personal files.
- c) Applications for each of the stages shall be processed separately.





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- d) The case summary of the candidates should be prepared in the following format:

Section A – Personnel/Service details of the candidate like, name, appointment and promotions availed along with relevant dates, promotion applied for, date of eligibility, period of assessment, vigilance clearance, details of leave availed, if any during the period under reference, specialisation of the candidate, if any, status of submission of AIPR(Annual Immovable Property Return) for the current year, etc.

Section B – Experience details of the candidate in bullets.

Section C- Details of criteria for the respective promotion applied for and whether the candidate fulfils the same (in accordance with the scheme under which the candidate has applied for and is eligible to apply for), details of trainings as applicable, details of API/research score as claimed by the applicant (the correctness of the API score/research score etc. shall be assessed and verified by the Screening Committee)

Section D- Details of the publications submitted for evaluation by external expert, wherever applicable.

- e) The summary of the candidates, after due vetting by IQAC, should be signed by the IQAC in charge, Administrative Officer and the Principal of the college.
- f) The cases pertaining to a subject offered by the college, should be collated, and experts be sought from the University for constituting the Screening Committee. While seeking the experts for the Screening Committee, only summary of the candidates should be forwarded to the College Branch of the University. (PBAS proformas and their annexures of the applicants are not required to be forwarded to the University).



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- g) The responsibility of conducting plagiarism check of the publications of the applicants shall be that of the IQAC cell/Principal of the college.
- h) On receipt of names of the experts from the University for constituting the Screening Committee, the Screening Committee meetings shall be conducted by the College, subject-wise to examine cases of CAS 2010 and CAS 2018. Minutes of the Screening Committee should be meticulously prepared indicating the recommendation of the Committee for each case of promotion.
- i) The cases for promotion upto the level of Assistant Professor (Stage III) may be implemented as per recommendations of the Screening Committee.
- j) The cases found eligible for consideration by the Selection Committee for promotion of Associate Professor and Professor, may be collated subject wise and forwarded to the College Branch of the University for seeking nomination of experts for the Committee. While seeking nomination of the experts, only summary of the candidate along with recommendations the screening committee should be forwarded to the College Branch of the University (PBAS proforma and their annexures of the applicants are not required to be forwarded to the University).
- k) The Selection Committee proceedings shall be conducted by the college. The Selection Committee for promotion of Reader, Associate Professor and Professor is the same. Therefore, Selection Committee for promotion to these levels should be held subject-wise and not for individual cases. Forwarding individual cases for seeking experts from the University may lead to avoidable pressure on the college branch and consequent delay in processing of other cases.



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- l) The cases for promotion for Associate Professor and Professor may be implemented with the approval of the Governing Body/Chairperson Governing Body of the College, in accordance with the recommendation of the Selection Committee.
- m) The case for pay fixation is forwarded to the University for vetting, therefore, it shall be the responsibility of the Principal of the college to ensure that the procedures are carried out as per norms and cases are placed before the Screening Committee and Selection Committee after due administrative scrutiny.
- n) The members of the Screening Committee and Selection Committee should be provided with the details of the scheme and guidelines issued by the University and UGC from time to time to avoid any confusion regarding applicability of the relevant rules.

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### **Frequently Asked Questions Regarding Promotion of Teachers**

Query 1: Which scheme is applicable to me?

Answer:

The Merit Promotion Scheme 1998/CAS 2000 scheme was applicable to the candidates whose date of eligibility was on or before 31.12.2008. However, UGC has extended the date of applicability of this scheme up to 30.06.2010, vide Letter No. D.O.F.3-2/2009(PS) dated 04.08.2015, only in the case of promotion of Lecturer (Selection Grade) and Reader to 30.06.2010, the date on which the notification pertaining to CAS 2010 was issued by the UGC through its notification for 'The University Grants Commission (Minimum Qualification for Appointment of Teachers and Other Academic Staff in the University and its Colleges and Other Measures for Maintenance of Standards in Higher Education), Regulations 2010'. This letter dated 04.08.2015 was adopted by the Executive Council in its meeting held on 13.10.2015.

Further, the Career Advancement Scheme (CAS) 2018 extends an option to the applicant to opt for CAS 2010 as well as CAS 2018, without the change in date of eligibility. Therefore, candidates can opt for either based on their assessment.

However, applicants for promotion to Professor in colleges and Senior Professors in the University Departments can apply under CAS 2018 only.

Query 2: I got my first promotion to Lecturer in Senior scale on 01.11.2004. will I be eligible to be considered under MPS 1998 scheme for promotion as Lecturer in Selection Grade?

Answer: The promotion to Lecturer in Selection grade is considered after completion of 5 years of service as Lecturer in Senior Scale, provided that the requirement of 5 years will be relaxed if the total service of the incumbent is not less than 11 years (9 years if Ph.D., and 10 years if M.Phil.)

The designation of Reader is considered only in case of those candidates, who have been awarded Ph.D. degree.



In the instant case the candidate fulfills the requirement of completion of 5 years as Lecturer in Senior Scale before 30.06.2010, and is therefore eligible for promotion under MPS 1998.

Query 3: I got my first promotion to Lecturer in Senior scale on 01.11.2005 and have an adhoc experience of 11 years (in 04 months slots with breaks). Will I be eligible to be considered under MPS 1998 scheme for promotion as Lecturer in Selection Grade, if I am neither Ph.D nor M.Phil?

Answer: The promotion to Lecturer in Selection grade is considered after completion of 5 years of service as Lecturer in Senior Scale, provided that the requirement of 5 years will be relaxed if the total service of the incumbent is not less than 11 years (9 years if Ph.D., and 10 years if M.Phil.)

The designation of Reader is considered only in case of those candidates, who have been awarded Ph.D. degree.

In the instant case the candidate does not fulfil the requirement of completion of 5 years as Lecturer in Senior Scale before 30.06.2010.

For being considered under the proviso clause of having 11 years of service, the adhoc experience of less than 01 year shall be required to be accounted for. The provisions of counting of past service under MPS 1998 also indicate counting of adhoc/temporary service of a period more than one year. Therefore, it may not be feasible to consider the candidate under MPS 1998 scheme in the current scenario.

Query 4: Which scheme for promotion will enable me to get my past service as adhoc or post doc experience counted?

Answer: The provisions for counting of past service in the UGC Regulations 2018, unlike the preceding UGC Regulations issued in this respect, make provision for counting of service of less than 01 year and that such temporary/adhoc/contractual service may be referred by any other nomenclature. Accordingly, vide University notification dated 27.08.2020 and 21.09.2020, the University has notified the mechanism



for counting of past service, temporary or ad hoc or contractual or post-doctoral in nature, under the CAS 2018.

Query 5: If my promotion to three stages is pending, can I opt for CAS 2018 for the first promotion and CAS 2010 for the rest?

Answer: The UGC Regulations 2018 further extends an option to the candidates, whose cases are pending under CAS 2010, to opt for CAS 2018 scheme with the same date of eligibility to avoid any hardship to the candidates.

Accordingly, the candidate may opt for CAS 2010 or CAS 2018 as per the applicant's option for each of the pending promotions or the promotions becoming due within three years from 18.07.2018.

However, applicants for promotion to Professor in colleges and Senior Professors in the University Departments can apply under CAS 2018 only.

Query 6: I fulfil the requirement for promotion as Professor in College much prior to 18.07.2018, can my date of eligibility be before this date?

Answer: Date of eligibility for promotion as Professor in the colleges cannot be before 18.07.2018, the date of implementation of provisions of CAS 2018.

Query 7: What is the last date for submission of APAR for the academic year?

Answer: The last date for submission of the APAR as indicated in the notification dated 27.08.2020 is 30<sup>th</sup> June falling at the end of the respective academic year.

Query 8: How many sets of documents am I required to submit?

Answer: The candidates must submit 06 copies of the entire set.

Query 9: Should I ask my college to forward my case to the University for further processing?





**Answer** The Selection Committee proceedings shall be conducted by the college. The Selection Committee for promotion of Reader, Associate Professor and Professor is the same. Therefore, Selection Committee for promotion to these levels should be held subject-wise and not for individual cases. Forwarding individual cases for seeking experts from the University may lead to avoidable pressure on the college branch and consequent delay in processing of other cases.

**Query 10:** Notification dated 21.09.2020 issued by the University provides for counting of post-doctoral experience. However, as a post-doctoral researcher, I did not have teaching assignments, so what do I fill in Section B.1 of the APAR and PBAS?

**Answer:** The notification dated 21.09.2020 makes a provision for counting of post-doctoral experience also. However, there may be possibility of instances where regular teaching may not be a part of the work profile of the concerned applicant. In such cases, the applicants should provide details of the research done during the period under reference in Section B.1 of the APAR and PBAS for the respective period of assessment.

**Query 11:** I want to get my adhoc experience counted for the first promotion, but I worked in a different college during the period of my assessment?

**Answer:** The provisions in CAS 2018 make it mandatory for the teachers to fill APAR on an annual basis for each year, which would be collated at the time of relevant promotion.

In case a teacher has served in a College/University/Institution, which is different from the College/University where the applicant has been appointed on a regular basis, APAR gradings from the concerned College/University/Institution, where she/he may have served during the respective period of assessment in the past has to be procured and submitted.

For such cases, following process is to be followed:

- The applicant shall have to approach the College/University/Institution, where she/he may have served during the respective period of assessment along with the



APAR for the period under reference, in order to obtain the necessary gradings.

- In case the College/University/Institution, where she/he may have served, is not in a position to provide the gradings, an effort may be made to obtain credible testimonials, which may be in the form of testimonials for work experience/nature of job performed/achievements with respect to the work performed by the applicant during the period under reference.
- The applicant will also be required to obtain a certificate from the College/University/Institution, where she/he may have served, which indicates that the service under reference fulfils the necessary criteria for counting of past service as indicated in the University notification nos. Estab-IV/017/2018-2020/09 dated 27.08.2020 and Estab-IV/017/2018-2020/09 dated 21.09.2020.
- The testimonials from the College/University/Institution, where she/he may have served may be submitted to the present Head of the Department/IQAC of the college (as applicable) for being forwarded along with the PBAS proforma, with necessary gradings for the purpose of promotion, in accordance with the testimonials submitted by the applicant and the performance of the applicant.
- The applicant would be required to give an undertaking as indicated at the end of this section, while submitting such documents/testimonials.
- The above documents along with respective APARs shall have to be enclosed with the PBAS proforma for promotion.

**Declaration in Relation to Annual Performance Assessment Report (APAR) Grading to be Submitted by Teacher, who are unable to get gradings on their APAR from College/University/Institution, where she/he may have served**



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I, (Mr./Ms./Dr./Prof.)\_\_\_\_\_ (name) working as \_\_\_\_\_ (Assistant Professor/Associate Professor/Professor) in \_\_\_\_\_ (department of the University/College) hereby declare that the document submitted for the purpose of APAR Grading, which is required for being considered for promotion to \_\_\_\_\_ (mention the stage of promotion sought) under the Career Advancement Scheme, as per UGC Regulations 2018, is an authentic document issued by \_\_\_\_\_ (name of the Department/College) in relation to the service rendered to the said Department/College as \_\_\_\_\_ (designation) for the period from \_\_\_\_\_ to \_\_\_\_\_ (dates) and nothing material has been concealed there from.

The list of documents/testimonials submitted are as follows:

- 1.
- 2.
- 3.
- 4.

I unconditionally accept that the veracity of the document, so produced as proof for APAR Grading, if found to be fake/forged, the University/College is well within its rights to cumulatively reverse promotion(s) awarded to me, from the very Stage of promotion for which such document was used as proof for APAR Grading.

Place:

Date:  
the teacher

Signature of

Query 12: I want to get my post-doctoral research experience counted for the first promotion, but I worked in a different institution during the period of my assessment?





Answer: Refer to response at S. No. 11

Query 13: I have availed my first promotion but this was granted without consideration of my ad hoc experience, I want to get the same counted to get my date of eligibility predated?

Answer: Kindly refer to the relevant provisions of the notification dated 27.08.2020 available on the website of the University [www.du.ac.in](http://www.du.ac.in) under the head Useful Links-Visitors-Rules and Policies-Rules regarding teachers.

Query 14: I have availed my first promotion but this was granted without consideration of my post-doctoral research experience, I want to get the same counted to get my date of eligibility predated?

Answer: Kindly refer to the relevant provisions of the notification dated 21.09.2020 available on the website of the University [www.du.ac.in](http://www.du.ac.in) under the head Useful Links-Visitors-Rules and Policies-Rules regarding teachers.

Query 15: I have availed my first promotion but this was granted without consideration of my post-doctoral research experience. Can post-doctoral research experience from any and every foreign research institution be counted?

Answer: Kindly refer to the relevant provisions of the notification dated 21.09.2020 available on the website of the University [www.du.ac.in](http://www.du.ac.in) under the head Useful Links-Visitors-Rules and Policies-Rules regarding teachers.

Query 16: I have availed my first promotion but this was granted without consideration of my post-doctoral research experience. Which documents would be required to be submitted for consideration of my post-doctoral research experience?



Answer: The applicant will be required to provide documents to indicate that the post doctoral research experience required to be considered fulfils the pre-requisites laid down in the notification dated 21.09.2020 available on the website of the University [www.du.ac.in](http://www.du.ac.in) under the head Useful Links-Visitors-Rules and Policies-Rules regarding teachers.

Query 17: Prior to joining as Assistant Professor in the present college/institution/department, I had been granted my second promotion in the parent college/institution/department. Will this experience in the higher grade be counted for my promotion to the next grade in my present college/department ?

Answer: The Counting of past service for different schemes shall be done as prescribed in the UGC Regulations for the respective schemes.

Further, for promotion under CAS 2010 and CAS 2018, the service rendered in the respective grade/pay scale in the past shall be considered for the respective promotion to the next level up to the Stage of Associate Professor in the present college/institution/department, where the incumbent is employed on a regular basis. For instance, service in the AGP of Rs 7000/- or in Academic Level 11 shall be considered for promotion to the next stage and so on and so forth.

Query 18: If I was on leave during a part of the assessment period, will I be put to any disadvantage for the purpose of promotion?

Answer: For the purpose of assessing the grading of Activity concerning teaching learning activities and involvement in the University/College students related activities/research activities, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to her/his absence from her/his teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the



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competent authority following all procedures laid down in these Regulations and as per the Acts, Statutes and Ordinances of the University.

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**Detailed Guidelines for Promotion for Librarian Cadre in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.**

**Career Advancement Scheme – 2018 (CAS-2018)**

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those applicants who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) An applicant who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from one stage to another for Librarian cadres.
- (iii) The CAS promotion from a lower stage to a higher stage (upto stage 3, i.e., academic level 12) shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to an incumbent holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original post in the cadre.
- (v) For the promotion under the CAS, the applicant must be on the role and in active service of the University/College on the date of consideration by the Screening/Selection Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.



- (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - (b) If, however, the candidate finds that she/he would fulfill the CAS promotion criteria, as defined in Annexure VII to Ordinance XXIV Tables VII, at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
  - (c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of College and University Librarian for the CAS promotion is based on the following criteria:
- (a) **Regularity in attendance:** The commitment to work based on observable indicators such as being regular to the library; library resource and organization and maintenance of books, journals and reports; provision of Library reader services such as literature retrieval services to researchers and analysis of report; assistance towards updating institutional website, etc.
  - (b) **Personal Development Related to activities associated with functioning of the library:** Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects, digitization of library procedures and publishing the research output in national and international journals etc.
  - (c) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.
- (viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The applicant shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VII. The report should be submitted at the end of every academic year, before 30<sup>th</sup> June of the relevant academic year. The applicant will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD/Teacher-in-charge etc. The submission should be through the Head of the Department (HOD)/Teacher-in-charge.



