



**UNIVERSITY OF DELHI**  
**दिल्ली विश्वविद्यालय**

No.CB.II/CAS, 2010/Template/2015/239

09.06.2015

Dear Sir/Madam,

This has reference to the letter of even number dated 21.01.2015 regarding promotion of teachers under CAS, 2010.

The University has started receiving proposals for processing of the same. However, some of the following inconsistencies amongst others have been noted in the cases:

- i) The applicants are filling up on a photocopy of the proforma which was forwarded under the signature of the undersigned and other officials. The College needs to develop its form using the proforma. The form filled by the applicants should bear the seal and Header of the College and should not be a copy of the proforma enclosed.
- ii) The data filled by the applicant(s) is not restricted to the assessment period.
- iii) Documentary proofs for the points claimed are not attached by the applicants.
- iv) API points claimed are not strictly as per the articles laid out in the category I, II and III of the CAS, 2010 as adopted by the University.
- v) In many cases, API points are being claimed for the period beyond assessment period.
- vi) The forms filled are also not legible in many cases.

*MLL*

Contd...P/2



# UNIVERSITY OF DELHI

## दिल्ली विश्वविद्यालय

-2-

In addition, the minutes of the Screening Committee being forwarded to the University is neither informative nor in a standardized format. Accordingly, in order to standardize the process, kindly find enclosed the following templates which the College may use while processing the cases for promotion under CAS, 2010:

1. A proforma to be filled in by the College to provide summarized details of required information of the applicant.
2. Suggestive issues for consideration of applications while filling up PBAS based proforma for promotion under CAS, 2010
3. Suggestive issues for consideration of the Screening Committee member evaluating the cases of promotion.
4. Proforma for minutes for Screening-cum-Evaluation Committee.

The Colleges are requested to comply to avoid the inconsistencies pointed in preceding page and provide the desired information for each applicant as per proforma at Sr.No.1 after due verification for action at their end.

Yours faithfully,

Assistant Registrar (Colleges-T)

Encl: As above.

Name of the College : \_\_\_\_\_

**Proforma for considering promotion of teachers of Colleges from One Academic Grade Pay (AGP) to the next higher AGP under Career Advancement Scheme (CAS), 2010**

(To be filled by the College Administration)

**I. Brief particulars of teacher:**

01.	Name	
02.	Subject	
03.	Date of birth	
04.	Date of appointment in substantive capacity	
05.	Present designation & grade	
06.	Designation/Stage for which promotion is sought	
07.	Date of eligibility for promotion	
08.	Assessment Period	
09.	Whether filed AIPR, 2014	
10.	Qualification in brief giving the year in which acquired (M.Phil./Ph.D./Professional Qualification)	
11.	Is any disciplinary case pending	

**II. Teaching Experience:**

S.No.	Institution/Colleges	Designation	Period		Experience		
			From	To	Year	Months	Days
01.							
02.							
03.							
04.							
<b>Total teaching experience</b>							
<b>Date of eligibility</b>							

Contd..P/2

NS  
8/6/15

AD  
8/6/15

M.S.

III. Service & other requirements:

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

\*This should be indicated as per the table circulated vide letter dated 21.01.2015 as per applicability.

IV. Summary of API Scores during the Assessment Period claimed by the Applicant:

Sr.No.	Category	API Score
01.	Category - I: Teaching Learning and Evaluation related activities	
02.	Category - II: Co-curricular, Extension, Professional Development related activities	
03.	Category - III: Research and Academic Contributions	
<b>Consolidated API Score (Category I+II+III)</b> (This will be subject to verification by the Screening Committee)		

V. Details of Orientation Programme and Refresher Courses attended:

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

V. 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.

Date: .....

Principal

NS  
8/6/15

**SUGGESTIVE  
ISSUES WITH  
RESPECT TO  
CAREER  
ADVANCEMENT  
SCHEME-2010**

NS

h

MSS

## 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

NS

NS

M. S. S.

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.

NS

h

M. G. S.

## 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

*NS*

*NS*

*NS*



- 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.

Ns

SA

MJS

.....College

**Recommendation of the Screening cum Evaluation Committee/Selection Committee for promotion case under CAS 2010.**

A meeting of the Screening Committee cum Evaluation Committee for promotion case under CAS 2010 in.....(Subject) was held on \_\_\_\_\_ in the.....The case of Dr. -----for his/her promotion from Stage.....to Stage.....information was screened on the basis of the details submitted in the PBAS Proforma for CAS-2010 in terms of the Category I, II & III as prescribed for promotions of teachers under the Scheme.

Remarks of the Committee have been indicated as follows:

**For ..... - stage..... AGP - .....**

S.No.	Name of the Candidate	Remarks	
		API Score as per Screening Committee	Date of eligibility/ other condition
1.	Dr. Period of Assessment: _____	Category I = Category II = Category III =	

The Committee screened information submitted for the candidate Dr. ....based on his/her research publications and related parameters as per category I, II & III as laid down in the UGC regulations 2010 for CAS promotions for teaching.

The Committee recommended that:

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Name & Signature)

NS  
8/6/15

AD  
8/6/15

MJL