

DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)
Shahbad Daultapur, Bawana Road, Delhi-110042

**Eligibility, Guidelines for Filling up the
Application Form for promotion under CAS as per UGC Regulations, 2018
In
Science, Social Sciences and Humanities**

Sr. No.	Promotion of Teacher through CAS	Requirements related to Eligibility and CAS Promotion Criterion
1.	<u>Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)</u>	<p>Eligibility:</p> <p>SET A University Teachers</p> <p>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:</p> <p>ii) Attended one Orientation course of 21 days duration on teaching methodology;</p> <p>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</p> <p>iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.</p> <p>CAS Promotion Criteria: A teacher shall be promoted if;</p> <p>i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as per Part C of application form), and;</p>

		<p>ii) The promotion is recommended by the screening-cum evaluation committee.</p> <p>Eligibility:</p> <p>SET B College Teachers</p> <p>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:</p> <p>ii) Attended one Orientation course of 21 days duration on teaching methodology;</p> <p>iii) Any one of the following: Completed Refresher/ Research Methodology Course OR Any two of the following: Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ 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; and</p> <p>CAS Promotion Criteria: A teacher shall be promoted if;</p> <p>i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as per Part C of application form), and;</p> <p>ii) The promotion is recommended by the screening-cum evaluation committee.</p>
2.	<p><u>Assistant Professor (Senior Scale/Academic Level 11) to Assistant</u></p>	<p>Eligibility:</p> <p>SET A University Teachers</p> <p>i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.</p> <p>ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.</p>

**Professor
(Selection
Grade/Academi
c Level 12)**

- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale:
Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),
OR
completed one MOOCs course in the relevant subject (with e-certification);
OR
contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/
contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, ((as per Part C of application form),) and;
ii) The promotion is recommended by the Screening-cum-evaluation committee.

Eligibility:

SET B College Teachers

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) Any two of the following in the last five years of Academic Level 11/Senior Scale:
Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/ Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration);

OR
completed MOOCs course in the relevant subject (with e-certification);
OR
Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a

		<p>course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.</p> <p>CAS Promotion Criteria: A teacher shall be promoted if;</p> <ol style="list-style-type: none"> i) The teacher gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least four of the last five years of the assessment period, ((as per Part C of application form),) and; ii) The promotion is recommended by the Screening-cum-evaluation committee.
3.	Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)	<p>Eligibility:</p> <p>SET A University Teachers</p> <ol style="list-style-type: none"> 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade. 2) A Ph.D. Degree in the subject concerned/allied/relevant discipline. 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); <p style="text-align: center;">OR</p> <p>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.</p> <ol style="list-style-type: none"> 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period. 5) Evidence of having guided at least one Ph.D. candidate. <p>CAS Promotion Criteria: A teacher shall be promoted if;</p> <ol style="list-style-type: none"> i) He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in (as per Part C of application form), and has a research score of at least 70 as per (as per Part D of application form), (ii) The promotion is recommended by a selection committee constituted in accordance with the UGC Regulations <p>Eligibility:</p> <p>SET B College Teachers</p>

		<p>1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.</p> <p>2) A Ph.D. degree in subject relevant /allied/relevant discipline.</p> <p>3) Any one of the following during the last three years:</p> <p>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);</p> <p>OR</p> <p>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.</p> <p>CAS Promotion Criteria: A teacher shall be promoted if;</p> <p>i) He/she gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in (as per Part C of application form), and</p> <p>ii) The promotion is recommended by a selection committee constituted in accordance with the UGC Regulations</p>
4.	<p>Associate Professor (Academic Level 13A) to Professor (Academic Level 14)</p>	<p>Eligibility:</p> <p>SET A University Teachers</p> <p>1) An Associate Professor who has completed three years of service in Academic Level 13 A.</p> <p>2) A Ph.D. degree in the subject concerned/allied/relevant discipline.</p> <p>3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.</p> <p>4) Evidence of having successfully guided doctoral candidate.</p> <p>5) A minimum of 110 Research Score as per (as per Part D of application form).</p> <p>CAS Promotion Criteria: A teacher shall be promoted if;</p> <p>(i) He/she gets ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Part C of application form, and at least 110 research score, as per Part D of application form.</p> <p>(ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.</p>

