No.CBII/CAS,2010/template/2015   Date: 11.06.2015

The Principals,
All the Colleges/Institutes
University of Delhi,
Delhi | New Delhi

Subject: Promotion under CAS 2010- Template regarding

Dear Sir/Madam

This is in continuation with the letter of even number dated 9.6.2015 regarding the subject cited above. In this connection, it is informed that in the template for suggestive issues for applicants and screening committee, it was inadvertently written that the Promotion from Assistant Professor Stage -3 (AGP Rs.8000) to Associate Professor Stage 4(AGP Rs.9000) is applicable only to University departments, whereas, this is applicable to the colleges also.

Accordingly a corrected template of suggestive issues with respect to the Career Advancement Scheme 2010 is enclosed herewith for your reference.

Yours faithfully,

Assistant Registrar (College-T)

Encl:As above

SUGGESTIVE ISSUES WITH RESPECT TO CAREER ADVANCEMENT SCHEME-2010

CAREER ADVANCEMENT SCHEME-2010

SUGGESTIVE ISSUES FOR APPLICANTS FILLING UP THE PROFORMA FOR PROMOTION BASED ON PBAS UNDER THE CAS-2010 SCHEME

1. The proforma should clearly indicate the date of eligibility for the promotion under consideration.

2. Assessment period is the period during which the academic performance of the applicant is assessed as per the information filled in the proforma for promotion based on PBAS under the CAS 2010 Scheme as per UGC Regulations 2010 as adopted by the University.

    The assessment for different stages is as follows:

    ➢ Assistant Professor Stage-1(AGP Rs. 6000) to Assistant Professor Stage-2 (AGP Rs. 7000)
    - Four years as Assistant Professor Stage-1, if Ph.D. awarded
    - Five years as Assistant Professor Stage-1, if only M.Phil/Professional Course completed
    - Six years as Assistant Professor Stage-1, if applicant has not done M.Phil/Ph.D.

    ➢ Assistant Professor Stage-2(AGP Rs.7000) to Assistant Professor Stage-3 (AGP Rs. 8000)

    - Five years as Assistant Professor Stage-2

    ➢ Assistant Professor Stage-3(AGP Rs.8000) to Associate Professor Stage-4 (AGP Rs. 9000)
    - Three years as Assistant Professor Stage-3

    ➢ Associate Professor Stage-4(AGP Rs.9000) to Professor Stage- 5(AGP Rs. 10000) (applicable only for Departments in the Universities.)

    - Three years as Associate Professor Stage-4

3. The assessment period is associated with the date of eligibility. If the date of eligibility is shifted for some reason, the assessment period also gets shifted.

    For example, if an applicant becomes eligible for the post of Associate Professor with effect from 30.01.2010, however, he/she has a publication to be reviewed which is of June 2010 and therefore, wants his date of eligibility to be shifted to 30.06.2010. In such a case, the period of assessment will accordingly become 30.06.2007 to 29.06.2010 instead of 30.01.2007 to 29.01.2010

4. The details filled in the PBAS based proforma for category I, II and III has to be strictly within the assessment period. Articles filled in, for the period before or after the assessment period cannot be considered.

5. The applicant must fill the ISSN/ISBN number wherever required in the relevant columns for the publication/journals under category III.

6. The applicant should not claim API score for same article under two heads. For instance, if an ongoing project gets completed within the assessment period, points should be claimed only under one head.

7. The applicant must attach a copy of documentary evidence towards every article for which API points have been claimed.

8. Although the articles indicated in the PBAS based proforma should be within the period of assessment, the publications to be reviewed by the external experts may be within the period from which the applicant has been awarded stage-2 up till the date of eligibility in the case of Associate Professor/Professor. However, if an applicant is applying for promotion for the post of Associate Professor as well as Professor (applicable only to the University Departments), the publications to be reviewed should not overlap

Note The issues highlighted above are not exhaustive in nature. They are also in line with CAS 2010 Scheme as adopted by the University. The applicants are also required to refer to the guidelines issued by the UGC and adopted by the University in this respect.

CAREER ADVANCEMENT SCHEME-2010

SUGGESTIVE ISSUES FOR CONSIDERATION BY THE SCREENING COMMITTEE FOR SCREENING OF PBAS BASED FORMS FOR PROMOTION UNDER CAS 2010 SCHEME

1. The members should consider articles under Category I, II & III strictly as per the assessment period.

2. The assessment period is defined as follows by the UGC Regulations 2010 as adopted by the University:

   a. Assistant Professor Stage-1(AGP Rs. 6000) to Assistant Professor Stage-2 (AGP Rs. 7000)

      - Four years as Assistant Professor Stage-1, if Ph.D. awarded
      - Five years as Assistant Professor Stage-1, if only M.Phil/Professional Course completed
      - Six years as Assistant Professor Stage-1, if applicant has not done M.Phil/Ph.D.

      Assistant Professor Stage-2(AGP Rs.7000) to Assistant Professor Stage-3 (AGP Rs. 8000)

      - Five years as Assistant Professor Stage-2

      Assistant Professor Stage-3(AGP Rs.8000) to Associate Professor Stage-4 (AGP Rs. 9000)

      - Three years as Assistant Professor Stage-3

      Associate Professor Stage-4(AGP Rs.9000) to Professor Stage-5(AGP Rs. 10000) (applicable only for Departments in the Universities.)

