

Promotion Forms Guidelines and Links CAS 2018

The order of compilation of promotion files should be as given below:

1. Application
2. Option form
3. Index/Table of contents
4. PBAS (information to be filled in descending order year wise)
5. APAR (descending order)
6. Educational certificate (descending order)
7. Caste certificate (if applicable)
8. Appointment letter and promotion letter/Office order from DU and College
9. Faculty Induction Programme(FIP)/ FDP/ Refresher certificates etc claimed for promotion.
10. All the document claimed in PBAS (descending order and year wise) and APARs
11. Any additional documents (if available)

In case of promotion for Professor : please read

Point no. 9 onwards will be as given below :

9. Research articles (descending order with latest research paper, it's Declaration form, Plagiarism certificate, screenshot of article cover page, table of contents {showing your name/article}, Plagiarism Report -signed)
10. Publication other than Research paper (Book/chapter etc, with plagiarism report)
11. Proof of ICT/MOOCs/Syllabus design etc
12. Proof of Research Projects completed or ongoing (Completion certificate and/or UC)
13. Proof of Patent/Policy Document/Award(Received from any Nodal agency/Institution. etc (if you have) Best paper/poster award is not considered
14. Proof of Invited lecture/Resource person/paper presentation/Paper published in proceedings etc.
15. All the document claimed in APAR and PBAS (descending order and year wise)
16. Any additional documents (if available)

- Compile the complete file put your signature/self attestation on each and every page
- Put page numbers on each page , and put proof page number in PBAS entries .

- Make 2 copies of the same and do spiral binding (3 spiral binding)
- Put Flags on pages.
- Submit 2 copies (1 original and 1 copy) to the office of the Principal; and IQAC will receive the same from office with diary number.

Following are the links for PBAS and APAR and other porformas:

Assistant Professor Stage I to II/ Stage II to III

<https://drive.google.com/drive/folders/19fNQi6VRrI7vTbDY8DpC8Dfts4FTU-4S?usp=sharing>

Associate Professor

https://drive.google.com/drive/folders/1X9R_1PjzkqmDzIWRGock5pf-xI64CHrn?usp=sharing

Professor

https://drive.google.com/drive/folders/1gSSAq_0VD76LokbzfWsrI0HeJGYjZa14?usp=sharing