		<p>Eligibility:</p> <p>SET B College Teachers</p> <ol style="list-style-type: none">1) An Associate Professor who has completed three years of service in Academic Level 13 A.2) A Ph.D. degree in the subject concerned/allied/relevant discipline.3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.4) A minimum of 110 Research Score as per (as per Part D of application form). <p>CAS Promotion Criteria:</p> <p>A teacher shall be promoted if;</p> <ol style="list-style-type: none">i) He/she gets ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Part C of application form, and at least 110 research score, as per Part D of application form.ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.
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Instructions for Filling up Part B of the Performa

Name _____

**Assessment Criteria and Methodology for University Teachers for the Assessment period -----
-----as per Table-1 Annexure II of UGC Regulations 2018**

(Fill for each Academic Year of the assessment year)

S. No	Activity	Grading Criteria	Details of Supporting Documents with Annexures, if any	Claimed Grading	Awarded Grading
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]	1. Attendance record for each course Annexure A Page No... 2. Copy of Time Table- Annexure A Page. No.		
2.	Involvement in the University/ College students related activities/ research activities **:		Annexure B Page No...		
	(a) Administrative responsibilities such as Head, Chairperson/Dean/ Director/ Co-ordinator, Warden etc.	Good – Involved in at least 3 activities Satisfactory – 1-2 activities	Annexure B Page No...		
	(b) Examination and evaluation duties assigned by the college/university or attending the examination paper evaluation.	Not-Satisfactory – Not involved/undertaken any of the activities Note : Number of activities can be within or across the broad categories of activities	Annexure B Page No...		
	(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.				

* Note: Required Documents are: 1. Attendance register or ERP Record for Classes Scheduled and held 2. Copy of Time Table

(Sample)

Assessment for Academic Year: 2018-19

Name _____

S. No.	Semester/A.Y.	Course Code/ Name	No. of Classes Assigned (A)	No. of classes taught (T)	(Number of classes taught/ total classes assigned) x100%	*Supporting Document index No.
1.	Odd/ 2018-19	HUxxx/---	40	38	95%	1. record for each course Annexure A Page No... 2. Copy of Time Table- Annexure A Page. No. ...
2.	Odd/ 2018-19	HUxxx/---	40	36	90%	1. record for each course Annexure A Page No... 2. Copy of Time Table- Annexure A Page. No.
3.	Even/ 2018-19	HUxxx/---	40	38	95%	1. record for each course Annexure A Page No... 2. Copy of Time Table- Annexure A Page. No.
4.	Even/ 2018-19	HUxxx/---	40	36	90%	1. record for each course Annexure A Page No... 2. Copy of Time Table- Annexure A Page. No.
		Total	160	148	92.5%	
Grading earned : GOOD						

** Note: Required Document is office order issued by the HOD/Appropriate Authority.

(Sample)

Assessment for Academic Year: 2018-19

Name _____

S. No.	Semester	Activity	Grading earned	*Supporting Document index No.
1	Odd/ 2018-19	Examination and evaluation duties assigned by the college	GOOD	Annexure B Page No...
2	Odd/ 2018-19	Co-ordinator NCC		Annexure B Page No...
3	Even/2018-19	NBA/NAAC/ISO work		Annexure B Page No...
4	Even/2018-19	Organizing and conduction of workshop/ expert lectures/training for students		Annexure B Page No...

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl. No. 2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

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

GENERAL INFORMATION FOR THE TEACHERS:

1. The Ph.D. degree shall be a mandatory qualification for promotion as Associate Professor and Professor.
2. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
3. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS promotion.
4. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading and score specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date.
5.
 - 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 he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II of UGC regulation at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - c) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

The teachers eligible for promotion under the Career advancement Scheme should submit duly filled in all respect and other relevant/verifiable documents in support of their claim by the stipulated date.

Disclaimer: This document is an attempt to explain the provisions that are contained in pertinent UGC notifications for the grading/score verification. In case of any ambiguity/typing error the same contained in UGC notifications that are issued from time to time on the subject matter of grading/score for the CAS promotions shall prevail. In Case of any doubts please refer UGC notification 2018.