



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi-110042

Eligibility, Guidelines, Verifiable documents for Filling up the Application Form/PBAS for promotion under CAS

in

Engineering, Science, Humanities and Management Department

Sr. No.	Promotion of Teacher through CAS	Service Requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria for University Department/College
1.	Assistant Professor/equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D or five years of service who are with M.Phil/PG Degree in professional courses such as LLM, M.Tech. or six years of service who are without Ph.D./ M.Phil/PG Degree in professional courses.	<p>i) Minimum API scores using PBAS scoring Performa</p> <p>a) Teaching-learning Evaluation—75/year</p> <p>b) Co-curricular, Extension activities—15/year</p> <p style="text-align: right;">Total average (a+b) = 100/year</p> <p>ii) Research & Academic Contribution---10/5 per year (40/20 assessment Period)</p> <p>iii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE/Central Govt./State Govt./TEQIP/CIIIL,P/ISTE/NITTR/IIT/DTE/SBTE/University, etc.</p> <p>iv) Screening cum Verification process for recommending promotion.</p>
	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2	<p>i) Minimum API scores using PBAS scoring Performa</p> <p>a) Teaching-learning Evaluation—75/year</p> <p>b) Co-curricular, Extension activities—15/year</p> <p style="text-align: right;">Total average (a+b) = 100/year</p> <p>ii) Research & Academic Contribution---20/10 per year (100/50 assessment Period)</p> <p>iii) One course/programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programs, soft skill development programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by AICTE/Central Govt./State Govt./TEQIP/CIIIL,P/ISTE/NITTR/IIT/DTE/SBTE/University, etc.</p> <p>iv) Screening cum Verification process for recommending promotion.</p>

3.	Assistant Professor (Stage 3 to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3	<p>i) Minimum API scores using PBAS scoring Performa a) Teaching-learning Evaluation—75/year b) Co-curricular, Extension activities—15/year Total average (a+b) = 100/year</p> <p>ii) Research & Academic Contribution-- -30/15 per year (90/45 assessment Period)</p> <p>iii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of college teachers an exemption of one publication will be given to M.Phil holders and an exemption of two publications will be given to Ph.D. holders</p> <p>iv) One course /program from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Program, Soft skills development program and Faculty Development Program of minimum one week duration approved or conducted by AICTE/Central Govt./State Govt./TEQIP/CIII,P/ISTE/NITTR/IIT/DTE/SBTE/University, etc.</p> <p>iv) Expert Assessment system: A Selection committee.</p>
4.	Associate Professor (Stage 4) to Professor /equivalent cadres (stage 5)	Associate Professor with three years of completed service in Stage 4	<p>i) Minimum yearly/cumulative API scores using PBAS scoring Performa a) Teaching-learning Evaluation—75/year b) Co-curricular, Extension activities—15/year Total average (a+b) = 100/year. Teachers may combine two assessment periods (in stage 2 and 3) to achieve minimum API scores, if required.</p> <p>ii) Research & Academic Contribution-- -40/20 per year (120/60 assessment period)</p> <p>iii) A minimum of 5 publications since the period that the teacher is placed in Stage 3.</p> <p>iv) Assessment system: A Selection Committee.</p>

Instructions for Filling up Part B of the PBAS Proforma.

Category I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated : 125

Minimum API Score Required : 75

	Indicators / Activity	Max. Score
(i) (a)	Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for periods of leave where alternative teaching arrangements have been made.	50
(b)	Maximum score of 50 if there is 100% performance	
	If a teacher has taken classes exceeding AICTE norms, then two points to be assigned for each extra hour of classes/credit	10
(ii)	Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)	20
(iii)	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	
	Updating of Courses, design of curriculum, (5 per single course)	10
	Preparation of resource material, fresh reading materials, Laboratory manuals, etc.	10
	Use of Innovative T-L methodologies, use of ICT in updating subject content and course improvement	10
	a) ICT based teaching material/use of computer aided methods like power-point/Multimedia/ Simulation/Software etc : 10 points/each	
	b) Participatory Learning modules/Interactive course : 5 points/each c) Participatory learning modules/Case studies: 5 points/each	
	Developing and imparting Remedial/Bridge Courses and counseling modules (each activity: 5 points)	10
	Developing and imparting soft skills/communications skills/personality development courses/modules each (each activity: 5 points)	10
	Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students a. Workshop/Training course : 10 points each b. Popularization programmes: 5 points each	10
	Maximum Aggregate Limit	20
(iv)	Examination Related Work	
	College/University end semester/Annual Examination work as per duties, allotted. (invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper setting – 5 points) (100% compliance = 20 points)	20
	College/University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted (100% compliance = 10 points)	10
	Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10
	Maximum Aggregate Limit B (iv)	25