**Step 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the applicant shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

**Step 3:** A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance XXIV, as indicated herein.

## 1. CAREER ADVANCEMENT SCHEME (CAS) FOR LIBRARIANS

Note:

- (i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under guidelines pertaining to the promotion of teachers in the University and the Colleges respectively.
- (ii) The Deputy Librarian in universities shall have two levels i.e. academic level 13A and Academic Level 14 while College Librarians shall have five levels i.e. academic level 10, academic level 11, academic level 12, Academic Level 13a and Academic Level 14.

### 1. From University Assistant Librarian (academic level 10)/College Librarian (Academic Level 10) to University Assistant Librarian (Senior Scale/Academic Level 11)/ College Librarian (Senior Scale/Academic Level 11):

Eligibility:

- (i) An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. Degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. Degree.
- (ii) She/he has attended at least one orientation course of 21 days' duration; and
- (iii) Training, seminar or workshop on automation and digitization, maintenance and related activities, of at least 5 days, as per Annexure VII (Table VII.a).

CAS promotion criteria:

An Assistant Librarian/College Librarian may be promoted if:

- (i) She/he gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the Assessment Period as the Case may be as specified in Annexure VII (Table VII.a). and





(ii) The promotion is recommended by a screening-cum-evaluation committee.

**2. From University Assistant Librarian (Senior Scale/Academic Level 11)/College Librarian (Senior Scale/Academic Level 11) to University assistant Librarian (Selection Grade/ Academic Level 12/ College Librarian (Selection Grade/Academic Level 12)**

Eligibility:

- 1) She/he has completed five years of service in that grade.
- 2) She/he has done any two of the following in the last five years:
  - (i) Training/seminar/workshop/course on automation and Digitalization,
  - (ii) Maintenance and other activities as per Annexure VII (Table VII.a). of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
  - (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or
  - (iv) Library up-gradation course.

CAS promotion criteria:

An individual shall be promoted if:

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least four out of the last five years of the Assessment Period, as specified in Annexure VII (Table VII.a) and;
- (ii) The promotion is recommended by a Screening-Cum-Evaluation Committee.

**3. From University Assistant Librarian (Selection Grade/Academic Level12)/College Librarian (Selection Grade/Academic Level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)**

Eligibility:

- 1) She/he has completed three years of service in that grade.
- 2) She/he has done any one of the following in the last three years:
  - (i) Training/seminar/workshop/course on automation and digitization,
  - (ii) Maintenance and related activities as per Annexure VII (Table VII.a). 4 of at least two weeks' (ten days) duration,
  - (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration),
  - (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and
  - (v) Library up-gradation course.



CAS promotion criteria:

An individual shall be promoted if:

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two out of the last three years of the Assessment Period, as specified in Annexure VII (Table VII.a); and
- (ii) The promotion is recommended by a selection committee constituted as per Statute 19(1) for the University and Ordinance XVIII for the Colleges on the basis of the interview performance.

**4. The criteria for CAS promotions from University Deputy Librarian/College Librarians (Academic Level 13a) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:**

Eligibility:

- 1) She/he has completed three years of service in that grade.
- 2) She/he has done any one of the following in the last three years:
  - (i) Training/seminar/workshop/course on automation and digitization,
  - (ii) Maintenance and related activities as per Annexure VII (Table VII.a). of at least two weeks' (ten days),
  - (iii) Completed two courses of at least one-week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration),
  - (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and
  - (v) Library up-gradation course.
- 3) Evidence of innovative Library services, including the integration of ICT in a Library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /Archives and Manuscript- Keeping.

CAS promotion criteria:

An individual shall be promoted if:

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two out of the last three years of the Assessment Period, as specified in Annexure VII (Table VII.a). and
- (ii) The promotion is recommended by a selection committee constituted as per Statute 19(1) for the University and Ordinance XVIII for the Colleges on the basis of the interview performance.

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The following table is as per Annexure VII to the Ordinance XXIV.

**Table VII.a Assessment Criteria and Methodology for Librarians**  
(Applies to Part B, Section 1-5 of the APAR and PBAS Proformas)

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>Assistance towards updating institutional website</li> </ul>	<p>90% and above – Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good - 1 National level seminar/workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then</p> <p>OR</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical</p>





	If library does not have a computerized database	books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	Good: Checked inventory and missing book less than 0.5%  Satisfactory - Checked inventory and missing book less than 1%  Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	Digitization of books database in institution having no computerized database. Promotion of library network. Systems in place for dissemination of information relating to books and other resources. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. Design and offer short-term courses for users. Publications of at least one research	Good: Involved in any two activities  Satisfactory: At least one activity  Not Satisfactory: Not involved/undertaken any of the activities.



	paper in UGC approved journals.	
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory: If neither good nor satisfactory in overall grading.	

Note:

- (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
- (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

\*\*\*\*\*



**Proforma for Performance Based Appraisal System (PBAS)**

**As per CAS 2018**

(To be submitted for consideration for promotion to the next level in Librarian Cadre)

**Assessment Period** \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

**PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in BlockLetters):
2. Father's Name/Mother'sName:
3. Date and Place ofBirth:
4. Sex:
5. MaritalStatus:
6. Nationality:
7. Library:
8. Current Designation and Academic Level:
9. Date of LastAppointment/Promotion:
10. Designation to which Promotion is sought:
11. Date of eligibility:
12. Period of assessment:
13. Category(SC/ST/OBC/EWS/PwBD/UR):
14. Address for Correspondence (with Pincode):

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

15. Permanent Address (with Pin code), in case different fromSl.No.13:





16. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

17. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

18. Field of Specialization

19. Details of Course/Programs/Workshop/MOOCs attended or completed.

19.1 Details of Training/seminar/workshop/course on automation and digitization/Library upgradation

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	



19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

20. Period of experience in the Librarian cadre during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:**

**REGULARITY IN ATTENDING LIBRARY**

1. Activity expected to be undertaken

- Library Resource and Organization and maintenance of books, journals and reports.
- Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
- Assistance towards updating institutional website

2. Grading Criteria:

- 90% and above – Good
- Below 90% but 80% and above - Satisfactory
- Less than 80% - Not satisfactory

S. No.	Year	Level (PG/UG) or both	Activities undertaken	Grading as per APAR

**SECTION 2**

**CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS**

Grading criteria:

- Good - 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar
- Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop
- Unsatisfactory – Not falling in above two categories

S.No	Details of Seminar/Workshop of the genre indicated above	Period		Sponsoring/Organising Agency	Level National/State/ Institution	Year	Grading as per APAR
		From	To				





### SECTION 3

#### COMPUTERISATION/CATALOGUING OF DATABASE

Status of computerization of the database of the Library in which the candidate is posted:

(Kindly indicate the status of computerization of the database)

#### Case I: If library has a computerized database then

Grading criteria

- Good – 100% of physical books and journals in computerized database.
- Satisfactory – At least 99% of physical books and journals in computerized database.
- Unsatisfactory – Not falling under good or satisfactory.

S.No.	Details of books and journals	Percentage of computerized database*	Year	Grading as per APAR

\*To be verified in random by the CAS Promotion Committee

#### Case II: If library does not have a computerized database

Grading criteria

- Good – 100% Catalogue database made up to date
- Satisfactory- 90% catalogue database made up to date
- Unsatisfactory - Catalogue database not upto mark.

S.No.	Details of books and journals	Percentage of cataloguing*	Year	Grading as per APAR

\*To be verified in random by the CAS Promotion Committee

### SECTION 4

#### CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

Grading criteria

- Good: Checked inventory and missing book less than 0.5%



- Satisfactory - Checked inventory and missing book less than 1%
- Unsatisfactory - Did not check inventory  
Or  
Checked inventory and missing books 1% or more.

S.No.	Whether Inventory was checked or not.	Percentage of Missing books	Year	Grading as per APAR

## SECTION 5

### INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY

#### Grading criteria

- Good : Involved in any two activities
- Satisfactory : At least one activity
- Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities to be considered are as follows:

- (a) Digitization of books database in institution having no computerized database.

S.No.	Details of contribution made in computerization of database	Period	
		From	To

- (b) Promotion of library network.

S.No.	Details of contribution made in promotion of library network	Period	
		From	To

- (c) Systems in place for dissemination of information relating to books and other resources.

S.No.	Details of systems in place for dissemination of information relating to books and other resources	Role of the applicant	Period	
			From	To



(d) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.

S.No.	Nature of Activity (admissions/examination/extracurricular)	Contribution of the applicant	Period	
			From	To

(e) Design and offer short-term courses for users.

S.No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring agency	Date when the course was launched

(f) Publications of at least one research paper in UGC approved journals.

S. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC - CARE List

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

#### OVERALL GRADING FOR Section 5

Year	No. of Activities covered*	Overall grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section.





SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section 1-5	No. of grading as	
			Good	Satisfactory

PART-C: OTHER RELEVANT INFORMATION

- (a) Kindly indicate and provide evidence of innovative Library services, including the integration of ICT in a Library provided by you during the assessment period.
- (b) The system of tracking user grievances and the extent of grievances redressal details
- (c) Membership/Fellowship of Learned bodies /Societies:
- (d) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (e) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (f) Future Plans (In approximately 150 words):



Note :

1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (This may be annexed with the PBAS Proforma after due indexing).
3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

LIST OF ENCLOSURES: (Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |





**PART D – DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that ..... has been working as  
..... in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Librarian/Principal of the College





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## Annual Performance Appraisal Report

(Librarian Cadre)

As per CAS 2018

(To be submitted at the end of every academic year)

Academic Year \_\_\_\_\_

(Information provided should pertain to the academic year referred above)

### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in BlockLetters):
2. Father's Name/Mother'sName:
3. Date and Place ofBirth:
4. Sex:
5. MaritalStatus:
6. Nationality:
7. Library:
8. Current Designation and Academic Level:
9. Date of LastAppointment/Promotion:
10. Category(SC/ST/OBC/EWS/PwBD/UR):
11. Address for Correspondence (with Pincode):

Address:

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Telephone No:

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Mobile No:

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12. Permanent Address (with Pin code), in case different fromSl.No.11:



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## 13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

## 14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

## 15. Field of Specialization under the Subject/Discipline:

## 16. Details of Course/Programs/Workshop/MOOCs attended or completed.

### 16.1 Details of Training/seminar/workshop/course on automation and digitization/Library upgradation

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

### 16.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:**

**REGULARITY IN ATTENDING LIBRARY**

1. Activity expected to be undertaken

- Library Resource and Organization and maintenance of books, journals and reports.
- Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
- Assistance towards updating institutional website

2. Grading Criteria:

- 90% and above – Good
- Below 90% but 80% and above - Satisfactory
- Less than 80% - Not satisfactory

S. No.	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending library		Percentage of Attending Library
				No. of working days	No. of days attended Library	
Grading						

**SECTION 2**

**CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS**

Grading criteria:

- Good - 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar
- Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop
- Unsatisfactory – Not falling in above two categories

S.No.	Details of Seminar/Workshop of the genre indicated above	Place	Period		Sponsoring/Organising Agency	Level National/State/ Institution
			From	To		
Grading						





### SECTION 3

#### COMPUTERISATION/CATALOGUING OF DATABASE

Status of computerization of the database of the Library in which the candidate is posted:

(Kindly indicate the status of computerization of the database)

#### Case I: If library has a computerized database then

Grading criteria

- Good – 100% of physical books and journals in computerized database.
- Satisfactory – At least 99% of physical books and journals in computerized database.
- Unsatisfactory – Not falling under good or satisfactory.

S.No.	Details of books and journals	Computerisation of database*		Percentage of computerized database
		No. of physical books and journals	No. of physical books and journals included in the computerized database	
Grading				

\*To be verified in random by the CAS Promotion Committee

#### Case II: If library does not have a computerized database

Grading criteria

- Good – 100% Catalogue database made up to date
- Satisfactory- 90% catalogue database made up to date
- Unsatisfactory - Catalogue database not upto mark.

S.No.	Details of books and journals	Cataloguing of database*		Percentage of cataloguing
		No. of physical books and journals	No. of physical books and journals catalogued	
Grading				

\*To be verified in random by the CAS Promotion Committee



#### SECTION 4

#### CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

##### Grading criteria

- Good: Checked inventory and missing book less than 0.5%
- Satisfactory - Checked inventory and missing book less than 1%
- Unsatisfactory - Did not check inventory

Or

Checked inventory and missing books 1% or more.

S.No.	Whether Inventory was checked or not.	Details of missing book		Percentage of Missing books
		No. of physical books	No. of missing books	
Grading				

#### SECTION 5

#### INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY

##### Grading criteria

- Good : Involved in any two activities
- Satisfactory : At least one activity
- Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities to be considered are as follows:

- (a) Digitization of books database in institution having no computerized database.

S.No.	Details of contribution made in computerization of database	Period	
		From	To

- (b) Promotion of library network.

S.No.	Details of contribution made in promotion of library network	Period	
		From	To



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(c) Systems in place for dissemination of information relating to books and other resources.

S.No.	Details of systems in place for dissemination of information relating to books and other resources	Role of the applicant	Period	
			From	To

(d) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.

S.No.	Nature of Activity (admissions/examination/extracurricular)	Contribution of the applicant	Period	
			From	To

(e) Design and offer short-term courses for users.

S.No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring agency	Date when the course was launched

(f) Publications of at least one research paper in UGC approved journals.

S. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC - CARE List

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

## OVERALL GRADING FOR Section 5





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No. of Activities covered (a to f)	
Overall grading	

(Please attach supporting documents as per requirement)

## SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Regularity	Section 1	
2.	Conduct of seminars/workshops	Section 2	
3.	Computerisation/cataloguing	Section 3	
4.	Checking Inventory	Section 4	
5.	Activities related to functioning of Library	Section 5	

## OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5

Note: Overall Grading for the Academic Year is to be defined as follows:

- Good: Good in Item (Section) 1 and satisfactory/good in any two other items (Sections) including Item (Section) 4.
- Satisfactory: Satisfactory in Item (Section) 1 and satisfactory /good in any other two items (Sections) including Item (Section) 4.
- Not satisfactory: If neither good nor satisfactory in overall grading.

## PART-C: OTHER RELEVANT INFORMATION

- Kindly indicate and provide evidence of innovative Library services, including the integration of ICT in a Library provided by you during the assessment period.
- The system of tracking user grievances and the extent of grievances redressal details



- (c) Membership/Fellowship of Learned bodies /Societies:
- (d) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (e) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (f) Future Plans (In approximately 150 words):

Note :

1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (This may be annexed with the PBAS Proforma after due indexing).
3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

- |    |     |
|----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |



- |     |     |
|-----|-----|
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

#### **PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that ..... has been working as  
..... in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Librarian/Principal of the College





**Detailed Guidelines for Promotion for Directors Physical Education (DPE) Cadre in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.**

**Career Advancement Scheme – 2018 (CAS-2018)**

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those applicants who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) An applicant who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from one stage to another for DPE cadres.
- (iii) The CAS promotion from a lower stage to a higher stage (upto stage 3, i.e., academic level 12) shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to an incumbent holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original post in the cadre.
- (v) For the promotion under the CAS, the applicant must be on the role and in active service of the University/College on the date of consideration by the Screening/Selection Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.



