# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi-110042

## Application Form for promotion under CAS as per UGC Regulations, 2018
## In
## Science, Social Sciences and Humanities

Application form for the promotion under UGC Career Advancement Scheme in accordance with University Grants Commission Regulations for teachers in Delhi Technological University, erstwhile Delhi College of Engineering, Delhi as per UGC notifications 2018 and Gazette Notification No. F.1-2/2017 (EC/PS) dated 18.07.2018.

For promotion as: Assistant Professor Stage 1 (Level -10) to Assistant Professor Stage 2 (Level-11)
Assistant Professor Stage 2 (Level-11) to Assistant Professor Stage 3 (Level-12)
Assistant Professor Stage 3 (Level-12) to Associate Professor Stage 4 (Level-13A1)
Associate Professor Stage 4 (Level -13A1) to Professor Stage 5 (Level-14)

### *PART – A*
### GENERAL INFORMATION AND ACADEMIC BACKGROUND

Application for promotion from Stage _____ to Stage _____

Period of Assessment for the purpose of promotion: _____

**Department:**

| | | | |
|---|---|---|---|
| 1. | Name (in Block Letters) | : | _____ |
| 2. | Father's Name (in Block Letters) | : | |
| | | | _____ |
| 3. | Mother's Name (in Block Letters) | : | |
| | | | _____ |
| 4. | Spouse's Name (in Block Letters) | : | |
| | | | _____ |
| 5. | Date of Birth | : | |
| | | | _____ |
| 6. | Current Designation & Grade Pay | : | |
| | | | _____ |
| 7. | Date of Last Promotion (Position and Stage) | : | |
| | | | _____ |
| 8. | Date of eligibility for promotion | : | |
| | | | _____ |
| 9. | Category (SC/ST/OBC/General) | : | |
| | | | _____ |
| 10. | Address for correspondence (with Pin Code) | : | _____ |
| 11. | Permanent Address (with Pin Code) | : | |
| | | | _____ |
| 12. | Telephone Number | : | |
| | | | R _____ M _____ |

13.  E-Mail                                                         :

_____

14.  Academic Qualifications :

| Degree | University / Institute | Year of Passing | Discipline/Specialization | Percentage of marks/CGPA |
|---|---|---|---|---|
| Graduate Degree (UG) | | | | |
| Post Graduate Degree (PG) | | | | |
| Ph.D. | | | | |
| Other Exams (if any) | | | | |

15.  Record of academic service prior to joining DTU/DCE

| Institution | Designation | Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc) | Nature of Duties | Pay-Scale / Pay band and AGP | Date of Joining | Date of Leaving | Remarks |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |

16.  Record of service in DTU/DCE From Date of joining as permanent faculty

| Stage | Designation | Pay band and AGP | Duration | | Experience | |
|---|---|---|---|---|---|---|
| | | | From (dd/mm/yyyy) | To (dd/mm/yyyy) | Year | Month |
| Stage I | | | | | | |
| Stage II | | | | | | |
| Stage III | | | | | | |
| Stage IV | | | | | | |
| Stage V | | | | | | |
| | | | | | | |
| Please clearly specify the period of Leave Without Pay (LWP) | | | | | | |

17.  Teaching Experience:          P.G. Classes (in Years)   : _____

U.G. Classes (in Years)   : _____

18. Research Experience
   i.     Total Number of years                          :_____
   ii.    Years spent in M. Phil. / Ph.D.             : _____
   iii.   Years of Guiding Ph.D. / M. Phil.        :_____
   iv.    Total No. of papers Published in
                              i.   International Journals ………….
                              ii.  National Journals        ………….
                              iii. Conference Proceedings …………
                                    (Not Abstract but Full length paper)

   v.     Total No. of Conferences/Seminar/Workshop Attended
                              i.   International ……………..
                              ii.  National        …………….
                              iii. State Level   ……………..