      - Three years as Associate Professor Stage-4

b.   The assessment period is associated with the date of eligibility. If the date of eligibility is shifted for some reason, the assessment period also gets shifted.

For example, if an applicant becomes eligible for the post of Associate Professor with effect from 30.01.2010, however, he/she has a publication to be reviewed which is of June 2010 and therefore, wants his date of eligibility to be shifted to 30.06.2010. In such a case, the period of assessment will accordingly become 30.06.2007 to 29.06.2010 instead of 30.01.2007 to 29.01.2010

3.   The Screening Committee must ensure that only the articles within the period of assessment are counted. Articles filled in for the period before or after the assessment period should not be considered.

4.   The Screening Committee must ensure that, with respect to the relevant columns for publication/journals under category III, only articles having ISSN/ISBN number, as required, should be counted for grant of API score

5.   The Screening Committee should ensure that the applicant does not claim points for same article under two heads. For instance, if an ongoing project gets completed within the assessment period, points should be claimed only under one head.

6.   The Screening Committee must ensure that the documentary evidence towards every article for which API points have been claimed are attached. The Screening Committee should cross tally the points claimed vis-à-vis the documentary evidence attached.

7.   The Screening Committee must ensure that points are calculated as per cappings for category I, II & III respectively.

Note: The issues detailed above are only suggestive and not exhaustive in nature. The Screening Committee is required to refer to the guidelines laid down in this respect by UGC as adopted by University in this respect from time to time.

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Annexure III

Academic Performance Indicators (API)

Category III: Research and Academic Contributions

For promotion to the post of Associate Professor in colleges, the applicant should attach copies of major publication(s) made during the period of service as Assistant Professor as per the following provision:

(a) For those who posses a Ph.D Degree, a minimum of one publication made during the service as Assistant Professor;

(b) For those with an M.Phil degree, a minimum of two publications made during the period of service as Assistant Professor;

(c) For those without Ph.D or M.Phil degree, at least three publication made during the post of service as Assistant Professor.

(d) Please mention your contribution to any of the following

A(i) Published Research Articles / Papers in Journals / Periodicals

S.No.	Title with page Nos.	Journal with ISSN & Publisher	Whether refereed	Latest Impact Factor, if any	No. of Co-authors	Whether First / Corresponding / Co-Author	API Score
Total API Score							

A(ii) Full Papers in Conference Proceedings (in related area / subject) (Abstracts not to be included)

S.No.	Title with Page Nos.	Details of Conference Publication	ISBN / ISSN	Whether sole/Corresponding Author	API Score

B(i) Books Published as Author/Co-Author

S.No.	Title of the Book	Whether Sole or Co-Author	Publisher (with city / country) & year of Publication	ISBN / ISSN	Whether Refereed	API Score
Total API Score						

B(ii) Books Published as Author / Co-Author

S.No.	Title of the Book/Journal	Whether Sole or Co-Editor	Publisher (with city / country) & year of Publication	ISBN/ISSN	Whether Refereed	API Score
Total API Score						

B(iii) Chapters published in Books / Reference books /Edited books (other than journal) (chapter in self-edited books should not included)

S.No.	Title of the Chapter	Whether Sole or Co-author	Publisher (with city / country) & year of Publication	ISBN	Whether Refereed	API Score
					Total API Score	

B(iv) Books Translated and Published

S.No.	Title of the Book	Whether Sole or Co-Translator	Publisher (with city / country) & year of Publication	ISBN	Whether Refereed	API Score
					Total API Score	

B(v) Popular articles (in related area / subject)

S.No.	Title of the article	Name of the Newspaper etc. in which published	Publisher (with city / country) & year of Publication	API Score
		Total API Score		

C(i) Ongoing Projects

S.No.	Title of Research Project	Major, Minor (as per UGC Project Guidelines)	PI / co-PI/Joint PI	Period	Total Grants sanctioned & received (in rupees); Name of the Funding Agency	National / International	API Score
Total API Score							

C(ii) Consultancy Projects routed to concerned Institutions, Carried out / Ongoing

S.No.	Title of Consultancy Project	Period	Total Grants Mobilized (in rupees) & Name of Funding Agency	National / International	API Score
Total API Score					

C(iii) Completed Projects Quality Evaluation

S.No.	Title of Research Project	Major/Minor (as per UGC project Guidelines)	PI / co-PI/Joint PI	Period	Total Grants received (in rupees) & Name of the Funding Agency	National / International	API Score

C(iv) Project Outcome / Output

S.No.	Title of Research Project	PI / co-PI/Joint PI	Period	Total Grants received (in rupees) & Name of the Funding Agency	Patent / Technology/Transfer/Product/Process/Major Policy document of Govt. at central/state level	Output/Patent: National or International level	API Score

D Research Guidance: Number of scholars who have been awarded M.Phil/Ph.D degree and research guidance for UG projects under your supervision both as Guide and/or as Co-Guide

Level of Guidance	Registered	Thesis/Dissertation submitted / Project completed	Degree Awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				
UG Research project guidance				
Total API Score				

E Training Courses and Conferences / Seminar/Workshops Papers
  (i)   Refresher Course, Methodology, Workshops, Training, Faculty Development Programs, etc. attended. (of not less than one week duration)

S.No.	Name of the Course	Organized by	duration		Duration in weeks	API Score
			From	To		

E (ii) Papers presented in Conferences / Seminars / Wokshops / Symposia: Indicate whether the Conference Proceedings are Published.