- (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - (b) If, however, the candidate finds that she/he would fulfill the CAS promotion criteria, as defined in Annexure VII to Ordinance XXIV Tables VII, at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
  - (c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of College and University DPEs for the CAS promotion is based on the following criteria:
- (a) **Regularity in attendance:** The commitment to work based on observable indicators such as being regular to the institution; upkeep/upgradation and maintenance of sports and physical training infrastructure and play field; participation in and organization of competitions and events, etc.
  - (b) **Personal Development Related to activities associated with functioning of the Physical training and sports faculties:**

Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
  - (c) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.
- (viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The applicant shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VIII. The report should be submitted at the end of every academic year, before 30<sup>th</sup> June of the relevant academic year. The applicant will provide documentary evidence for the claims made in the APAR, which is to be verified by the



Head, Delhi University Sports Council/Principal of the college for University and College respectively. The submission should be through the Head, Delhi University Sports Council/Principal of the college for University and College respectively

**Step 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the applicant shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

**Step 3:** A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance XXIV, as indicated herein.

## **1. CAREER ADVANCEMENT SCHEME (CAS) FOR DIRECTORS OF PHYSICAL EDUCATION AND SPORTS**

### **Note:**

- (i) The following provisions apply only to those personnel who are not involved in teaching Physical Education and Sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections pertaining to the promotion of teachers in the University and the Colleges respectively.
- (ii) The Deputy Director Physical Education and Sports in the University shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

### **1. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education and Sports (Senior Scale/Academic Level 11)**

#### **Eligibility:**

- (i) She/he has completed four years of service with a Ph.D. Degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. Degree or six years of service for those without an M.Phil or Ph.D. Degree.
- (ii) She/he has attended one orientation course of 21 days' duration; and
- (iii) She/he has done any one of the following:





- (a) Completed refresher/research methodology course/workshop,
- (b) Training teaching-learning-evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and
- (c) Taken/developed one MOOCs course (with e-certification).

**CAS promotion criteria:**

An individual may be promoted if:

- (i) She/he gets a 'Satisfactory' or 'Good' grade in the Annual Performance Assessment Reports of at least three/four/five of the last four/five/six years of the assessment period as the Case may be, as specified in Annexure VIII (Table VIII.a); and
- (ii) The promotion is recommended by a Screening-Cum-Evaluation Committee.

**2. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level11)/College Director of Physical Education and Sports (Senior Scale/Academic Level11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level12)**

**Eligibility:**

- (1) She/he has completed five years of service in that grade.
- (2) She/he has done any two of the following in the last five years:
  - (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops,
  - (ii) (Teaching-Learning-Evaluation Technology programmes / Faculty Development programmes of at least two weeks (ten days) duration,
  - (iii) Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and
  - (iv) taken/developed one MOOCs course in the relevant subject (with e-certification).

**CAS promotion criteria:**

An individual may be promoted if;

- (i) She/he gets a 'Satisfactory' or 'Good' grade in the Annual Performance Assessment Reports of at least four out of the last five years' of the Assessment Period as specified in Annexure VIII (Table VIII.a), and;



(ii) The promotion is recommended by a Screening-Cum-Evaluation Committee.

**3. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13A)/ College Director of Physical Education and Sports(Academic Level 13A)**

**Eligibility:**

- (1) She/he has completed three years of service.
- (2) She/he has done any one of the following during last three years:
  - (i) Completed one course / program from among the categories of refresher courses, research methodology workshop,
  - (ii) teaching-learning- evaluation technology program / faculty development programs of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration),
  - (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

**CAS promotion criteria:**

An individual may be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the Assessment Period as specified in Annexure VIII (Table VIII.a), and;
- (ii) The promotion is recommended by a selection committee constituted as per Statute 19(1) for the University and Ordinance XVIII for the Colleges on the basis of the interview performance.

**4. The criteria for CAS promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:**

**Eligibility:**

- (1) She/he has completed three years of service.



- (2) She/he has done any one of the following during last three years: (i) completed one course / program from among the categories of refresher courses, research methodology workshop, (ii) teaching- learning-evaluation technology programs / faculty development programs of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration), (iii) taken / developed one MOOCs course in relevant subject (with e-certification).
- (3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- (4) Evidence of having produced good performance of teams/athletes for competitions like State/National/Inter- University/combined University, etc.
- (5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

**CAS promotion criteria:**

An individual may be promoted if;

- (i) she/he gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the Assessment Period as specified in Annexure VIII (Table VIII.a). and;
- (ii) the promotion is recommended by a selection committee constituted as per these regulations on the basis of the interview performance.

\*\*\*\*\*





The following table is as per Annexure VIII to the Ordinance XXIV.

**Table VIII.a. Assessment Criteria and Methodology for Directors of Physical Education and Sports**

(Applies to Part B, Section1-5 of the APAR and PBAS Proformas)

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above – Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external Competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs.  Development and maintenance of playfields and sports and physical Education facilities.	Good/ Satisfactory/ Not-Satisfactory to be Assessed by the Promotion committee.



5.	<p>(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>(ii) Being invited for coaching at state/national level.</p> <p>(iii) Organizing at least three workshops in a year.</p> <p>(iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory: Not involved/undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note:</p> <p>(i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>(ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>(iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		

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## Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

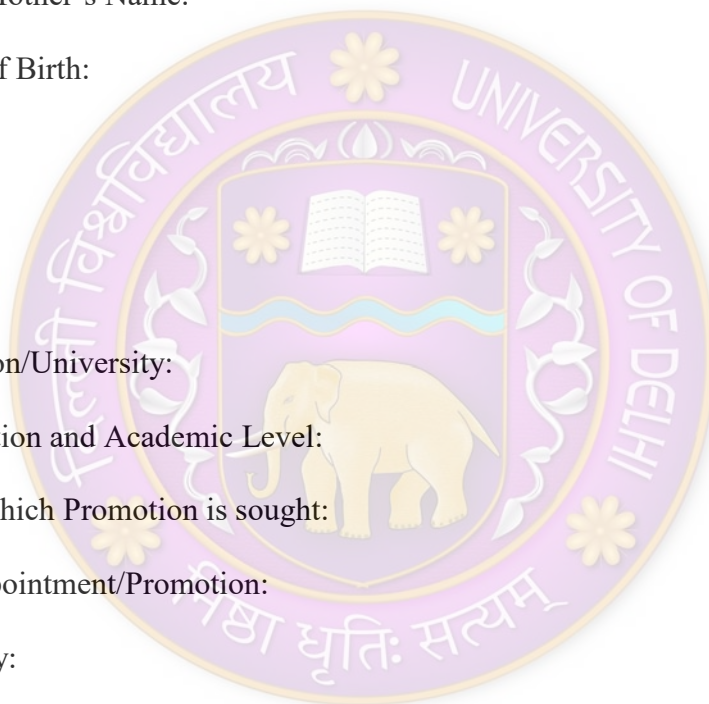
(To be submitted for consideration for promotion to the next level in Directors Physical Education Cadre)

Assessment Period \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. College/Institution/University:
8. Current Designation and Academic Level:
9. Designation to which Promotion is sought:
10. Date of Last Appointment/Promotion:
11. Date of eligibility:
12. Period of assessment:
13. Category(SC/ST/OBC/EWS/PwBD/UR):
14. Address for Correspondence (with Pincode):  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_
15. Permanent Address (with Pin code), in case different from Sl.No.13:







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## 16. Academic Qualifications:

Examination	Name of Exam	Univer sity	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post- Graduation						
Other Examinations, if any						

## 17. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

## 18. Field of Specialization under the Subject/Discipline:

## 19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

### 19.1 Details of Training/seminar/workshop/course on automation and digitalization/upgradation

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	



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## 19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

## 20. Period of experience in the DPE cadre during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:**

**REGULARITY IN ATTENDANCE**

Grading Criteria:

- 90% and above – Good
- Below 90% but 80% and above - Satisfactory
- Less than 80% - Not satisfactory

S. No.	Academic Year	Level (PG/UG)	Activities undertaken	Grading as per APAR

**SECTION 2**

**ORGANIZING INTRA COLLEGE COMPETITION**

Grading Criteria:

- Good - Intra college competition in more than 5 disciplines.
- Satisfactory - Intra college competition in 3-5 disciplines.
- Unsatisfactory - Neither good nor satisfactory

S. No.	Details of intra college competition	Disciplines	Period		Details of participants	Name of the college/institution	Year	Grading as per APAR
			From	To				





### SECTION 3

#### INSTITUTION PARTICIPATING IN EXTERNAL COMPETITIONS

##### Grading criteria

- Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.
- Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  
Or District level competition in at least 5 disciplines.
- Unsatisfactory - Neither good nor satisfactory

S.No.	Details of competition with Venue and period	Details of Disciplines	Details of Participating colleges/institutions	Level National/State/ District	Year	Grading as per APAR

### SECTION 4

#### UPKEEP AND UPGRADATION OF TRAINING INFRASTRUCTURE AND PLAYFIELD.

##### Grading criteria

- Good
- Satisfactory
- Unsatisfactory

To be Assessed by the Promotion committee.

- Up-gradation of sports and physical training infrastructure with scientific and technological inputs.

S.No.	Details of available Sports and Physical Training infrastructure	Upgradation done	Scientific and technological inputs and changes done/brought about	Target group for which upgradation done	Outcome of the upgradation	Year



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## b. Development and maintenance of playfields and sports and physical education facilities.

S.No.	Details of available playfield and Sports and Physical Education facilities	Development and maintenance activities undertaken	Scientific and technological inputs and changes done/brought about	Target group for which upgradation done	Outcome of the upgradation	Year

Grading for this section  
(as per assessment of the promotion committee)

S. No.	Year Grading	Grading for the year

## SECTION 5 INVOLVEMENT IN ACTIVITIES RELATED TO ACADEMIC AND PROFESSIONAL ASPECTS

### Grading criteria

- Good: Involved in any two activities.
- Satisfactory: 1 activity
- Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities/aspects to be considered are as follows:

- (a) At least one student of the institution participating in national/ state/ university (for college levels only) teams.

S.No.	Details of student	Status of the student in the team	Level National/State/ University or college	Details of the competition/ event	Details of Participating colleges/institutions	Outcome of the competition.	Year



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i. (b) Organizing state/national/inter university/inter college level competition.

S.No.	Details of competition organised	Venue	Period		Details of Disciplines	Details of Participating colleges/institutions	Level National/State/ Inter-university/ Inter-college	Year
			From	To				

ii. Being invited for coaching at state/national level.

S.No.	Details of the team(s) coached	Discipline of the team	Period		Competitions in which the team participated	Details of Participating teams	Level National/State	Year
			From	To				

iii. Organizing at least three workshops in a year.

S.No.	Details of workshop organised	Venue	Period		Sponsoring/Organising Agency	Year
			From	To		

iv. (a) Publications of at least one research paper in UGC approved journal.

S. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC - CARE List	Year

Note:

PBAS 2018 (Director Physical Education Cadre)





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The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

- iv. (b) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.

S.No.	Nature of Activity (admissions/examination/extracurricular)	Contribution of the applicant	Period		Year
			From	To	

## OVERALL GRADING FOR Section 5

S.No.	Year	No. of Activities covered (i to iv)	Grading as per APAR

(Please attach supporting documents as per requirement)

## SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section 1-5	No. of grading as	
			Good	Satisfactory

Note: Overall Grading for the Academic Year is to be defined as follows:

- Good: Good in Item (Section) 1 and satisfactory/good in any two other items (Sections).
- Satisfactory: Satisfactory in Item (Section) 1 and satisfactory/good in any other two items (Sections).
- Not Satisfactory: If neither good nor satisfactory in overall grading.



PART-C: OTHER RELEVANT INFORMATION

- (a) The system of tracking user grievances and the extent of grievances redressal details
- (b) Membership/Fellowship of Learned bodies /Societies:
- (c) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (e) Future Plans (In approximately 150 words):

Note:

- (i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- (ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
- (iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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| 1. | 11. |
| 2. | 12. |



# दिल्ली विश्वविद्यालय University of Delhi

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| 3.  | 13. |
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| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

## **PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as  
.....in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Director of Physical Education/Principal of College/Institute





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## Annual Performance Appraisal Report (Directors Physical Education Cadre)

As per CAS 2018

(To be submitted at the end of every academic year)

Academic Year \_\_\_\_\_

(Information provided should pertain to the academic year referred above)

### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. College/Institution/University:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category(SC/ST/OBC/EWS/PwBD/UR):
11. Address for Correspondence (with Pincode):

Address:

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Telephone No:

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Mobile No:

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12. Permanent Address (with Pin code), in case different from Sl.No.11:

13. Academic Qualifications:

APAR as per CAS 2018 (Director Physical Education Cadre)



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Examination	Name of Exam	Univer sity	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post- Graduation						
Other Examinations, if any						

## 14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

## 15. Field of Specialization:

## 16. Details of Course/Program/Workshop/MOOCs attended or completed.

### 16.1 Details of Training/Seminar/Workshop/Course on Automation And Digitalization/ Upgradation

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

### 16.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E- certification no.



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:  
REGULARITY IN ATTENDANCE**

Grading Criteria:

- 90% and above – Good
- Below 90% but 80% and above - Satisfactory
- Less than 80% - Not satisfactory

S. No.	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending the College/Institution		Percentage of Attendance
				No. of working days	No. of days attended	
Grading						

**SECTION2  
ORGANIZING INTRA COLLEGE COMPETITION**

Grading Criteria:

- Good - Intra college competition in more than 5 disciplines.
- Satisfactory - Intra college competition in 3-5 disciplines.
- Unsatisfactory - Neither good nor satisfactory

S.No.	Details of intra college competition	Disciplines	Period		Details of participants	Name of the college/institution
			From	To		
Grading						





### SECTION3

#### INSTITUTION PARTICIPATING IN EXTERNAL COMPETITIONS

##### Grading criteria

- Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.
- Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  
Or District level competition in at least 5 disciplines.
- Unsatisfactory - Neither good nor satisfactory

S.No.	Details of competition in which the college/institution participated	Venue	Period		Details of Disciplines	Details of Participating colleges/institutions	Level National/State/ District
			From	To			
Grading							

### SECTION4

#### UPKEEP AND UPGRADATION OF TRAINING INFRASTRUCTURE AND PLAYFIELD.

##### Grading criteria

- Good
- Satisfactory
- Unsatisfactory

To be Assessed by the Promotion committee.

- Up-gradation of sports and physical training infrastructure with scientific and technological inputs.

S.No.	Details of available Sports and Physical Training infrastructure	Upgradation done	Scientific and technological inputs and changes done/brought about	Target group for which upgradation done	Outcome of the upgradation



b. Development and maintenance of playfields and sports and physical education facilities.

S.No.	Details of available playfield and Sports and Physical Education facilities	Development and maintenance activities undertaken	Scientific and technological inputs and changes done/brought about	Target group for which upgradation done	Outcome of the upgradation

Grading for this section \_\_\_\_\_  
(as per assessment of the promotion committee)

## SECTION 5

### INVOLVEMENT IN ACTIVITIES RELATED TO ACADEMIC AND PROFESSIONAL ASPECTS

Grading criteria

- Good: Involved in any two activities.
- Satisfactory: 1 activity
- Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities/aspects to be considered are as follows:

- i. (a) At least one student of the institution participating in national/ state/ university (for college levels only) teams.

S.No.	Details of student	Status of the student in the team	Level National/State/ University or college	Details of the competition/ event	Details of Participating colleges/institutions	Outcome of the competition.

- i. (b) Organizing state/national/inter university/inter college level competition.

S.No.	Details of competition organised	Venue	Period		Details of Disciplines	Details of Participating colleges/institutions	Level National/State/ Inter-university/ Inter-college
			From	To			



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ii. Being invited for coaching at state/national level.