19.  Awards /Prizes/  Honors' / Recognitions :

20.  Fields of Specialization under the Subject/Discipline
     a)
     b)

21.  FDP/Orientation/Refresher Course/Summer School / Winter School/Workshops attended:
     (Use separate sheet as enclosures if needed)

| Sr. No | Name of Course/Summer/Winter School | Place | Duration | Sponsoring Agency |
|--------|-------------------------------------|-------|----------|-------------------|
| 01 | | | | |
| 02 | | | | |
| 03 | | | | |
| 04 | | | | |

22. List of Publications :

| S. No. | Title | Name of the Journal, No., Year | Vol. | ISSN/ ISBN Number |
|--------|-------|--------------------------------|------|-------------------|
| 01 | | | | |
| 02 | | | | |
| 03 | | | | |
| 04 | | | | |
| 05 | | | | |
| 06 | | | | |

Note:
    i.    You may use separate sheet, if required.
    ii.   Attach the copies of the papers for evaluation for assessment period

23. Details of Research Guidance during the assessment period

| Name of Scholar | Date of Registration | Duration | Date of award of Degree | Any other relevant information |
|-----------------|----------------------|----------|-------------------------|--------------------------------|
| | | | | |
| | | | | |

24. Details of Grade in annual performance assessment report (Details as per Part C of application form):

| Activity | Claimed Grading | | | | | |
|----------|--------|--------|--------|--------|--------|--------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
| Teaching | | | | | | |
| Involvement in the University/College students related activities/ research activities: | | | | | | |

25. Details of Academic/Research Score during the assessment period (Details as per Part D of application form):

| Academic/ Research Activity | Year 1 | Year 2 | Year 3 | Overall Score |
|---|---|---|---|---|
| | | | | |
| | | | | |

26. Your contribution in the Department and Institute/University:

_____

_____

_____

27. Any other relevant information:

_____

_____

_____

_____

## **Declaration**

    I certify that the information provided is correct as per record available with the University and/or documents enclosed along with the duly filled Performa.

    Certified that all the information, facts and documents submitted with this application are true and correct and if found incorrect/false, my candidature for the same may be cancelled and the decision of the University shall be final and binding.

**Date**_____                               **Signature of the Candidate**
**Place** _____                                     **Designation**

                                               **Signature of Head of Department**

# Application Form for CAS PART-B

## Eligibility Criteria for Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/AcademicLevel 11) as per University Grants Commission Regulations.2018

| S. No. | Eligibility Criteria | Details of Supporting Documents with Annexures, if any | Eligibility Claimed | Remarks by the Screening Committee |
|---|---|---|---|---|
| 1. | (i) 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 | | | |
| | (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. | | | |

**Eligibility Criteria for Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)** as per University Grants Commission Regulations.2018

| S. No. | Eligibility Criteria | Supporting Documents | Eligibility Claimed | Remarks by the Screening Committee |
|---|---|---|---|---|
| 1. | (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. | | | |

**Eligibility Criteria** **Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)** as per

University Grants Commission Regulations.2018

| S. No. | Eligibility Criteria | Supporting Documents | Eligibility Claimed | Remarks by the Screening Committee |
|---|---|---|---|---|
| 1. | (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 leastone 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 certification); or contribution towards the developmentof e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contributiontowards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCscourse 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 to prove that the Assistant Professor is guiding doctoral candidate. | | | |

**Eligibility Criteria** **Associate Professor (Academic Level 13A) to Professor (Academic Level 14)** as per University Grants

Commission Regulations.2018

| S. No. | Eligibility Criteria | Supporting Documents | Eligibility Claimed | Remarks by the Screening Committee |
|---|---|---|---|---|
| 1. | (i) An Associate Professor who has completed three years of service in Academic Level 13 A. | | | |
| | (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 Appendix II, Table 2. | | | |