(Merely attending the Conference, Seminar, Workshop, Symposia does not qualify for API Score, Accepted full Paper must be presented during the Conferences / seminars/ Wokshops / Symposia to qualify API Score).

S.No.	Title of the Paper presented	Details of Conference / Seminar / Workshop/ Symposia	Whether the Conference Proceedings are Published. ISBN / ISSN	Whether First / Corresponding / Co-Author	Whether International / National/Regional/State/University/College level	API Score
					Total API Score	

E(iii) Invited lectures / special lectures or presentations for conferences / symposia

S.No.	Title / Academic session / Subject of Lecture delivered	Organizing Institution (name of City & Country)	Whether National / International	Date of Lecture	Duration	API Score
					Total API Score	

Total Score Under Category III

API (A)		API (B)					API (C)				API (D)	API (E)			Total API Score (Category III) (A+B+C+D+E)
i	ii	i	ii	iii	iv	v	i	ii	iii	iv		i	ii	iii	

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Annexure II

Academic Performance Indicators (API)

Category II: Co-curricular, Extension and Professional Development related activities
Please mention your contribution to any of the following
(Minimum API Score required: 15)

S.No.	Year	Types of activities performed	API score
(i)		Students related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling).	
Total API Score (maximum 20 points / year)			
(ii)		Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and Responsibilities	
Total API Score (maximum 15 points / year)			
(iii)		Professional development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category (III)	
Total API Score (maximum 15 points / year)			

Total API Score under Category –II:

API (i)	API (ii)	API (iii)	Total API Score (Category II)

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Annexure I

Academic Performance Indicators (API)

Category I: Teaching, Learning and Evaluation related activities

(Minimum API Score required: 75/year)

(i)   Details of Lectures, Tutorials, Practicals, Contact hours Undertaken

S.No.	Year	Course / Paper	Level (PG/UG)	Teaching Mode	Lectures / Tutorials / Practicals		% of allotted classes	API Score
					Allotted	Undertaken		
Total API Score (maximum 60 points / year)								

(ii)   Preparation and imparting knowledge / instruction as per curriculum, syllabus enrichment by providing additional resources to students.

S.No.	Course / Paper	Material Consulted	Additional Resources provided
Total API Score (maximum 20 points / year)			

(iii)　Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S.No.	Year	Brief Discription	API Score
Total API Score (maximum 20 points /year)			

(iv)　Examination related Duties Assigned and Performed

S.No.	Year	Nature of examination related work	Assigned number of days	Actual number of days performed	API Score
Total API Score (maximum 25 points / year)					

Total API Score Category I:

API (i)	API (ii)	API (iii)	API (iv)	Total API Score (Category I)

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Proforma for considering promotion of teachers from one Academic Grade Pay (AGP) to next higher AGP under Carrer Advancement Scheme CAS, 2010

1. Brief Particulars of teacher:

1.	Name	
2.	Subject / Department	
3.	Date of Birth	
4.	Date of appointment in substantive capacity	
5.	Present Designation & Grade	
6.	Designation / Stage for which promotion is sought	
7.	Date of eligibility for promotion	
8.	Assessment Period	
9.	Whether filed AIPR(Annual Immovable Property Return), 2014	
10.	Qualification in brief giving the year in which acquired (Graduation, Post Graduation, M.Phil / Ph.D, Professional Qualification)	

11.	Is any disciplinary case Pending	

II. Teaching Experience :-

S.No.	Institution / College	Designation	Period		Experience		
			From	To	Year	Months	Days
1.							
2.							
3.							
4.							
5.							
Total Teaching Experience							
Date of Eligibility							

III, Service & other requirements:

*Service Requirement	Whether fulfilling the requirements (Yes/No)

*This should be indicated as per the table circulated vide letter dated 21.1.2015 as per applicability (also available on the college website for reference)

IV. Summary of API Scores during the Assessment Period Claimed by the applicant:

S.No.	Category	API Score
01.	Category-I, Teaching, Learning and Evaluation related activities	(Annexure I)
02.	Category –II: Co-curricular, Extension, Professional Development related activites	(Annexure II)
03	Category – III: Research and Academic Contributions	(Annexure III)

V. Details of Orientation Programme and Refresher Course Attended:

S.No.	Name of the Course / Programme	Duration	Sponsoring Institution

	attended		

VI. Publications submitted for evaluation by external experts (Applicable only for promotion for Associate Professor Stage 4):

S.No.	Publications	Date of Publication

The above particulars have been verified and vetted from the records available in the College and the same are in order.

PRINCIPAL

Date………………………..