S.No.	Details of the team(s) coached	Discipline of the team	Period		Competitions in which the team participated	Details of Participating teams	Level National/State
			From	To			

iii. Organizing at least three workshops in a year.

S.No.	Details of workshop organised	Venue	Period		Sponsoring/Organising Agency
			From	To	

iv. (a) Publications of at least one research paper in UGC approved journal.

S. No.	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC - CARE List

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

iv. (b) Assistance in university/college administration and governance related work including work done during admissions, examinations and extracurricular college activities.





S.No.	Nature of Activity (admissions/examination/extracurricular)	Contribution of the applicant	Period	
			From	To

### OVERALL GRADING FOR Section 5

No. of Activities covered (i to iv)	
Overall grading	

(Please attach supporting documents as per requirement)

### SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (Head, Delhi University Sports Council /Principal of the college)
1.	Regularity	Section 1	
2.	Organizing intra college competition	Section 2	
3.	Institution participating in external competitions	Section 3	
4.	Upkeep and upgradation of training infrastructure and playfield	Section 4	
5.	Involvement in activities related to academic and professional aspects	Section 5	

### OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5

Note: Overall Grading for the Academic Year is to be defined as follows:

- Good: Good in Item (Section) 1 and satisfactory/good in any two other items (Sections).
- Satisfactory: Satisfactory in Item (Section) 1 and satisfactory/good in any other two items (Sections).
- Not Satisfactory: If neither good nor satisfactory in overall grading.

### PART-C: OTHER RELEVANT INFORMATION

APAR as per CAS 2018 (Director Physical Education Cadre)



- (a) The system of tracking user grievances and the extent of grievances redressal details
- (b) Membership/Fellowship of Learned bodies /Societies:
- (c) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (e) Future Plans (In approximately 150 words):

Note:

- (i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- (ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
- (iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

LIST OF ENCLOSURES: *(Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary)*

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| 1. | 11. |
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| 9.  | 19. |
| 10. | 20. |

#### **PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that ..... has been working as  
.....in the Delhi University Sports Council/College since  
.....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Director of Physical Education/Principal of College/Institute

## UNIVERSITY GRANTS COMMISSION

## NOTIFICATION

New Delhi, the 18th July, 2018

**UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018**

**No. F.1-2/2017(EC/PS).**—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the “UGC Regulations on Minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010” (Regulation No.F.3-1/2009 dated 30<sup>th</sup> June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

**1. Short title, application and commencement:**

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

**UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018****Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.****1.0 Coverage**

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

- 1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail
  - i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
  - ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level



Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

- 1.2 Every university or institution deemed to be University, as the case may be, shall as soon as may be, but not later than within six months of the coming into force of these Regulations, take effective steps for the amendment of the statutes, ordinances or other statutory provisions governing it, so as to bring the same in accordance with these Regulations.

**2.0 Pay Scales, Pay Fixation, and Age of Superannuation**

**Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.**

- 2.1 Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

*Provided* further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

- 2.2 **The date of implementation of the revision of pay shall be 1<sup>st</sup> January, 2016.**

**3.0 Recruitment and Qualifications**

- 3.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.

- 3.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.

**3.3**

- I. The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only:

*Provided* that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

*Provided* further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

- II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- 3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.
- I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- 3.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- 3.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- 3.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 3.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
- 3.10 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.
- 3.11 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.
- 3.12 **Qualifications:**  
No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.
- 4.0 **Direct Recruitment**
- 4.1 **For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.**
- I. **Assistant Professor:**
- Eligibility (A or B) :**
- A.
- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

*Provided*, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

*The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

#### OR

- B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

*Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.*

### II. Associate Professor:

#### Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

### III. Professor:

#### Eligibility (A or B) :

#### A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

**OR**

- B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

#### **IV. Senior Professor in Universities**

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

##### **Eligibility:**

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC-listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

#### **V. College Principal and Professor (Professor's Grade)**

##### **A. Eligibility:**

- (i) Ph.D. degree
- (ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- (iv) A minimum of 110 Research Score as per Appendix II, Table 2

##### **B. Tenure**

- i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.
- ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

#### **VI. Vice Principal**

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

#### **4.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.**

##### **I. Assistant Professor:**

##### **Eligibility (A or B):**

##### **A.**

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.



- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions:*

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;
- d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

*Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.*

*Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).*

**OR**

- B.** A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:
- i) studied under a noted/reputed traditional Master(s)/Artist(s)
  - ii) Has been 'A' grade artist of AIR/Doordarshan;
  - iii) Has the ability to explain, with logical reasoning the subject concerned; and
  - iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

**II. Associate Professor :**

**Eligibility (A or B):**

**A.**

- i) Good academic record, with a doctoral degree.
- ii) Performing ability of a high professional standard.
- iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.
- iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

**OR**

- B.** A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

- i) been 'A'-grade artist of AIR/Doordarshan;
- ii) eight years' experience of outstanding performing achievement in the

- field of specialisation;
- iii) experience in designing of new courses and /or curricula;
- iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and
- v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

**III. Professor :****Eligibility (A or B):****A.**

- i) An eminent scholar having a doctoral degree
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions
- iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,
- iv) Has a total research score of 120, as per Appendix II, Table 2.

**OR****B. A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,**

- i) Having Masters degree, in the relevant subject
- ii) Has been 'A'-grade artist of AIR/Doordarshan
- iii) Has Ten years of outstanding performing achievements in the field of specialisation
- iv) Has made significant contributions in the field of specialisations and ability to guide research;
- v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
- vi) Has the ability to explain with logical reasoning the subject concerned, and
- vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

**4.3 Drama Discipline:****I. Assistant Professor****Eligibility (A or B)****A.**

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

*Provided* further, candidates registered for the Ph.D. programme, prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

1. *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*
2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

**OR**

**B.** A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

- i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;
- ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and
- iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

## **II. Associate Professor:**

**Eligibility (A or B) :**

**A.**

- i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years experience of teaching in a University/College and/ or research in a University/national-level institutions equal to that of Assistant Professor in a University/College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

**OR**

**B.** A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

- i) Been recognised artist of Stage/ Radio/TV;
- ii) Eight years of outstanding performance in the field of specialisation;
- iii) Experience of designing new courses and /or curricula;
- iv) Participated in Seminars/Conferences in reputed institutions; and
- v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

**III. Professor****Eligibility (A or B) :**

- A. An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

**OR**

- B. A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:
- Master's degree, in the relevant subject;
  - Ten years of outstanding performing achievements in the field of specialisation;
  - Made significant contribution in the field of specialisation
  - Guided research;
  - Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;
  - Ability to explain with logical reasoning the subject concerned;
  - Adequate knowledge to teach theory, with illustrations in the said discipline.

**4.4 Yoga Discipline****I. Assistant Professor :****Eligibility (A or B) :**

- A. Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

**OR**

- B. A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga\* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

\*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations

**II. ASSOCIATE PROFESSOR**

- A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.
- A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.



**III. PROFESSOR****Eligibility (A or B) :****A.**

- i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

**Or**

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

**4.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS****I. ASSISTANT PROFESSOR:**

A Bachelor's Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

**II. ASSOCIATE PROFESSOR:**

- i) Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.
- ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

**III. PROFESSOR:**

- i) Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.
- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC- listed journals.

**IV. PRINCIPAL / DIRECTOR / DEAN:**

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

**Note:**

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.
- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

**4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS****I. ASSISTANT PROFESSOR:**

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

**II. ASSOCIATE PROFESSOR:**

- i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.

- ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed or UGC - listed journals.

### III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

- (i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and  
(ii) Published work of high standard in peer -reviewed or UGC- listed journals.

### IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

- (i) Senior-most Professor shall be designated as the Principal / Director / Dean.  
(ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

## 4.7 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN

### I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

- i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point -scale, wherever the grading system is followed)  
ii) A consistently good academic record, with knowledge of computerization of a library.  
iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

*Provided* that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode  
b) The Ph.D. thesis has been evaluated by at least two external examiners;  
c) Open Ph.D. viva voce of the candidate has been conducted;  
d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;  
e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*  
(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**II. UNIVERSITY DEPUTY LIBRARIAN**

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point -scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

**III. UNIVERSITY LIBRARIAN**

- i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

**4.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)****I. University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports****Eligibility (A or B) :****A.**

- i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

*Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-*

- a) The Ph.D. degree of the candidate has been awarded in regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) Open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

*Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

## II. University Deputy Director of Physical Education and Sports

### Eligibility (A or B) :

#### A.

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii) Eight years experience as University Assistant DPES/College DPES.
- iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v) Passed the physical fitness test in accordance with these Regulations.

OR

B. An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

## III. University Director of Physical Education and Sports

- i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
- ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

## IV. Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres



NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

## 5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURE:

### 5.1 Selection Committee Composition

#### I. Assistant Professor in the University:

- (a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :
  - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
  - iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - iv) Dean of the Faculty concerned, wherever applicable.
  - v) Head/Chairperson of the Department/School concerned.
  - vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

#### II. Associate Professor in the University

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:
  - i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
  - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
  - iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
  - iv) Dean of the faculty, wherever applicable.
  - v) Head/Chairperson of the Department/School.
  - vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum

**III. Professor in the University**

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons :
- i) Vice-Chancellor who shall be the Chairperson of the Committee.
  - ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
  - iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - iv) Dean of the faculty, wherever applicable.
  - v) Head/Chairperson of the Department/School.
  - vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.

**IV. Senior Professor**

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- i) Vice Chancellor who shall be the Chairperson of the Committee.
  - ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
  - iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
  - iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
  - v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
  - vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

**V. Assistant Professor in Colleges, including Private and Constituent Colleges:**

- (a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:
- i) Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.
  - ii) The Principal of the College.
  - iii) Head of the Department/Teacher-in-charge of the subject concerned in the College.
  - iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) Five members, including two outside subject experts, shall constitute the quorum.

#### **VI. Associate Professor in Colleges, including Private and Constituent Colleges**

(a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.
- iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

#### **VII. Professor in Colleges, including Private and Constituent Colleges**

(a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:

- i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.
- iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority

educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
  - vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) The quorum for the meeting shall be five, including two subject experts.

### **VIII. College Principal and Professor**

#### **A. Selection Committee**

- (a) The Selection Committee for the post of College Principal and Professor shall have the following composition:
- i) Chairperson of the Governing Body to be the Chairperson.
  - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
  - iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
  - v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.
  - vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutions, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.
- (b) Five members, including two experts, shall constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.



- (d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).
- (e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

**B. Committee for Assessment of College Principal and Professor for Second Term**

The Committee for assessment to the post of College Principal for second term shall have the following composition:

- i) Nominee of the Vice-Chancellor of the affiliating University.
- ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

**IX. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians** shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

**X. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:**

**A. For University teachers:**

- i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Head of the Department /Chairperson of the School; and
- iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

**B. For College teachers:**

- i) The Principal of the college;
- ii) Head /Teacher-Incharge of the department concerned from the college;
- iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

**C. For University Assistant Librarian:**

- i) The Vice-Chancellor shall be the Chairperson of the Committee;
- ii) The Dean of the Faculty concerned;
- iii) The Librarian, University Library; and
- iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

**D. For College Assistant Librarian:**

- i) The Principal shall be the Chairperson of the Committee;
- ii) The Librarian, University Library; and
- iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

**E. For University Assistant Director, Physical Education and Sports:**

- i) The Vice-Chancellor shall be the Chairperson of the Committee;

- ii) The Dean of the Faculty concerned;
- iii) The University Director, Physical Education and Sports; and
- iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

**F. For College Director, Physical Education and Sports:**

- i) The Principal shall be the Chairperson of the Committee;
- ii) The University Director, Physical Education and Sports; and
- iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

**Note:** The quorum for these committees in all categories shall be three which will include one subject expert/university nominee.

**5.2.** The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- (c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

**5.3** The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

**5.4** For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

**6.0 SELECTION PROCEDURE:**

**I.** The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.

In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.

**II.** The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.

**III.** In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

- IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

*Provided* that the publications submitted by the candidate shall have been published during the qualifying period.

*Provided* further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

- V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

- VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

- VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

- A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

**B. Assessment Process**

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

**Step: 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

**Step 3:** A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

**6.1 Assessment Criteria and Methodology:**

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

**6.2** The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

**6.3** The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

- I.** A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.
- II.** The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- III.** The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix II.
- IV.** The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V.** For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI.** The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
  - i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
  - iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.



**VII.** Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

- (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

**OR**

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

**TABLE-A**

**(Minimum API requirement for the promotion of teachers under CAS in university departments)**

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/- to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG &amp; PG))

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C

(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs.10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E

(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31<sup>st</sup> December, 2018.

#### 6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

#### B. Career Advancement Scheme (CAS) for Colleges teachers

##### I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

**Eligibility:** Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- Attended one Orientation course of 21 days' duration on teaching methodology; and
- Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table I, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

#### **II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)**

##### **Eligibility:**

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

#### **III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

##### **Eligibility:**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

#### **CAS Promotion Criteria:**

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.



**IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)****Eligibility:**

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2

**CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

**C. Career Advancement Scheme (CAS) for University teachers****I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)****Eligibility:**

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

**CAS Promotion Criteria :**

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

**II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)****Eligibility:**

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten

days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

#### **III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

#### **IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**

##### **Eligibility:**

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

**V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)**

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

**Eligibility:**

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

**D. Career Advancement Scheme (CAS) for Librarians****Note:**

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

**I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):****Eligibility:**

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

**CAS Promotion Criteria:**

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)****Eligibility:**

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalisation, (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)**

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:**

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

**CAS Promotion Criteria:**

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

**E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports**

**Note:**

- i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.



**I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)**

**Eligibility:**

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

**II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)**

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee .

**III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)**

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

**CAS Promotion Criteria:**

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

**IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:**

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

**CAS Promotion Criteria:**

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

**6.5.** Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

**7.0 SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:**

**7.1 PRO-VICE-CHANCELLOR:**

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

**7.2** It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

**7.3. VICE CHANCELLOR:**

- i. A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.
- ii. The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be

persons' of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search cum-Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.

iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.

iv. The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

## **8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE**

### **8.1 DUTY LEAVE:**

i. Duty leave upto 30 days in an academic year may be granted for the following purposes:

- (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;
  - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;
  - (c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
  - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
  - (e) For performing any other duty assigned to him/her by the university/college.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

### **8.2 STUDY LEAVE:**

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.

- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -
  - (a) who is unable to complete his/her studies within the period of study leave granted to him/her or
  - (b) who fails to rejoin the services of the University on the expiry of his/her study leave or
  - (c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
  - (d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.



**Explanation:**

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

- xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

**8.3 Sabbatical Leave:**

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

**8.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges**

The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- (ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
- (iii) Leave not earned by duty, viz. extraordinary leave; and leave not due;
- (iv) Leave not debited to leave account
- (v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- (vi) Leave on grounds of health, viz., maternity leave and quarantine leave.
- (b) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

**I. Casual Leave**

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

**II. Special Casual Leave**

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
  - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
  - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
  - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

**III. Earned Leave**

- (i) Earned leave admissible to a teacher shall be:
  - (a) 1/30th of the actual service, including vacation; *plus*
  - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified :

- 1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

#### IV. Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

##### *Explanation:*

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

#### V. Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

*Provided* that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

#### VI. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

**VII. 'Leave Not Due'**

- (i) 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

*Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.*

**VIII. Maternity Leave**

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

**IX. Child-care Leave**

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

**X. Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

**XI. Adoption leave**

Adoption leave may be provided as per the rules of the Central Government.

