दिल्ली विश्वविद्यालय
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)/2019-20/251dated 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.

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.

27/8/2020

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.

SECTION OFFICER
(ESTAB-IV)

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

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 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.

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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 30th 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

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.

(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;

(i) 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.

(ii) 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:

(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 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:

(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;

(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 Level11/ 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,

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:

(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.

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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 **Note:** Number of activities can be within or across the broad categories of activities.
Overall Grading shall be done as per following grades		
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 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

	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) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	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
	(d) E-Content		

Guidelines for CAS 2018

	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	**(a) Research guidance**		
	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) Research Projects Completed**		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	**(a) Patents**		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		

Guidelines for CAS 2018

	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
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)**		
	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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(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.

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दिल्ली विश्वविद्यालय
University of Delhi

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:

APAR as per CAS 2018 (Assistant Professor)

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:

APAR as per CAS 2018 (Assistant Professor)

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)

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

APAR as per CAS 2018 (Assistant Professor)

(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)

(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

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)

दिल्ली विश्वविद्यालय
University of Delhi

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:

PBAS 2018 (Assistant Professor)

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.

PBAS 2018 (Assistant Professor)

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

PBAS 2018 (Assistant Professor)

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

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

(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

PBAS 2018 (Assistant Professor)

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

PBAS 2018 (Assistant Professor)

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

PBAS 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

PBAS 2018 (Assistant Professor)

दिल्ली विश्वविद्यालय
University of Delhi

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:

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:

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

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

(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 Stage III and above)

(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

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

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

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

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)

(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

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

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

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

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

				given			

*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

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

				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 Lecutre/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)

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

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.

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

8.

9.

10.

18.

19

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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

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

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: _____

                     _____

   Telephone No: _____

   Mobile No: _____

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

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:

PBAS 2018 (Associate Professor and above)

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.

PBAS 2018 (Associate Professor and above)

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

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

APAR as per CAS 2018 (Assistant Professor)

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

(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

APAR as per CAS 2018 (Assistant Professor)

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)

APAR as per CAS 2018 (Assistant Professor)

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

APAR as per CAS 2018 (Assistant Professor)

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

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								

(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									

APAR as per CAS 2018 (Assistant Professor)

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									

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. Dessertation					
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/F unding 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

(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.

APAR as per CAS 2018 (Assistant Professor)

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)

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	
Sub total of Publicaations (other than Research Papers)		
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	
Sub total of Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		

APAR as per CAS 2018 (Assistant Professor)

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		

APAR as per CAS 2018 (Assistant Professor)

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

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