Instructions for Category II:

Co-Curricular, Extension and Profession related activities and Participation in the Corporate Life of the Institution

Maximum Scores Allocated : 50

Minimum API Score Required : 15

S. No	Nature of Activity	Max. Score
(i)	Extension and Co-curricular Related Activities	
	Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each)	10
	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	10
	Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	10
	Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points)	10
	Maximum Aggregate Limit	20
(ii)	Contribution to Corporate Life and Management of the Institution	
	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
	Institutional Governance responsibilities like, Vice-Principal, Dean, Director, Chief Warden, Warden, Bursar, HOD, School/Center Chairperson, IQAC Coordinator (10 points each)	10
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each)	10
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 points each)	10
	Organization of Conference / Training as Chairman/Organizational Secretary/Treasurer: (a) International (10 points) National/regional (5 points) (b) As member of the organizing committee (1 point each)	10
	Maximum Aggregate Limit	15
(iii)	Professional Development Related Activities	
	Membership in profession related committees at state and national level a) At national level : 3 points each b) At site activity : 2 points each	10
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity: 5 points)	10
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10
	Maximum Aggregate Limit	15

Instructions for Filling up of the PBAS Proforma Category- III
RESEARCH PUBLICATION AND ACADEMIC CONTRIBUTIONS

S.N.	APIs	Engineering / Science	Faculties of Languages /Humanities /Social Sciences /Management	Max. points for University and college teacher position
III (A)	Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals*	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter

III C	Research Projects			
III C (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III C (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project
III C (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level
III D	Research Guidance			
III D (i)	M.Phil	Degree awarded only	Degree awarded only	3 Points for each candidate
III D (ii)	Ph.D	Degree awarded only	Degree awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
III E	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS			
III E (i)	Refresher courses, Methodology work - shops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development – ent Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each
		(b) One week duration	(b) One week duration	10 points each
III E (ii)	Papers in Conference/ Seminars/ workshops etc. **	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	

		a) International Conference	a) International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c) Regional/State level	c) Regional/State level	5 Points each
		d) Local –University/College level	d) Local – University/ College level	3 Points each
III E (iv)	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 Points each
		(b) National level	(b) National level	5 Points each

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes: 1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening / selection committees will assess and verify the categorization and scores of publications.

2. The API for joint publications will have to be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

GENERAL INFORMATION FOR THE TEACHERS:

1. The Ph.D. degree shall be a mandatory qualification for promotion as Professors.
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. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables by submitting an application and the required PBAS Performa. Candidates who do not consider themselves eligible can also apply at a later date.
5. **In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS Performa or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.**
6.
 - a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
 - b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be affected from that date of application fulfilling the criteria.
 - c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the **later date of successful assessment**.
 - d) If the candidate does not succeed in an assessment and reappears for the next assessment after a year (as stipulated by UGC), the candidate has to produce the evidence of having done additional work during that period.

The teachers eligible for promotion under the Career Advancement Scheme should submit PBAS copy of **Application Form with Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)** duly filled in all respect and **other relevant/verifiable documents** in support of their claim by the stipulated date.

Instructions and Verifiable documents required for Filling up the PBAS Form - Category- I