**XII. Surrogacy leave**

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

**9. Research Promotion Grant**

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

**9.1 Consultancy Assignments**

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant-teachers shall be as per the UGC Consultancy Rules to be provided separately.



**10.0 Counting of Past Services for Direct Recruitment and Promotion under CAS**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
  - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
  - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

**11.0 Period of Probation and Confirmation**

- 11.1** The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- 11.2** The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- 11.3** Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
- 11.4** The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
- 11.5** All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

**12.0 Creation and Filling-up of Teaching Posts**

- 12.1** Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
- 12.2** All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

**13.0 Appointments on Contract Basis**

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The

fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly-appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

#### 14.0 Teaching Days

- 14.1** The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

Categorisation	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
<b>Total</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>

- 14.2** In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with  $1/3^{\text{rd}}$  of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers,  $1/3^{\text{rd}}$  of the period shall be credited as Earned Leave.

#### 15.0 Workload

- 15.1** The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

- 15.2** Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

#### 16.0 Service Agreement and Fixing of Seniority

- 16.1** At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

- 16.2.** The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

**16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

**17.0 Code of Professional Ethics**

**I. Teachers and their Responsibilities :**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

**II. Teachers and Students**

**Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

### III. Teachers and Colleagues

#### Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### IV. Teachers and Authorities :

#### Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### V. Teachers and Non-Teaching Staff :

#### Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

### VI. Teachers and Guardians

#### Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### VII. Teachers and Society

#### Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;



- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

**The Vice-Chancellor/Pro-Vice-Chancellor/Rector**

**The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**College Principal should;**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**Director Physical Education and Sports (University/College)/Librarian (University/College) should;**

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.

- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

#### **18.0 Maintenance of Standards in Higher-Education Institutions:**

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

#### **19.0 Other Terms and Conditions**

##### **19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification**

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv.
  - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the

- discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
- b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
- (b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both as the case may be.
- xi. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.

xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.

xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.

xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

### 19.2 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

### 19.3 Allowances and Benefits

- I. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.
- II. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.
- III. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of the Central Government/ Health Scheme of respective State Government, as the case may be, for Central/State Universities/Colleges respectively.

### APPENDICES

Appendix I	Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017)
Appendix II	<u>Assessment Criteria and Methodology</u> Table 1 to 3 - For University and College Teachers Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc. Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.

SANJEEV KUMAR NARAYAN, Under Secy.

[ADVT.-III/4/Exty./147/18]



Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Higher Education Section

Shastri Bhavan, New Delhi  
Dated 2 November, 2017

Corrigendum

**Subject:** Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7<sup>th</sup> Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

- (a) Cell Academic level 12, row 2 may be read as "24,700" instead of "24,100"
- (b) Cell Academic level 13A, row 18 may be read as "2,04,700" instead of "2,04,100"
- (c) Cell Academic level 14, row 6 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy  
(Dr. K.K. Tripathy) 2/11/17  
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi - 110 003.
2. Vice-Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, North Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Rashtriya Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nizam Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi.
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Annexure I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,700	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalized Entry Pay (Rs.)	57,700	66,000	75,800	1,31,400	1,44,200	1,82,400
1	58,400	73,800	82,200	1,35,300	1,48,900	1,87,700
2	59,100	74,500	84,700	1,36,400	1,50,000	1,88,800
3	59,800	75,200	86,200	1,37,500	1,51,100	1,89,900
4	60,500	75,900	87,700	1,38,600	1,52,200	1,91,000
5	61,200	76,600	89,200	1,39,700	1,53,300	1,92,100
6	61,900	77,300	90,700	1,40,800	1,54,400	1,93,200
7	62,600	78,000	92,200	1,41,900	1,55,500	1,94,300
8	63,300	78,700	93,700	1,43,000	1,56,600	1,95,400
9	64,000	79,400	95,200	1,44,100	1,57,700	1,96,500
10	64,700	80,100	96,700	1,45,200	1,58,800	1,97,600
11	65,400	80,800	98,200	1,46,300	1,59,900	1,98,700
12	66,100	81,500	99,700	1,47,400	1,61,000	1,99,800
13	66,800	82,200	1,01,200	1,48,500	1,62,100	2,00,900
14	67,500	82,900	1,02,700	1,49,600	1,63,200	2,02,000
15	68,200	83,600	1,04,200	1,50,700	1,64,300	2,03,100
16	68,900	84,300	1,05,700	1,51,800	1,65,400	2,04,200
17	69,600	85,000	1,07,200	1,52,900	1,66,500	2,05,300

K. K. T. 11/10

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,800	1,77,100			
29	1,31,700	1,57,300	1,82,400			
30	1,35,700	1,62,000	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

K. K. T. 11/10

**Appendix II****Table 1****Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities:  (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.  (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.  (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.  (d) Organising seminars/ conferences/ workshops, other college/university activities.  (e) Evidence of actively involved in guiding Ph.D students.  (f) Conducting minor or major research project sponsored by national or international agencies.  (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities

**Overall Grading:****Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.**Not Satisfactory:** If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

**Table 2****Methodology for University and College Teachers for calculating Academic/Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	08 per paper	10 per paper
2.	<b>Publications (other than Research papers)</b>		
	<b>(a) Books authored which are published by ;</b>		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (420 credit course)(In case of MOOCs of lesser credits 05 marks/credit)		20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) E-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	<b>(a) Research guidance</b>		



	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	<b>(c) Research Projects Ongoing :</b>		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c) Awards/Fellowship</b>		
	International	07	07
	National	05	05
6.	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

**The Research score for research papers would be augmented as follows :**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
- ii) Paper with impact factor less than 1 - 10 Points
- iii) Paper with impact factor between 1 and 2 - 15 Points
- iv) Paper with impact factor between 2 and 5 - 20 Points
- v) Paper with impact factor between 5 and 10 - 25 Points
- vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

**Note:**

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

**Table: 3 A****Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% =05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications ( 2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

*#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.*

**Note:**

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks  
(ii) JRF/NET/SET Maximum - 07 Marks  
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	=	80
Research Publications	=	10
Teaching Experience	=	10
<b>Total</b>	=	<b>100</b>

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

**Table: 3 B****Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% =10
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications ( 2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

# However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note :

(A)

- |       |                    |         |   |          |
|-------|--------------------|---------|---|----------|
| (i)   | M.Phil. + Ph.D.    | Maximum | - | 25 Marks |
| (ii)  | JRF/NET/SET        | Maximum | - | 10 Marks |
| (iii) | In awards category | Maximum | - | 03 Marks |

- (B) Number of candidates to be called for interview shall be decided by the college.
- (C)
- |                       |   |            |
|-----------------------|---|------------|
| Academic Score        | - | 84         |
| Research Publications | - | 06         |
| Teaching Experience   | - | 10         |
| <b>TOTAL</b>          | - | <b>100</b> |
- (D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

**Table 4****Assessment Criteria and Methodology for Librarians**

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> <li>Library Resource and Organization and maintenance of books, journals and reports.</li> <li>Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li> <li>Assistance towards updating institutional website</li> </ul>	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>



4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note :		
(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.		
(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.		
(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

**Table 5****Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.

3.	Institution participating in external competitions	<p>Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.</p> <p>Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.</p> <p>Or District level competition in at least 5 disciplines.</p> <p>Unsatisfactory - Neither good nor satisfactory.</p>
4.	<p>Up-gradation of sports and physical training infrastructure with scientific and technological inputs.</p> <p>Development and maintenance of playfields and sports and physical Education facilities.</p>	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	<p>(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>(ii)Being invited for coaching at state/national level.</p> <p>(iii)Organizing at least three workshops in a year.</p> <p>(iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p><b>Note:</b></p> <p>i)It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		

RAKESH  
SUKUL

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# भारत का राजपत्र The Gazette of India

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## विश्वविद्यालय अनुदान आयोग अधिसूचना

नई दिल्ली, 31 जुलाई, 2023

वि.सं. 9-1/2010 (पीएस/मि.स.) भाग खण्ड II.—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 14 के साथ पठित धारा 26 की उप-धारा (1) के खंड (इ) तथा (छ) के अंतर्गत प्रदत्त शक्तियों का प्रयोग करते हुए, विश्वविद्यालय अनुदान आयोग एतद्वारा विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रख-रखाव हेतु अन्य उपायों संबंधी) विनियम, 2018 में निम्नलिखित संशोधन करता है, यथा-

- सबु शीर्षक एवं प्रवर्तन-(1) इन विनियमों को विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रख-रखाव हेतु अन्य उपायों संबंधी) (तृतीय संशोधन) विनियम, 2023 कहा जा सकता है।  
(2) वे आधिकारिक राजपत्र में प्रकाशन की तिथि से लागू होंगे।
- निम्नलिखित विनियमों में विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रख-रखाव हेतु अन्य उपायों संबंधी) विनियम, 2018 संशोधित किया जाएगा और निम्नानुसार पढ़ा जाएगा:-



विनियम	विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रख-रखाव हेतु अन्य उपायों संबंधी, विनियम 2018 के मुख्य विनियमों में मौजूदा प्रावधान	विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रख-रखाव हेतु अन्य उपायों संबंधी विनियम 2018 के मुख्य विनियमों में संशोधित प्रावधान
3.12	विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (च) के तहत मान्यता प्राप्त संघटित अथवा सम्बन्ध महाविद्यालयों सहित कोई विश्वविद्यालय अथवा कोई संस्थान अथवा उक्त अधिनियम की धारा 3 के तहत सम विश्वविद्यालय संस्थान में विश्वविद्यालय और महाविद्यालय शिक्षक, पुस्तकालय अध्यक्ष अथवा शारीरिक शिक्षा और खेल कूद निदेशक के पद पर किसी व्यक्ति की नियुक्ति नहीं होगी जबतक कि व्यक्ति इन विनियमों की अनुमूची 1 में उपर्युक्त पद के लिए यथा उपबंधित अर्हताओं के रूप में अपेक्षाओं को पूरा नहीं करता हो।	विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (च) के अंतर्गत मान्यता प्राप्त संघटित अथवा सम्बन्ध महाविद्यालयों सहित कोई विश्वविद्यालय अथवा कोई संस्थान अथवा उक्त अधिनियम की धारा 3 के तहत सम विश्वविद्यालय संस्थान में विश्वविद्यालय और महाविद्यालय शिक्षक, पुस्तकालय अध्यक्ष अथवा शारीरिक शिक्षा और खेलकूद निदेशक के पद पर किसी व्यक्ति की नियुक्ति नहीं होगी जबतक कि व्यक्ति इन विनियमों में उल्लेखित उपर्युक्त पद के लिए यथा उपबंधित अर्हताओं के रूप में अपेक्षाओं को पूरा नहीं करता हो।
6.3	इन विनियमों के तहत कैरियर उन्नति योजना के अंतर्गत प्रोन्नतियों के लिए बनाये गए मानदंड, इन विनियमों की अधिमूचना की तिथि से प्रभावी होंगे। तथापि, विद्यमान विनियमों के अंतर्गत पहले से योग्य अथवा संभावित योग्यता प्राप्त करने वाले संकाय के सदस्यों की कठिनाई कम करने के लिए उन्हें विद्यमान विनियमों के अंतर्गत प्रोन्नति हेतु विचार किये जाने के लिए विकल्प दिया जा सकता है। यह विकल्प इन विनियमों के तिथि से केवल 3 वर्ष तक प्रयोग में लाया जा सकता है।	इन विनियमों के तहत कैरियर उन्नति योजना के अंतर्गत प्रोन्नतियों के लिए बनाये गए मानदंड, इन विनियमों की अधिमूचना की तिथि से प्रभावी होंगे। हालांकि, उन संकाय सदस्यों की कठिनाई का समाधान करने के लिए जो विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रख-रखाव हेतु अन्य उपायों संबंधी) विनियम, 2010 विनियमों के अनुसार पहले ही अर्हता प्राप्त कर चुके हैं या मौजूदा नियमों के तहत छह महीने के भीतर (17 जनवरी 2019 तक) अर्हता प्राप्त करने की संभावना है, उन्हें पदोन्नति हेतु विचार करने के लिए एक विकल्प 2010 या 2018 विनियम के अंतर्गत दिया जा सकता है। इस विकल्प का उपयोग इन विनियमों की अधिमूचना की तारीख से केवल 31 दिसंबर, 2023 तक किया जा सकता है और पात्रता की तारीख को पदोन्नति की तारीख के रूप में बरकरार रखा जाएगा। आवेदन जमा करने की तिथि पर, उम्मीदवार को पदोन्नति के लिए आवश्यक सभी पात्रता मानदंडों को पूरा करना होगा।
6.3 VI (iii)	जो उम्मीदवार पहले मूल्यांकन में सफल नहीं होते हैं, उनका एक वर्ष के बाद ही पुनर्मूल्यांकन होगा। जब ऐसा उम्मीदवार अंतिम मूल्यांकन में सफल होता है, तो उसकी पदोन्नति अस्वीकृति की तारीख से एक वर्ष मानी जाएगी।	जो उम्मीदवार पहले मूल्यांकन में सफल नहीं होते हैं, उनका एक वर्ष के बाद ही पुनर्मूल्यांकन करना होगा। जब ऐसा उम्मीदवार अंतिम मूल्यांकन में सफल होता है, तो उसकी पदोन्नति अंतिम मूल्यांकन की तारीख के आधार या तो 1 जनवरी या 1 जुलाई से प्रभावी होगी, जैसा कि नीचे बताया गया है: यदि अंतिम मूल्यांकन 1 जनवरी और 30 जून के बीच

		है तो पदोन्नति 1 जुलाई से दी जाएगी। यदि अंतिम मूल्यांकन 1 जुलाई और 31 दिसंबर के बीच है तो पदोन्नति 1 जनवरी से दी जाएगी।
6.3 VIII	सी.ए.एस के अंतर्गत प्रत्याशित पदोन्नति के लिए अपेक्षित ओरिएंटेशन कोर्स और रिक्रेशर कोर्स की आवश्यकता 31 दिसंबर, 2018 तक अनिवार्य नहीं होगी।	जहां कहीं ओरिएंटेशन कोर्स (ओसी)/रिक्रेशर कोर्स (आरसी) की आवश्यकता अधूरी रह गई है, वहां पदोन्नति नहीं रोकी जाएगी लेकिन इन अपेक्षाओं को आयोग द्वारा समय-समय पर अधिसूचित या 31 दिसंबर, 2023 तक पूरा किया जाना चाहिए।
तालिका 3ए के अंतर्गत क्रम सं. 3	एम.फिल.	एम.फिल./एलएल.एम/ एम.टेक/ एम.आर्क/एम.ई./एम.बी.एससी./एम.डी आदि।
तालिका 3ए के नीचे नोट श्रेणी के अंतर्गत क्रम. सं. डी	स्कोर केवल संबंधित राज्य स्लेट/सेट विश्वविद्यालयों/महाविद्यालयों/संस्थानों में नियुक्ति के लिए मान्य होगा।	स्लेट/सेट स्कोर केवल संबंधित राज्य विश्वविद्यालयों/ महाविद्यालयों/ संस्थानों में नियुक्ति के लिए मान्य होगा।
तालिका 3बी के अंतर्गत क्रम. सं. 3	एम.फिल.	एम.फिल./एलएल.एम/एम.टेक/एम.आर्क/एम.ई/ एम.बी.एससी./एम.डी आदि।

प्रो. मणिष जोशी, सचिव

[विज्ञापन-III/4/असा./317/2023-24]

**टिप्पणी :** प्रमुख विनियम का प्रकाशन भारत के राजपत्र, असाधारण भाग III, खण्ड 4 के अंतर्गत संदर्भ सं. एफ.1-2/2017 (ईसी/पीएस) दिनांक 18 जुलाई, 2018 को हुआ था।

## UNIVERSITY GRANTS COMMISSION

### NOTIFICATION

New Delhi, the 31st July, 2023

**F. No. 9-1/2010(PS/MISC)Pt. Vol.II.**—In exercise of the powers conferred under clause (e) and (g) of sub-section (1) of section 26 read with section 14 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following amendment in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, namely:-

- Short title and commencement.**—(1) These regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) (3<sup>rd</sup>Amendment) Regulations, 2023.