# Application Form for CAS (2023) - Part C

Assessment Criteria and Methodology for University Teachers for the Assessment period_____as perTable-1 Annexure II of UGC Regulations 2018

| 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%<br><br>(Classes taught includes sessions on tutorials, lab and other teaching related activities) | [80% & above - Good<br><br>Below 80% but 70% & above- Satisfactory<br><br>Less than 70% - Not satisfactory] | | | |
| 2. | Involvement in the University/ College students related activities/ research activities: | | | | |
| | (a) Administrative responsibilities suchas Head, Chairperson/Dean/ Director/ Co-ordinator, Warden etc. | Good – Involved in at least 3 activities<br><br>Satisfactory – 1-2 activities | | | |
| | (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 | | | |
| | (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 : Number of activities can be within or across the broad categories of activities | | | |

| S.No | Activity | Grading Criteria | Details of Supporting Documents with Annexures, if any | Claimed Grading | Awarded Grading |
|---|---|---|---|---|---|
| | (d) Organizing 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 bynational or international agencies. | | | | |
| | (g) At least one single or joint publication in peer- reviewed orUGC list of Journals. | | | | |

**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.

# Application Form for CAS (2023) - Part D

**Methodology for University Teachers for calculating Academic/Research Score for the Assessment period** _____
**as per Table 2 Annexure-II of UGC Regulations 2018**

(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. No | Academic/Research Activity | Faculty of Sciences /Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of Languages/Humanities /Arts / Social Sciences / Library/Education/Physical Education / Commerce / Management & other related disciplines | Details of Supporting Documents with Annexures, if any | Claimed Score | Awarded Score |
|---|---|---|---|---|---|---|
| 1 | Research Papers in 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 inIndian And Foreign Languages by qualifiedfaculties | | | | | |
| | Chapter or Research paper | 03 | 03 | | | |

| S. No | Academic/Research Activity | Faculty of Sciences /Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of Languages/Humanities/ Arts/ Social Sciences/ Library/Education/Physical Education / Commerce/ Management & other related disciplines | Details of Supporting Documents with Annexures, if any | Claimed Score | Awarded Score |
|---|---|---|---|---|---|---|
| | Book | 08 | 08 | | | |
| 3 | **Creation of ICT mediated Teaching Learning pedagogyand 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 completeMOOCs 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** | | | | | |
| | Development of e-Content in 4 quadrants for a complete course/e-book | 12 | 12 | | | |

| S. No | Academic/Research Activity | Faculty of Sciences /Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of Languages/Humanities/ Arts/ Social Sciences/ Library/Education/Physical Education / Commerce / Management & other related disciplines | Details of Supporting Documents with Annexures, if any | Claimed Score | Awarded Score |
|---|---|---|---|---|---|---|
| | 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./P.G 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/organization like | | | | | |

| S. No | Academic/Research Activity | Faculty of Sciences /Engineering/ Agriculture/ Medical/ Veterinary Sciences | Faculty of Languages/Humanities/ Arts/ Social Sciences/ Library/Education/Physical Education/ Commerce/ Management & other related disciplines | Details of Supporting Documents with Annexures, if any | Claimed Score | Awarded Score |
|---|---|---|---|---|---|---|
| | UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) | | | | | |
| | 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 presentedin 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 | | | |
| | | | **Total Score** | | | |

**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 Reuter's 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.

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 Research 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.

**LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers, etc. wherever necessary)**

| S.N. | Details of Enclosure |
|------|----------------------|
| 1    |                      |
| 2    |                      |
| 3.   |                      |

Signature of the Candidate & date

# DELHI TECHNOLOGICAL UNIVERSITY

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

## SUMMARY

(To be filled by the candidate)

1. Name of the Applicant :_____

2. Department :_____

3. Stage applied for :_____

4. Date of Appointment & Post :_____

5. Date of Last Promotion & Post :_____

6. Assessment Period :_____

7. Date of Eligibility :_____

8. Do you fulfill the minimum eligibility requirements for CAS promotion?

   :_____

9. Grading/ Score details during assessment period (as applicable) :

| Summary | Academic Year | Academic Year | Academic Year | Academic Year | Academic Year | Overall grading/score |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | |
| A. Teaching (Good/ Satisfactory, Not satisfactory) | | | | | | |
| B Involvement in the University/ College students related activities/ research activities | | | | | | |
| C. Academic research Score | | | | | | |
| Total | | | | | | |

10. Eligibility **on the basis of A** : YES/NO **on the basis of B** YES/NO **on the basis of C** (If applicable) YES/NO

Signature of the Candidate & date
(with comments if any)