Category I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated : 125

Minimum API Score Required : 75

	Indicators / Activity	Max. Score	Documents required for verification
(i)	<p>(a) Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records.</p> <p>No score should be assigned if a teacher has taken less than 80% of the assigned classes. University may give allowance for periods of leave where alternative teaching arrangements have been made.</p> <p>Maximum score of 50 if there is 100% performance</p>	<p>Below 80% No Score</p> <p>80%-40</p> <p>81-84%-42</p> <p>85-89%-44</p> <p>90-94%-46</p> <p>95-99%-48</p> <p>100%-50</p>	<p>(I) Semester Time table</p> <p>(II) Attendance Record</p> <p>and / or</p> <p>The short of attendance record submitted to Academic Section</p>
(b)	<p>If a teacher has taken classes exceeding AICTE norms, then two points to be assigned for each extra hour of classes/credit</p>	<p>10</p>	<p>Semester Time Table attendance sheet</p>
(ii)	<p>Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students (100% compliance = 20 points)</p> <p>5 Marks for each of the following Activity/ Indicator:</p> <ul style="list-style-type: none"> • Preparation of personal Course Material covering the entire syllabus of the concerned paper which is provided to the students. • Guest Lecture arranged from External Person preferably for syllabus enrichment. • Imparting instructions with prescribed monograph/Laboratory Manual etc. • Recommending Fresh Reading Material/ Technology based Resources like CDs. • Organizing debates/Seminars/Workshops for the Class related to the Syllabus. 	<p>20</p>	<p>-File containing Course Material (to be kept ready)</p> <p>-Letter of Invitation/Thanks Letter signed by teacher</p> <p>-Copy of Laboratory Manual /CD</p> <p>-Notice issued to the Class and Attendance Report</p> <p>- List of students and titles of</p>

	<ul style="list-style-type: none"> • Projects assigned and guided • Any Other Activity for Syllabus enrichment. 		projects assigned - Any other Documentary Evidence
(iii)	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.		
	Updating of Courses, design of curriculum, (5 per single course)	10	Documentary Evidence indicating modifications done in the curriculum and communicated to the INSTITUTE
	Preparation of resource material, fresh reading material, laboratory manuals etc.	10	Documentary Evidence showing list of problems/ Cases/ Write up / photograph of Charts and Models Used for Teaching the Course
	Use of Innovative T-L methodologies, use of ICT in updating subject content and course improvement a. ICT based teaching material/use of computer aided methods like power-point/Multimedia/ Simulation/Software etc : 10 points/each b. Participatory Learning modules/Interactive course : 5 points/each c. Participatory learning modules/Case studies: 5 points/each	10	CD of ICT Material (Please label the CD course wise)
	Developing and imparting Remedial/Bridge Courses and counseling modules (each activity: 5 points)	10	Brief Write up of Course Content and its Implementation indicating number of lectures and Attendance (not applicable to all courses/ programmes)
	Developing and imparting soft skills/communications skills/personality development courses/modules each (each activity: 5 points)	10	Notices, Content Write Up and Attendance Sheet (if conducted Individually)

	Developing and imparting specialized teaching-learning programmes in Physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (each activity: 5 points)	10	Notices, Content Write Up and Attendance Sheet (if conducted Individually)
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students c. Workshop/Training course : 10 points each d. Popularization programmes: 5 points each	10	Notices, Content Write Up and Attendance Sheet (if conducted Individually)
	Maximum Aggregate Limit	20	
(iv)	Examination Related Work		
	College/University end semester/Annual Examination work as per duties, allotted. (invigilation – 10 points, Evaluation of answer scripts – 5 points; Question paper setting – 5 points) (100% compliance = 20 points)	20	Documentary Evidences duly signed by Competent Authorities (Exam In-Charge and / or the Director) For University Examination Duty- Attach photocopy of University Letter
	College/University examination/Evaluation responsibilities for internal/ continuous assessment work as allotted (100% compliance = 10 points)	10	
	Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10	
	Maximum Aggregate Limit B (iv)	25	

Instructions for Category II:

Co-Curricular, Extension and Profession related activities and Participation in the Corporate Life of the Institution

Maximum Scores Allocated : 50

Minimum API Score Required : 15

S. No	Nature of Activity	Max. Score	Documents Required for Verification
(i)	Extension and Co-curricular Related Activities		
	Institutional Co-curricular activities for students such as field studies/ educational tours, industry-implant training and placement activity (5 point each)	10	Documentary Evidence of participation

	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, NSO or any other similar activity (each activity 10 points)	10	Letter of Appointment and brief write up of contribution in the activity
	Students and Staff Related Socio Cultural and Sports Programmes, campus publications (departmental level 2 points, institutional level 5 points)	10	Letter of Appointment and brief write up of contribution in the activity
	Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points)	10	Brief write up of contribution in the activity/ any other evidence
	Maximum Aggregate Limit	20	
(ii)	Contribution to Corporate Life and Management of the Institution		
	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10	Documentary Evidence
	Institutional Governance responsibilities like, Vice-Principal, Dean, Director, Warden, Bursa, School Chairperson, IQAC Coordinator (10 points each)	10	Appointment Letter from Director and brief write up of work done in the academic year.
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each)	10	Circular of Composition of Committee; highlights of work done by the committee.
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (5 points each)	10	Letter of Appointment Single page data for counseling work done/ brief write up of measures undertaken to maintain Discipline in the campus.