(2) These shall come into force on the date of their publication in the Official Gazette.

2. The following regulations in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, shall stand amended and be read as under:-

Regulation	Existing Provisions in Principal Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018	Amended provisions in principal Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018
3.12	No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.	No person shall be appointed to the post of University and College teacher, Librarian, or Director of Physical Education and Sports, in any university or in any of the institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants Commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfill the requirements as to the qualifications for the appropriate post as provided in these Regulations.
6.3	The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.	The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify within six months (till 17 <sup>th</sup> January, 2019) as per the UGC Regulations on <i>Minimum Qualifications for Appointment of Teachers and other Academic staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2010</i> , a choice may be given to them either, for being considered for promotions under the 2010 or 2018 Regulations. This option can be exercised only up to 31 <sup>st</sup> December 2023 and the date of eligibility shall be retained as the date of promotion. On the date of submission of the application, the candidate should fulfil all eligibility criteria required for promotion.
6.3 VI (iii)	The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.	The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be effected either from 1 <sup>st</sup> January or 1 <sup>st</sup> July depending on the date of eventual assessment, as detailed below:  If the eventual assessment is between 1 <sup>st</sup> January and 30 <sup>th</sup> June of a year, the promotion shall be granted from 1 <sup>st</sup> July of

		the year. If the eventual assessment is between 1 <sup>st</sup> July and 31 <sup>st</sup> December of a year, the promotion shall be granted from 1 <sup>st</sup> January of next year.
6.3 VIII	The requirement for the Orientation Course and Refresher Course for promotions due under the CAS shall not be mandatory up to 31st December 2018.	Wherever the requirement of the Orientation Course (OC)/Refresher Course (RC) has remained incomplete, the promotions would not be held up, but these requirements should be fulfilled by 31 <sup>st</sup> December 2023 or as notified by the Commission from time to time.
S.No. 3 under Table 3A	M.Phil.	M.Phil./LLM/M.Tech/ M.Arch/ M.E./ M.V.Sc./M.D etc.
S.No. D under the category of Note below Table 3A	The score shall be valid for appointment in respective State SLET/ SET Universities/ Colleges/Institutions only.	SLET/SET score shall be valid for appointment in respective State Universities/Colleges/Institutions only.
S.No. 3 under Table 3B	M.Phil.	M.Phil./LLM / M.Tech / M.Arch / M.E / M.V.Sc. /M.D etc.

Prof. MANISH JOSHI, Secy.

[ADVT.-III/4/Exty./317/2023-24]

**Note :** The Principal Regulations were published in the Gazette of India, Extraordinary under Part III, Section 4 *vide* No. F. 1-2/2017 (EC/PS) dated 18<sup>th</sup> July 2018.



UNIVERSITY OF DELHI

CNC-II/093/1(12)/2023-2024/

Dated: 27/02/2024

NOTIFICATION

Sub: Amendments to Ordinances/Regulations

The amendments to the Ordinances of the University consequent to following EC Resolutions are followed:

1. EC Resolution 47 of EC dated 08.12.2022 amendment in CAS 2018.
2. EC Resolution 14-1-16 dated 09.06.2023 qualifications, in Faculty of Technology, for Assistant Professor were adopted.
3. EC Resolution 20(15) dated 09.06.2023 qualifications for faculty of Education to incorporate qualifications of faculty for Integrated Teacher Education Programme (ITEP)
4. EC Resolution No 31-36 dated 25.08.2023 University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education) (2<sup>nd</sup> and 3<sup>rd</sup> Amendment) Regulations, 2023 issued in the Gazette of India dated July, 4, 2023 and August 1, 2023:

**1. Amendments to Ordinance XXIV. Qualifications of University Teachers (Appointed and Recognised) (2<sup>nd</sup> Amendment)**

Existing	Amended
<b>GENERAL NOTE:</b>  (i) to (vii) xxx xxx xxx  (viii) (a) to (c) xxx xxx xxx  (d) The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.	<b>GENERAL NOTE:</b>  (i) to (vii) xxx xxx xxx  (viii) (a) to (c) xxx xxx xxx – No Change –  (d) NET shall be the minimum criteria for the direct recruitment to the post of Assistant Professor.

**2. Amendments to Ordinance XXIV. Qualifications of University Teachers (Appointed and Recognised) and Principals other than those for whom special qualifications may be prescribed by the Executive Council on the recommendations of the Academic Council. (2<sup>nd</sup> Amendment)**

Existing	Amended
<p><b>I. For the Disciplines of Arts, Commerce, Humanities, Law, Social Sciences, Sciences, Languages, Library Science, Journalism &amp; Mass Communication and *Physical Education.</b></p> <p><b>(a) Assistant Professor:</b></p> <p><b>Eligibility (A or B) :</b></p> <p><b>A.</b>  1) xxxx  2) xxxx</p> <p><i>Provided</i> that the Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.</p> <p style="text-align: center;">Or</p> <p><b>B.</b>  xxx xxx xxx</p>	<p><b>I. For the Disciplines of Arts, Commerce, Humanities, Law, Social Sciences, Sciences, Languages, Library Science, Journalism &amp; Mass Communication and *Physical Education.</b></p> <p><b>(a) Assistant Professor:</b></p> <p><b>Eligibility (A or B) :</b></p> <p><b>A.</b>  1) xxx xxx xxx  2) xxx xxx xxx</p> <p><i>DELETED</i></p> <p style="text-align: center;">Or</p> <p><b>B.</b>  xxx xxx xxx</p>
<p><b>III. Music, Performing Arts, Visual Arts and other Traditional Indian Art Forms like Sculpture, etc.</b></p> <p><b>(a) Assistant Professor:</b></p> <p><u>Eligibility (A or B):</u></p> <p><b>A.</b>  1) xxxx  2) xxxx</p> <p><i>Provided</i> that the Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.</p> <p style="text-align: center;">Or</p> <p><b>B.</b>  xxx xxx xxx</p>	<p><b>III. Music, Performing Arts, Visual Arts and other Traditional Indian Art Forms like Sculpture, etc.</b></p> <p><b>(a) Assistant Professor:</b></p> <p><u>Eligibility (A or B):</u></p> <p><b>A.</b>  1) xxx xxx xxx  2) xxx xxx xxx</p> <p><i>DELETED</i></p> <p style="text-align: center;">Or</p> <p><b>B.</b>  xxx xxx xxx</p>

3. **Amendment to Ordinance XXIV. Qualifications of University Teachers (Appointed and Recognised) and Principals other than those for whom special qualifications may be prescribed by the Executive Council on the recommendations of the Academic Council.**

Existing	Amended
<p><b><u>CAREER ADVANCEMENT SCHEME</u></b></p> <p><b>Career Advancement Scheme – 2010 (CAS-2010)</b></p> <p>1. to 3. xxx xxx xxx</p> <p><b>Provisions to deal with Pending Promotion Cases under the CAS 2010 as on 18.07.2018 in line with UGC Regulations 2018:</b></p> <p>xxxx.</p> <p><b><u>Note:</u></b></p> <p>(i) Xxxx</p> <p>(ii) The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto December 31, 2018.</p>	<p><b><u>CAREER ADVANCEMENT SCHEME</u></b></p> <p><b>Career Advancement Scheme – 2010 (CAS-2010)</b></p> <p>1. to 3. xxx xxx xxx</p> <p><b>Provisions to deal with Pending Promotion Cases under the CAS 2010 as on 18.07.2018 in line with UGC Regulations 2018:</b></p> <p>xxxx</p> <p><b><u>Note:</u></b></p> <p>(i) Xxxx</p> <p>(ii) The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto December 31, 2023.</p>
<p><b>Career Advancement Scheme – 2018 (CAS-2018)</b></p> <p>The promotion of teachers and other academic staff of the University/Colleges shall be processed in accordance with the provisions of UGC Regulations 2018.</p> <p>The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.</p>	<p><b>Career Advancement Scheme – 2018 (CAS-2018)</b></p> <p>The promotion of teachers and other academic staff of the University/Colleges shall be processed in accordance with the provisions of UGC Regulations 2018.</p> <p>The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify within six months (Till 17<sup>th</sup> January, 2019) as per CAS 2010, a choice may be given to them, either for being considered for promotions under the CAS 2010 or 2018 Regulations. This option can be exercised only upto 31<sup>st</sup></p>



<p>(i) to (vi) xxx xxx xxx</p> <p>(a) to (b) xxx xxx xxx</p> <p>(c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.</p> <p>(i) xxx xxx xxx – No Change –</p>	<p>December 2023 and the date of eligibility shall be retained as the date of promotion. On the date of submission of application, the candidate should fulfil all eligibility criteria required for promotion.</p> <p>(i) to (vi) xxx xxx xxx</p> <p>(a) to (b) xxx xxx xxx</p> <p>(c) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be effected either from 1<sup>st</sup> January or 1<sup>st</sup> July depending on the date of eventual assessment, as detailed below:</p> <p style="padding-left: 40px;">If the eventual assessment is between 1<sup>st</sup> January and 30<sup>th</sup> June or a year, the promotion shall be granted from 1<sup>st</sup> July of the year.</p> <p style="padding-left: 40px;">If the eventual assessment is between 1<sup>st</sup> July and 31<sup>st</sup> December of a year, the promotion shall be granted from 1<sup>st</sup> January of next year.</p> <p>Note : Date of rejection shall imply date of eligibility</p> <p>(i) xxx xxx xxx – No Change –</p>
<p><b>4. Screening cum evaluation committee:</b> (Applicable for both CAS-2010 and CAS-2018)</p> <p>(i) Xxxx</p> <p>(ii) Xxxx</p>	<p><b>4. Screening cum evaluation committee:</b> (Applicable for both CAS-2010 and CAS-2018)</p> <p>(i) Xxxx</p> <p>(ii) Xxxx</p> <p><u>Add the following:-</u></p> <p>NOTE: Date of rejection shall imply date of eligibility</p>



**4. Amendments to Ordinance XXIV. Qualifications of University Teachers (Appointed and Recognised) (E.C Res. No. 14-1-16 dated 09.06.2023)**

Existing	Amended
<p>IX. <sup>308</sup> TECHNOLOGY:</p> <p><b>A. Assistant Professor- Technology</b></p> <p><b>i) Essential:</b></p> <p>1) First Class Master's Degree in the appropriate branch of Engineering &amp; Technology.</p> <p><b>ii) Without prejudice to the above, the following conditions may be considered desirable:</b></p> <p>1. Teaching, research industrial and / or professional experience in a reputed organization;</p> <p>2. Papers presented at Conferences and / or in refereed journals.</p>	<p>IX. <sup>308</sup> TECHNOLOGY:</p> <p><b>A. Assistant Professor:</b></p> <p><b>1. COMPUTER ENGINEERING</b></p> <p>Essential Qualifications</p> <p>B.E./B.Tech./B.S. and M.E./ M.Tech./ M.S. or Integrated M.Tech. in relevant branch with first class or equivalent in any one of the degrees.</p> <p>'OR'</p> <p>1st class MCA and 1st class in M.Tech in relevant branch from a recognized University</p> <p>'OR'</p> <p>1st class or equivalent in B.E./B.Tech in relevant branch/1st class in MCA and Ph.D. in relevant branch from a recognized University.</p> <p><b>2. ELECTRICAL ENGINEERING</b></p> <p>Essential Qualifications:</p> <p>B.E./B.Tech./B.S. and M.E./M.Tech./M.S. or Integrated M.Tech. in relevant branch with first class or equivalent in any one of the degrees.</p> <p>'OR'</p> <p>Ist Class or equivalent in B.E./B.Tech. in relevant branch and Ph.D. in relevant branch from a recognized University</p> <p><b>3. ELECTRONICS &amp; COMMUNICATION ENGINEERING</b></p> <p>Essential Qualifications</p> <p>B.E./B.Tech./B.S. and M.E./M.Tech./M.S. or Integrated M.Tech. in relevant branch with first class or equivalent in any one of the degrees.</p> <p>'OR'</p> <p>Ist class or equivalent in B.E./B.Tech. in relevant branch and Ph.D. in relevant branch from a recognized University</p>

	<b>Note:</b> <b>(i) Annexure 1:</b> Details of branches relevant to Computer Science & Engineering, Electrical Engineering and Electronics & Communication Engineering <b>(ii) Annexure 2:</b> Procedure for Screening/ selection for direct recruitment
<b>B. Associate Professor</b>	<b>B. Associate Professor</b>
xxx xxx xxx	xxx xxx xxx
<b>C. Professor</b>	<b>C. Professor</b>
xxx xxx xxx	xxx xxx xxx

**5. Amendments to Ordinance XXIV. Qualifications of University Teachers (Appointed and Recognised) (E.C Res. No. 20(15) dated 09.06.2023)**

X. <sup>309</sup> EDUCATION: A. Assistant Professor in Education. 1: xxxx 2 xxxx  <b>Note:</b> 1. For those subjects where the NCTE norms for qualifications for posts relating to B.El.Ed. stipulate only M.A./ M.Sc. and PG degree or research in Education, the minimum marks in that discipline should be 55% marks. 2. The National Eligibility Test (NET) shall be in Education for those positions where M.Ed. is a requirement. For those positions which do not require M.Ed., NET shall be in the subject concerned.	X. <sup>309</sup> EDUCATION: A. Assistant Professor in Education. 1. xxxx 2 xxxx  <b>Add the following:</b>  <b>3. For the discipline of Education (Integrated Teacher Education Programme):</b>  <b>A. Assistant Professor: in Liberal Discipline and Pedagogy:</b>  <b>1. Assistant Professor in Liberal Discipline and Pedagogy:</b>  1) Post-Graduate degree in Sciences (Physics or Chemistry or Botany or Zoology or Life Sciences or Bioscience) or Mathematics or Social Sciences (History or Geography or Political Science or Economics) or Languages (English or Modern Indian Languages or Classical Languages) or Commerce allied subjects with minimum fifty-five percent marks or its equivalent grade.
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	<p>2) B.Ed. degree with minimum fifty-five percent marks or its equivalent grade.</p> <p>3) National Eligibility Test or Doctor of Philosophy in Education or in the concerned subject as prescribed by the University Grants Commission for these categories of posts.</p> <p><b>Desirable:</b></p> <p>1) M.Ed. or M.Ed. with Specialisation</p> <p>2) Ph.D. in Education</p> <p><b>2. Assistant Professor in Educational Studies:</b></p> <p>1) Post Graduate degree in Education (M.Ed.)</p> <p>2) With National Eligibility Test or Doctor of Philosophy in Education or in the concerned subject as prescribed by the University Grants Commission for these categories of posts.</p> <p><b>Desirable:</b></p> <p>1) Master's degree in Psychology or Philosophy or Sociology or their allied subjects.</p> <p><b>Note:</b></p> <p>1. For those subjects where the NCTE norms for qualifications for posts relating to B.El.Ed. stipulate only M.A./ M.Sc. and PG degree or research in Education, the minimum marks in that discipline should be 55% marks.</p> <p>2. The National Eligibility Test (NET) shall be in Education for those positions where M.Ed. is a requirement. For those positions which do not require M.Ed., NET shall be in the subject concerned.</p> <p><b>B. Associate Professor:</b></p> <p><b>1. Associate Professor in Education.</b></p> <p>i) Master's Degree in Arts / Humanities / Sciences / Commerce with minimum 55% in</p>
<p><b>B. Associate Professor in Education.</b></p> <p>i) Master's Degree in Arts / Humanities / Sciences / Commerce with minimum 55% in</p>	<p>i) Master's Degree in Arts / Humanities / Sciences / Commerce with minimum 55% in</p>







<p><b>D. Principal in a college exclusively offering M.Ed/B.Ed./B.El.Ed. Courses:</b></p> <p>XXXX</p>	<p><b>2. For the discipline of Education (Integrated Teacher Education Programme):</b></p> <ol style="list-style-type: none"> <li>1) Postgraduate degree in Sciences or Mathematics or Social Sciences or Commerce or Languages.</li> <li>2) M. Ed.</li> <li>3) Ph.D. in Education.</li> <li>4) Ten years of teaching experience in a teacher education institute for Professor.</li> <li>5) Any other relevant qualification prescribed by the UGC for these categories of posts.</li> </ol> <p><b>D. Principal in a college exclusively offering M.Ed/B.Ed./B.El.Ed. Courses:</b></p> <p>XXXX</p>
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**REGISTRAR**

**Encl. as above:**

## ORDINANCE XXIV

### IX. <sup>308</sup> TECHNOLOGY:

Annexure -1 (FOT)

#### 1. COMPUTER ENGINEERING

##### **Relevant Branch**

- Advanced Communication and Information System
- Advanced Electronics & Communication Engineering
- Artificial Intelligence
- Computer and Communication Engineering
- Computer Applications
- Computer Engineering
- Computer Engineering & Applications
- Computer Networking
- Computer Science
- Computer Science & Engineering
- Computer Science & Information Technology
- Computer Technology & Applications
- Computer Science & Technology
- Computer Science and Systems Engineering
- Computer Technology
- Electrical & Electronics Engineering
- Electrical Engineering
- Electronic & Computer Engineering
- Electronic Engineering
- Electronics & Communication Engineering
- Electronics & Instrumentation
- Electronics & Telecommunication Engineering
- Information & Communication Technology
- Information Engineering
- Information Science & Engineering
- Information Science & Technology
- Information Security
- Information Systems
- Information Technology
- Information Technology & Engineering
- Mathematics & Computing

- Mobile & Pervasive Computing
- Software Engineering
- Software Systems
- Software Technology
- Software Testing
- VLSI Design
- Web Designing
- Web Technologies
- 3-D Animation & Graphics
- Applied Electronics and Instrumentation
- Microelectronics

## 2. ELECTRICAL ENGINEERING

### **Relevant Branch**

- Electrical Engineering
- Electrical & Electronics Engineering
- Electronics Engineering
- Electronics & Communication Engineering
- Electronics and Electrical Communication Engineering
- Instrumentation & Control Engineering
- Control & Instrumentation
- Power Engineering
- Electronics & Applied Instrumentation Engineering
- Instrumentation Engineering
- High Voltage Engineering
- Electrical Machine & Drives
- Drive & Power Electronics
- Power Systems
- Power Electronics & Drives
- Power Apparatus & Systems
- Electrical Machines
- Power Apparatus & Electric Drives
- Systems and Control
- System Engineering
- Energy Systems
- Microwave &  
Optical Communication
- Communication Systems
- Signal Processing & Embedded System
- Process Control
- Control Engineering

- Measurement & Instrumentation
- Digital Design
- Microelectronics & VLSI Design
- RF and Microwave Engineering
- Telecommunication Systems Engineering
- Power and Energy Systems
- Machine Drives & Power Electronics
- Robotics System
- Communication Engineering
- Control and Computing
- Power Electronics & Power Systems
- Electronics Systems
- Power and Control
- Signal Processing
- Signal Processing & Digital Design
- Machine Drives & Power Electronics
- Power & Energy Systems Engineering
- Instrumentation & Signal processing
- Advance Communication and Information System
- Advanced Electrical Power System
- Advanced Electronics
- Advanced Electronics and Communication Engineering
- Applied Electronics
- Applied Electronics and Communications System
- Applied Instrumentation
- Automation and control
- Power Systems
- Bio Electronics
- Biomedical Electronics
- Biomedical Signal Processing and Instrumentation
- Communication Engineering and Signal Processing
- Computer Applications In Industrial Drives
- Control Engineering
- Digital Communication
- Digital Communication and Networking Digital Electronics
- Digital Electronics and Communication Engineering
- Digital Electronics and Engineering
- Digital Image processing
- Digital Instrumentation
- Digital Signal Processing
- Digital Systems
- Digital Systems and Communication
- Electric Power System



- Electrical Drive and Power Engineering
- Electrical and Power Engineering
- Electrical Energy Systems
- Electrical Engineering (Instrumentation & Control)
- Electrical Instrumentation and Control Engineering
- Electrical Power & Energy Systems
- Electrical Power Systems
- Electronics Circuits and System Design
- Electronics & Communication (VLSI Design)
- Electronics & Instrumentation Engineering
- Electronic & Tele communication Engineering
- Electronic and Control Systems
- Electronics and Telecommunication Engineering (Radio and Systems)
- Electronics Communication and Instrumentation Engineering
- Electronics
- Design and Technology Electronics Product Design and Technology
- Electronics Systems and Communication
- Electronics Technology
- Electronics Tele Communication
- Embedded and Real Time Systems
- Embedded Systems and VLSI Design
- Embedded Systems
- Embedded Systems Technologies.
- Energy Engineering
- Guidance and Navigation Control
- Guided Missiles
- High Voltage and Power System Engineering
- Illumination Engineering
- Illumination Technology & Design
- Image Processing
- Industrial Automation & RF Engineering
- Industrial drives and Control
- Industrial Electronics
- Industrial Power Control and Drives
- Instrumentation Engineering
- Integrated Circuits Technology
- Integrated Power Systems
- Micro and Nano Electronics
- Micro Electronics & VLSI designs
- Micro Electronics and Control Systems
- Micro Electronics Engineering

- Microwave and Optical Communication Engineering
- Microwave and Communication Engineering
- Microwave and millimeter Engineering
- Microwave and Radar Engineering
- Microwave and TV Engineering
- Microwave Engineering
- Optics and Optoelectronics
- Optoelectronics & Communication
- Optoelectronics and Laser Technology
- Optoelectronics Engineering
- Power and Energy Engineering
- Power and Industrial Drives
- Power Control and drives
- Power Electronics and Control
- Power Electronics and Electrical Drives
- Power Electronics and Machine Drives
- Power Electronics and Systems
- Power Electronics Engineering
- Power Engineering and Energy Systems
- Power system and Control
- Power System and Control Automation
- Power System with Emphasis on H.V. Engineering
- Power Systems and Automation
- Power Systems and Power Electronics
- Power Systems Control and Automation Engineering
- Radio Physics and Electronics
- Reliability Engineering
- Renewable Energy
- Sensor Technology
- Signal Processing and Communication
- Solar Power Systems
- Telecommunication Engineering
- Telematics
- VLSI and Embedded Systems Design
- VLSI and Microelectronics
- VLSI Design
- VLSI Design and Embedded Systems
- VLSI Design and Signal Processing
- VLSI Design and Testing
- VLSI System Design
- VLSI Systems
- Applied electronics and Instrumentation Engineering
- Biomedical Engineering

- Biomedical Instrumentation
- Electrical and Electronics (Power System)
- Electrical and Instrumentation Engineering
- Electrical and Power Engineering
- Electrical Engineering (Electronics & Power)
- Electrical Engineering Industrial Control
- Electrical Instrumentation and Control Engineering
- Electrical, Electronics and Power
- Electronics Science and Engineering
- Electronic Instrumentation and Control Engineering
- Electronics & Telecommunication Engineering
- Electronics and Computer Engineering
- Electronics and Control Systems
- Electronics and Electrical Engineering
- Electronics and Power Engineering
- Electronics System Engineering
- Information Technology and Engineering
- Instrument Technology
- Instrumentation & Electronics
- Mechatronics Engineering
- Medical Electronics Engineering
- Power Electronics and Instrumentation Engineering
- Energy and Environment Management

### 3. ELECTRONICS & COMMUNICATION ENGINEERING

#### **Relevant Branch**

- Advanced Electronics
- Advanced Electronics and Communication Engineering
- Applied Electronics
- Applied Electronics & Instrumentation Engineering
- Applied Electronics And Communications
- Advanced Communication And Information System
- Advanced Computer Aided Design
- Biomedical Electronics
- Biomedical Signal Processing
- Computer Engineering
- Computer Engineering & Application

- Communication & Signal Processing Computer And Communication Engineering
- Computer Applications
- Computer Engineering
- Computer Engineering & Applications
- Computer Science & Engineering
- Computer Science & Technology Communication And Information Systems
- Communication And Networking
- Communication Engineering
- Communication Engineering And Signal Processing
- Communication Networks
- Communication Systems
- Digital Design
- Digital Electronics
- Digital Electronics & Microprocessor
- Digital Electronics And Communication
- Digital Electronics And Communication Engineering
- Digital Electronics And Communication Systems
- Digital Electronics Engineering
- Digital Image Processing
- Digital Signal Processing
- Digital Systems
- Digital Communication
- Digital Communication Engineering
- Digital Communications And Networking
- Digital Systems And Computer Electronics
- Electronic Engineering
- Electronics & Communication Engineering
- Electronics & Computer Science
- Electronics (Fiber Optics)
- Electronics (Robotics)
- Electronics And Biomedical Engineering
- Electronics And Communication Engineering (Microwaves)
- Electronics And Communications Engineering
- Electronics And Control Systems
- Electronics And Electrical Engineering
- Electronics And Electrical Communication Engineering
- Electronics And Telecommunications Engineering
- Electronics And Telematics Engineering
- Electronics Design Technology



- Electronics Engineering
  - Electronics Engineering (Industry Integrated)
  - Electronics Engineering (Micro Electronics)
  - Electronics Engineering
- (Specialization In Consumer Electronics)
- Electronics Engineering With Microprocessor
  - Electrical Engineering
  - Electronics System Engineering
  - Electronics Technology Embedded System & Computing
  - Embedded System And VLSI
  - Embedded System And VLSI Design
  - Embedded Systems
  - Embedded Systems Technologies
  - Image Processing
  - Industrial Electronics
  - Integrated Circuits Technology
  - Integrated Electronics And Circuits IC Design
  - Information Technology
  - Information Science & Engineering
  - Information Science & Technology
  - Information Security
  - Information Systems
  - Information Technology & Engineering
  - Mobile & Pervasive Computing
  - Medical Electronics
  - Medical Electronics Engineering
  - Micro And Nano Electronics
  - Micro Electronics
  - Micro Electronics & VLSI Design
  - Micro Electronics And Control Systems
  - Micro Electronics Engineering
  - Microelectronics & VLSI Design
  - Mobile Technology
  - Microwave & Optical Communication
  - Microwave And Communication Engineering
  - Microwave And Millimeter Engineering
  - Microwave And Radar Engineering
  - Microwave And TV Engineering
  - Microwave Engineering
  - Microwaves
  - Microwave And Optical Communication
  - Mobile Communication
  - Mobile Communication And Network Technology

- Modern Communication Engineering
- Nano Science & Technology
- Nano Electronics
- Nano Technology
- Optics And Optoelectronics
- Opto Electronics & Communication Systems
- Optoelectronics & Communication
- Opto-Electronics Engineering
- Optoelectronics -Optical Communication
- Optical Communication
- Radar & Communication
- Radio Frequency And Microwave Engineering
- Radar And Satellite Communication
- Radio Physics And Electronics
- RF And Photonics
- Signal Processing
- Signal Processing and Digital Design
- Signal Processing And Communications
- Signal Processing And Embedded Systems
- Telecommunication Engineering
- VLSI
- VLSI Design
- VLSI And Embedded Systems
- VLSI And Embedded Systems Design
- VLSI And Microelectronics
- VLSI Design And Embedded Systems
- VLSI Design And Signal Processing
- VLSI Design And Testing
- VLSI System Design
- VLSI Systems
- VLSI Design Tools And Technology
- Wireless And Mobile Communications
- Wireless Sensor Networks
- Wireless Communication & Computing
- Wireless Communication Technology
- Wireless Communications
- Wireless Networks And Applications
- Instrumentation Engineering
- Instrumentation and Control Engineering
- Power Electronics

Notes:

1. Any deviation in the nomenclature of the relevant branches or degrees as mentioned above may also be considered by the University.
2. AMIE/IETE qualifications in relevant branches mentioned in the advertisement are also eligible.
3. B.Sc. (Engineering), B.E., B.Tech, B.S. (Four years) shall be considered as equivalent.
4. M.Sc. (Engineering), M.E., M.Tech, M.S. shall be considered as equivalent.
5. Selection Committee, may in cases of exceptional merit, recommend additional increments in case of higher qualifications, experience and academic achievements by the candidates.
6. Persons already in employment in Government Department/Autonomous Bodies/Universities under Central/State Government should apply through proper channel.
7. If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division.
8. In case, procedure for conversion of Grade Point to percentage of marks is mentioned on the degree itself, the same shall be applied or otherwise, Grade Point in 10 point scale system will be adopted and the Cumulative Grade Point Average will be converted into equivalent marks as below:-

“Percentage of marks=10 x CPGA”

## **Annexure- 2 (FOT)**

### **I. Procedure for Screening/ selection for direct recruitment:**

1. The applications received will be scrutinized as per the eligibility criteria notified in the advertisement by the University for respective discipline.
2. Status of a candidate in terms of his/her shortlisting shall be made available on the respective dashboard of the applicant on the website of the University i.e. [www.du.ac.in](http://www.du.ac.in).
3. The University shall conduct a screening test for short listing of candidates. The shortlisted candidates will make a presentation before a duly constituted committee by the Vice-Chancellor prior to appearing for interview before the Committee.
4. The screening test for the post of Assistant Professor will be based on prescribed syllabus of Graduate Aptitude Test for Engineering in the respective discipline available in the syllabus with the scheme of examination.
5. The date of Screening Test will be notified in due course of time. The candidates are advised to keep a watch on the University website for further updates.

### **II. EXEMPTION FROM SCREENING TEST**

1. The exemption of screening test for the purpose of recruitment to the post of Assistant Professor is granted to the candidates having Ph.D degree in the relevant branch and:
  - 1.1 the candidates has at-least one publication in Category I  
or
  - 1.1 the candidate has at-least two publications in Category II or
  - 1.2 the candidate has at-least five publications in Category II and Category III taken together
2. The candidates granted exemption from screening test shall be called for interview over and above the criteria fixed for Screening Test.
3. The categories of publication are specified below:

#### **• CATEGORIES:**



## **CATEGORY I – OUTSTANDING RESEARCH PUBLICATION**

The paper must be in a journal paper with impact factor at-least two, indexed in SCI/SSCI and published in the following

- Nature
- Science

The candidate must have major contribution either as a First author/Second author or Corresponding author.

## **CATEGORY II – PREMIER RESEARCH PUBLICATION**

The paper must be a journal paper with impact factor at-least 3.0 for Institute of Electrical & Electronics Engineers (IEEE) Transactions and one for all others, indexed in SCI/SSCI or SCI expanded and published in the following:

1. Proceedings of Royal Society
2. American Mathematical Society
3. American Physical Society
4. American Society for Civil Engineers (ASCE)
5. American Society for Mechanical Engineers (ASME)
6. IEEE Transactions (TRIF  $\geq 3.0$ )
7. Association for Computing Machinery (ACM) Transactions
8. Institute of Civil Engineering Publishing, London
9. Institute of Mechanical Engineering, London
10. American Society of Testing Materials (ASTM)
11. Nature Publishing Group

In addition to the above list, the SCI/SSCI or SCI expanded indexed journals with impact factor equal to or more than ten (10) will be counted in category II. The candidate must have major contribution on either as a First author/Second author or Corresponding author.