	Organization of Conference / Training as Chairman/Organizational Secretary/Treasurer: (c) International (10 points) National/regional (5 points) (d) As member of the organizing committee (1 point each)	10	Brochure of Conference
	Maximum Aggregate Limit	15	
(iii)	Professional Development Related Activities		
	Membership in profession related committees at state and national level a) At national level : 3 points each b) At state activity : 2 points each	10	Letter from Such an Organization
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)	10	Photocopy of Letter/ Certificate of Participation
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity: 5 points)	10	Photocopy of Certificate of Participation & responsibility assigned
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 points each)	10	Photocopy of Letter of Invitation for meetings
	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10	Photocopy of Publication /letter or e-mail from Broadcasting Authority
	Maximum Aggregate Limit	15	

API Scoring will be progressively rolled out for categories I & II, beginning with assessment of one year 2012-13 for eligibility in 2013, annual average of two years such as 2012-2013 and 2013-14 for eligibility in 2014 and so on.

But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations.

Category- III

Instructions for Filling up of the PBAS Proforma

RESEARCH PUBLICATION AND ACADEMIC CONTRIBUTIONS

S.N.	APIs	Engineering / Science	Faculties of Languages /Humanities /Social Sciences /Management	Max. points for University and college teacher position	Documents Required
III (A)	Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals*	15 / Publication	Copy of Reprint/proof of impact factor (including Cover page)
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication	Copy of Reprint/proof of impact factor (including Cover page)
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication	Copy of Reprint (including Cover page)
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book	Copy of Cover page Copy of Chapter with Cover page
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books	Copy of Cover page Copy of Chapter with Cover page
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books	Copy of Cover page Copy of Chapter with Cover page
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter	Copy of Chapter with Cover page
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter	Copy of Chapter with Cover page

III C		Research Projects			
III C (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project	Copy of Sanction Letter
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project	Copy of Sanction Letter
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project	Copy of Sanction Letter
III C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively	Letter from the Organization where Consultancy has been offered mentioning the type of consultancy work
III C (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project	Sanction and Submission Letter/ Copy of Report for the purpose of verification (if required)
III C (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level	Copy of Document
III D		Research Guidance			
III D ii)	M. Tech / M. Phil	Degree awarded only	Degree awarded only	3 Points for each candidate	Letter of Registration and Award of degree from the University
III D (ii)	Ph. D	Degree awarded only	Degree awarded only	10 Points for each candidate	Letter of Registration and Award of degree from the University
		Thesis submitted	Thesis submitted	7 Points for each candidate	Letter of Submission of Thesis with Title page of Thesis

III E	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS				
III E (i)	Refresher courses, Methodology work-shops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development –ent Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each	Copy of Certificate
		(b) One week duration	(b) One week duration	10 points each	Copy of Certificate
III E (ii)	Papers in Conference/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in		Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	15 Points each	Certificate of Participation and Presentation
		b) National	b) National	10 Points each	Certificate of Participation and Presentation
		c) Regional/State level	c) Regional/State level	5 Points each	Certificate of Participation and Presentation
		d) Local –University/College level	d) Local – University/ College level	3 Points each	Certificate of Participation and Presentation
III E (iv)	Invited lectures or presentations for conferences/ / symposia	(a) International	(a) International	10 Points each	Letter of Invitation
		(b) National level	(b) National level	5 Points each	Letter of Invitation

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor

between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

Illustration

- (a) If a Journal / periodicals “A” is non-referred but having ISBN/ISSN Number, then a research paper in “A” is of 10 points.
- (b) If a Journal “B” is referred but not indexed, then a research paper in “B” is of 15 points.
- (c) If a Journal “C” is referred, indexed and have Impact factor less than 1, then a research paper in “C” is of 20 points.
- (d) If a Journal “D” is referred and have Impact factor between 1 and 2, then a research paper in “D” is of 25 points.
- (e) If a Journal “E” is referred and have Impact factor between 2 and 5, then a research paper in “E” is of 30 points.
- (f) If a Journal “F” is referred and have Impact factor between 5 and 10, then a research paper in “D” is of 40 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

The API for joint publications will have to be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Illustration

Let the marks obtained from a publication is “x” and let the Applicant (Teacher) is “P”

The above rule is applicable for papers published in conference proceedings, chapters in books, presented in conferences, etc.