## **CATEGORY III – COMMENDABLE RESEARCH PUBLICATION**

The paper must be a journal paper with impact factor at least one, indexed in SCI/SSCI or SCI expanded and published in the following:

1. IEEE Transactions (TRIF  $< 3$ )
2. IEEE Journals
3. Springer
4. Elsevier (Science Direct)
5. Oxford University Press

6. Pergamon-Elsevier Science Ltd
7. Cambridge University Press
8. Wiley- Blackwell
9. Blackwell Publishing
10. John Wiley & Sons
11. Institute of Engineering and Technology (IET)
12. Biomedical Central Ltd
13. MIT Press
14. Indiana University Press
15. American Meteorological Society
16. American Physiological Society
17. American Society of Microbiology
18. American Chemical Society
19. American Institute of Physics
20. IOP Publishing Ltd.
21. Massachusetts Medical Society
22. IOS Press
23. Princeton University Press
24. Society of Industrial and Applied Mathematics
25. Proceedings of National Academy of Science of the USA

In additions to the above, SCI/SSCI or SCI expanded indexed journals not included in the above list having impact factor equal to or more than five (5) shall be considered for Category III. The candidate must have major contribution either as a First author/Second author or Corresponding author.

4. The candidates who wish to be considered for exemption from screening test should mention the same in the online application form. In case the exemption is claimed, necessary documents in support of the claim should be uploaded with the online application form.

## 5. WEIGHTAGE IN SCREENING TEST

- 5.1 The candidates having Ph.D. Degree, who could not become eligible for exemption of screening test but have some good research papers as a First author/Second author or corresponding author will be given weightage of 2% of maximum marks of screening test for each research paper in category II/III for the post of Assistant Professor. However, the maximum weightage including all weightages will not exceed 5% of the maximum marks of the screening test. The candidate must have major contribution in so published papers either as a 1st author/2nd author or corresponding author in all the papers submitted for consideration of weightages.

## 5.2 CATEGORIES:

### **CATEGORY II – PREMIER RESEARCH PUBLICATION**

The paper must be a journal paper with impact factor at-least three, indexed in SCI/SSCI or SCI expanded and published in the following:

1. Proceedings of Royal Society
2. American Mathematical Society
3. American Physical Society
4. American Society for Civil Engineers (ASCE)
5. American Society for Mechanical Engineers (ASME)
6. IEEE Transactions (TRIF  $\geq 3.0$ )
7. Association for Computing Machinery (ACM) Transactions
8. Institute of Civil Engineering Publishing, London
9. Institute of Mechanical Engineering, London
10. American Society of Testing Materials (ASTM)
11. Nature Publishing Group

In addition to the above list, the SCI/SSCI or SCI expanded indexed journals with impact factor equal to or more than ten (10) will be counted in category II. The candidate must have major contribution either as a First author/Second author or Corresponding author.

### **CATEGORY III - COMMENDABLE RESEARCH PUBLICATION**

The paper must be a journal paper with impact factor at-least one, indexed in SCI/SSCI or SCI expanded and published in the following:

1. IEEE Transactions (TRIF $<3$ )
2. IEEE Journals
3. Springer
4. Elsevier (Science Direct)
5. Oxford University Press
6. Pergamon-Elsevier Science Ltd
7. Cambridge University Press
8. Wiley- Blackwell
9. Blackwell Publishing
10. John Wiley & Sons
11. Institute of Engineering and Technology (IET)

12. Biomedical Central Ltd
13. MIT Press
14. Indiana University Press
15. American Meteorological Society
16. American Physiological Society
17. American Society of Microbiology
18. American Chemical Society
19. American Institute of Physics
20. IOP Publishing Ltd.
21. Massachusetts Medical Society
22. IOS Press
23. Princeton University Press
24. Society of Industrial and Applied Mathematics
25. Proceedings of National Academy of Science of the USA

In addition to the above, SCI/SSCI or SCI expanded indexed journals not included in the above list having impact factor equal to or more than five (5) shall be considered for Category III.

The candidate must have major contribution either as a First author/Second author or Corresponding author.

- 5.3 The candidates who wish to be considered for weightage in the screening test should mention the same in the online application form. In case the weightage in the screening test is claimed, necessary documents in support of the claim should be submitted alongwith the printout of the online application form.
- 5.4 The additional weightage granted to the applicants as stated in preceding paras shall be added to their respective score in the screening test for preparation of final merit test.
- 5.5 The candidates shortlisted from the screening test, as per the applicable criteria and those who have been exempted from the screening test shall be called for presentation and interview on the dates notified at the University website.
- 5.6 All communications shall be sent through e-mail on the registered email-Id's of the applicant.





# भारत का राजपत्र The Gazette of India

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असाधारण  
EXTRAORDINARY

भाग III—खण्ड 4  
PART III—Section 4

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 405]  
No. 405]

नई दिल्ली, शुक्रवार, जून 7, 2024/ज्येष्ठ 17, 1946  
NEW DELHI, FRIDAY, JUNE 7, 2024/JYAISHTHA 17, 1946

## विश्वविद्यालय अनुदान आयोग अधिसूचना

नई दिल्ली, 6 जून, 2024

मि.सं. 9-1/2010(पीएस/विविध)पार्ट.खंड.II.—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 14 के साथ पठित धारा 26 की उपधारा (1) के खंड (ड.) और (छ) के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए, यूजीसी एतद्वारा विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य अकादमिक स्टाफ की नियुक्ति के लिए न्यूनतम अर्हताएं और उच्चतर शिक्षा में मानकों का अनुरक्षण के लिए अन्य उपाय) विनियम, 2018 में निम्नलिखित संशोधन करता है, नामतः -

1. लघु शीर्षक और प्रारंभ :- (1) इन विनियमों को विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य अकादमिक स्टाफ की नियुक्ति के लिए न्यूनतम अर्हताएं और उच्चतर शिक्षा में मानकों के अनुरक्षण के लिए अन्य उपाय) (चौथा संशोधन) विनियम, 2024 कहा जाएगा (यूआईएन:2/2024)।

(2) ये शासकीय राजपत्र में अपने प्रकाशन की तिथि से प्रवृत्त होंगे।

2. विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य अकादमिक स्टाफ की नियुक्ति के लिए न्यूनतम अर्हताएं और उच्चतर शिक्षा में मानकों के अनुरक्षण के लिए अन्य उपाय) (तीसरा संशोधन), विनियम 2023 में खंड 6.3 के अधीन विनिर्दिष्ट परंतुक को निम्नलिखित से प्रतिस्थापित किया जाएगा, नामतः -

"इन विनियमों के तहत उल्लिखित कैरियर उन्नति योजना के अंतर्गत पदोन्नतियों के लिए मानदंड इन विनियमों की अधिसूचना की तिथि से प्रभावी होंगे। तथापि, उन संकाय सदस्यों को कठिनाई से बचाने के लिए, जिन्होंने पहले ही अर्हता प्राप्त कर ली है या विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य अकादमिक स्टाफ की नियुक्ति के लिए न्यूनतम अर्हताएं और उच्चतर शिक्षा में मानकों के अनुरक्षण के लिए अन्य उपाय, 2010 के अनुरूप यूजीसी विनियमों के अनुसार 31 दिसंबर 2024 तक अर्हता प्राप्त करने की संभावना हैं, उन्हें 2010 या 2018 विनियमों के तहत पदोन्नति के लिए विचार में रखे जाने का विकल्प दिया जा सकता है। पात्रता की तिथि पदोन्नति की तिथि के रूप में धारित की जाएगी। आवेदन जमा करने की तिथि पर, उम्मीदवार को पदोन्नति के लिए आवश्यक सभी पात्रता मानदंडों को पूरा करना चाहिए।"

परिणामस्वरूप, विश्वविद्यालय अनुदान आयोग (विश्वविद्यालयों और महाविद्यालयों में शिक्षकों और अन्य अकादमिक स्टाफ की नियुक्ति के लिए न्यूनतम अर्हताएं और उच्चतर शिक्षा में मानकों के अनुरक्षण के लिए अन्य उपाय) (तीसरा संशोधन) विनियम, 2023 के खंड 6.3 को हटाया गया समझा जाएगा।

प्रो. मनिष र. जोशी, सचिव

[विज्ञापन-III/4/असा./174/2024-25]

**नोट:** प्रधान विनियम भारत सरकार के राजपत्र, असाधारण भाग III, खंड 4 में मि. सं. 1-2/2017 (ईसी/पीएस) दिनांक 18 जुलाई, 2018 द्वारा प्रकाशित किए गए थे।

### UNIVERSITY GRANTS COMMISSION NOTIFICATION

New Delhi, the 6th June, 2024

**No. F.9-1/2010(PS/MISC)Pt. Vol.II.**—In exercise of the powers conferred under clause (e) and (g) of sub-section (1) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following amendment in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, namely:-

- Short title and commencement.**—(1) These regulations may be called the **University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) (4<sup>th</sup> Amendment) Regulations, 2024 (UIN:2/2024).**  
(2) These shall come into force on the date of their publication in the Official Gazette.
- The proviso prescribed under Clause 6.3 in the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education) (3<sup>rd</sup> Amendment) Regulations, 2023, shall be substituted with the following:-

**"The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify till 31<sup>st</sup> December 2024 as per the UGC Regulations on *Minimum Qualifications for Appointment of Teachers and other Academic staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2010*, a choice may be given to them either for being considered for promotions under the 2010 or 2018 Regulations. The date of eligibility shall be retained as the date of promotion. On the date of submission of the application, the candidate should fulfill all eligibility criteria required for promotion."**

As a consequence, the Clause 6.3 of the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education) (3<sup>rd</sup> Amendment) Regulations, 2023, stands deleted.

Prof. MANISH R. JOSHI, Secy.

[ADVT.-III/4/Exty./174/2024-25]

**Note:** The Principal Regulations were published in the Gazette of India, Extraordinary under Part III, Section 4 *vide* No.F. 1-2/2017 (EC/PS) dated 18<sup>th</sup> July 2018.

## **IMPORTANT POINTS**

### **PROMOTION UNDER CAS-2018**

**( Ref. No.: Estab-IV/017/2018-2020/9 Date: 27.08.2020) University of Delhi)**

1. The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already being qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for years from considered for promotions under the same. This option can be exercised only within three 18.07.2018. **(Page. 1-CAS 2018)**
2. (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date **( Page: 1-CAS 2018).**

#### **3. C. Career Advancement Scheme (CAS) For College Teachers.**

##### **(1) Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**

Eligibility:

- (i) Assistant Professors who have completed four years of service and having a Ph.D. Degree or five years of service and having a M.Phil. / PG degree in professional courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG degree in professional courses;
- (ii) Attended one orientation course of 21 days' duration on teaching methodology; and (iii) Any one of the following: completed one refresher / research methodology course Or Any two of the following: Workshop, Syllabus Up-Gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration, Or Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the Assessment Period. CAS promotion criteria: A teacher shall be promoted if; (i) She/he gets 'satisfactory or 'good' grade in the Annual Performance Assessment Reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the Case may be, as specified in Annexure VI-A (Table VI-A.a), and;

- (2) The promotion is recommended by the screening-cum-evaluation committee. ( **Page- 6-7 CAS- 2018**)

**4. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)**

Eligibility:

- (i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection-Grade.
- (ii) A Ph.D. Degree in subject relevant /allied/ relevant discipline.
- (iii) Any one of the following during the last three years: completed one course / programme from amongst the categories of refresher courses/ methodology workshop/syllabus up-gradation workshop/ teaching- learning-evaluation technology programme/ faculty development programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (iv) CAS promotion criteria:  
A teacher may be promoted if;
  - (i) She/he gets a 'satisfactory or 'good' grade in the Annual Performance Assessment Reports of at least two of the last three years of the Assessment Period as prescribed in Annexure VI-A, Table VI-A.a, and
  - (ii) (ii) the promotion to the post of Associate Professor is recommended by the selection committee in accordance with Ordinance XVIII. ( **Page-8 CAS-2018**)

**5. Counting of Past Service for Direct Recruitment and Promotion under CAS:**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, national laboratories or other scientific/professional Organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment



and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the Case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of the University/state government/central government/institutions concerned, for such appointments.
- (e) The previous appointment was not as Guest Lecturer for any duration.
- (f) The previous ad-hoc or temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
  - (i) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the Case may be
  - (ii) The incumbent was appointed on the recommendation of a duly constituted selection committee/ selection committee constituted as per the rules of the respective University;
  - (iii) The incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the Case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/government), while counting the past service under this clause.

Note: In the Case of any dispute with regard to information given by the teacher in his PBAS proforma, the decision of the Screening-cum-Evaluation Committee shall be final. ( **Page No. 9 CAS-2018**)

**SOP, CAS 2018, UNIVERSITY OF DELHI, Dated 05-11-2020**

**CAS 2010 FOR THE CASE OF ASSOCIATE PROFESSOR (PENDING CASES),**

Assistant Professor (Stage III) to Associate Professor

- The promotion is considered after completion of 3 years of service as Assistant Professor (Stage III).
- In addition to other requirements, 03 publications of the candidate are assessed/ evaluated by three external experts.
- 03 publications so submitted should be within the time span of appointment of the candidate as Lecturer/Assistant Professor and the date of eligibility for promotion as Associate Professor.
- The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is done by three external experts. Only on receipt of three positive reports from the experts, the candidate is eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications is forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate becomes eligible for appearing before the Selection committee. However, if the fourth report is also negative, the case of the candidate is considered as rejected.
- The requirement of assessment of 03 publications is relaxed to 02 publications for candidates with M.Phil and 01 publication for candidates with Ph.D., in the case of college teachers. Evaluation by external experts is required to be carried out as indicated above.
- This promotion is considered after interview by a Selection Committee defined under Statute 19 (1) of the Statutes of the University for teachers in the university departments and Ordinance XVIII (of the University) for the college teachers. **(PAGE NO. 09 SOP, CAS 2018, UNIVERSITY OF DELHI )**

**Various Notifications or Guidelines of University of Delhi**

**1. Ref. No. R&P/017/2024/035 Dated: 11.07.2024:**

**Point No. 3:** The cases shall be reviewed on case-to-case basis as per the following modalities on receipt of specific request from the respective faculty members: i. Cases

of promotion with date of eligibility on or before 31.12.2024 where the faculty member may wish to opt for CAS 2010 instead of CAS 2018. ∪ a) The faculty members will have to re-submit the application for promotion in the respective proforma for promotion. The case will be reviewed and the due process for promotion including assessment by the duly constituted screening/selection committee, as applicable, shall be followed.

**2. No. CB.I/ Promotion/TS-Colleges/2024 Dated 27-12-2024**

Point no. 2 mentioned that “ UGC has given relaxation to teachers who are likely to qualify till 31-12-2024 either opt for CAS 2010 OR CAS 2018 for purposes of their promotion, had requested to expedite cases of promotion before 31-12-2024”.

Point no 4 extended the date till 28-02-2025.

**3. No.CB.I/ Promotion/TS-Colleges/2024 Dated 18-03-2025**

Requested to the college by the university to take necessary steps in processing all the pending cases of promotion of the teaching staff.