API SCORE "x"		10	15	20	25	30	40
No. Authors	Description & Formula						
ONE	AS IT IS	10	15	20	25	30	40
Two	Share equally " $x/2$ "	5	7.5	10	12.5	15	20
Three	First "P", Second "Q" and Third "R", and "R" is not the Supervisor / Corresponding Author/ Mentor, then "P" will get " $6*x/16$ " points	3.75	5.625	7.5	9.375	11.25	15
	First "P", Second "Q" and Third "R", and "R" is the Supervisor / Corresponding Author/ Mentor, then "P" will get " $6*x/18$ " points	3.33	5	6.67	8.33	10	13.33
	First "Q", Second "P" and Third "R", and "R" is not the Supervisor / Corresponding Author/ Mentor, then "P" will get " $6*x/16$ " points	3.75	5.625	7.5	9.375	11.25	15
	First "Q", Second "P" and Third "R", and "R" is the Supervisor / Corresponding Author/ Mentor, then "P" will get " $6*x/18$ " points	3.33	5	6.67	8.33	10	13.33
	First "Q", Second "R" and Third "P", and "P" is not the Supervisor / Corresponding Author/ Mentor, then "P" will get " $4*x/16$ " points	2.5	3.75	5	6.25	7.5	10
	First "Q", Second "R" and Third "P", and "P" is the Supervisor / Corresponding Author/ Mentor, then "P" will get " $6*x/18$ " points	3.33	5	6.67	8.33	10	13.33
	Four	If "P" is among the first two authors then he/she will get " $6*x/20$ " points.	3	4.5	6	7.5	9
	If "P" is among the last two authors then he/she will get " $4*x/20$ " points.	2	3	4	5	6	8

	If "P" is among the last two authors and is the Supervisor / Corresponding Author/ Mentor then he/she will get " $6*x/22$ " points	2.73	4.09	5.45	6.82	8.18	10.9
Five	If "P" is among the first two authors then he/she will get " $0.6*x/2$ " points.	3	4.5	6	7.5	9	12
	If "P" is not among the first two authors then he/she will get " $0.4*x/3$ " points.	1.33	2	2.67	3.33	4	5.33
	If "P" is not among the first two authors and is the Supervisor / Corresponding Author/ Mentor then he/she will get " $6*x/26$ " points.	2.3	3.46	4.61	5.77	6.92	9.23
"n" More Than Five	If "P" is among the first two authors then he/she will get " $0.6*x/2$ " points.	3	4.5	6	7.5	9	12
	If "P" is not among the first two authors then he/she will get " $0.4*x/(n-2)$ " points.						
	If "P" is not among the first two authors and is the Supervisor / Corresponding Author/ Mentor then he/she will get " $0.6*x/3$ " points.	2	3	4	5	6	8

GENERAL INFORMATION FOR THE TEACHERS:

1. The Ph.D. degree shall be a mandatory qualification for promotion as Professors.
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. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API System tables by submitting an application and the required PBAS Performa. Candidates who do not consider themselves eligible can also apply at a later date.
5. **In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS Performa or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.**
6.
 - a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.
 - b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be affected from that date of application fulfilling the criteria.
 - c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the **later date of successful assessment**.
 - d) If the candidate does not succeed in an assessment and reappears for the next assessment after a year, the candidate has to produce the evidence of having done additional work during that period.

The teachers eligible for promotion under the Career Advancement Scheme should submit **Application Form with Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS)** 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 AICTE notifications for the API score verification. In case of any ambiguity/typing error the same contained in AICTE notifications that are issued from time to time on the subject matter of API score for the CAS promotions shall prevail. In Case any doubts please refer AICTE notification