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## **Standard Operating Procedure (SOP) for processing of applications for Promotion in the University and its Colleges**

(This document only provides indicative procedural requirements and is required to be read in conjunction with the relevant Statutes and Ordinances of the University and the guidelines issued by the UGC and the University regarding promotions from time to time.)

This document is divided into two sections. First section deals with the filling up of the Proforma for Promotion. The second section deals with the administrative processing of the cases.

### **Stage I – Filling of the Proforma for promotion**

I. The different Career Advancement Schemes laid out in 1998/2000 and subsequently in 2010/2016 and then in 2018 would be applicable to the candidates depending upon their date of eligibility and the provisions of the schemes laid out from time to time. The details are briefly summarized as follows:

#### A. Merit Promotion Scheme 1998/ Career Advancement Scheme 2000

This scheme was applicable to the candidates whose date of eligibility was on or before 31.12.2008. However, UGC has extended the date of applicability of this scheme up to 30.06.2010, vide Letter No. D.O.F.3-2/2009(PS) dated 04.08.2015, in the case of promotion of Lecturer (Selection Grade) and Reader to 30.06.2010, the date on which the notification pertaining to CAS 2010 was issued by the UGC through its notification for 'The University Grants Commission (Minimum Qualification for Appointment of Teachers and Other Academic Staff in the University and its Colleges and Other Measures for Maintenance of Standards in Higher Education), Regulations 2010'. This letter dated 04.08.2015 was adopted by the Executive Council in its meeting held on 13.10.2015.

- i. The different stages of promotion under this scheme and their period of assessment are as follows:
  - o Lecturer to Lecturer in Senior Scale –



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- The promotion is considered after completion of 4/5/6 years for candidates with Ph. D/M.Phil/neither Ph.D nor M.Phil.
- This promotion is considered on the basis of assessment by an internal committee as defined under Ordinance XI of the Ordinances of the university, for the university teachers and Ordinance XVIII of the Ordinances of the university, for the college teachers.
- Lecturer in Senior Scale to Lecturer in Selection Grade/Reader
  - The promotion is considered after completion of 5 years of service as Lecturer in Senior Scale, provided that the requirement of 5 years will be relaxed if the total service of the incumbent is not less than 11 years (9 years if Ph.D., and 10 years if M.Phil.)
  - The designation of Reader is considered only in case of those candidates, who have been awarded Ph.D. degree.
  - This promotion is considered on the basis of assessment by a Selection Committee, as defined in Statute 19(1) Statutes of the University for the university teachers and Ordinance XVIII of the Ordinances of the university for the college teachers.
- Reader to Associate Professor

The re-designation of Lecturer (Selection Grade)/Reader as Associate Professor, on completion of three years of service, is considered w.e.f. 01.06.2006, i.e. the date of implementation of VI Central Pay Commission Recommendations, and if the incumbent is promoted as Reader on or before 30.06.2010 in terms of UGCLetter No. D.O.F.3-2/2009(PS) dated 04.08.2015.

  - The promotion is considered on completion of 3 years as Reader/ Lecturer (Selection Grade), without any further assessment.
- Reader to Professor (Applicable only to the university teachers)
  - Completed 8 years of experience as a Reader.



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- In addition to other requirements, 05 research publications of the candidate are to be assessed/ evaluated by three external experts.
  - 05 publications so submitted should be within the time span of appointment as Reader and the date of eligibility for promotion as Professor.
  - The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is done by three external experts. Only on receipt of three positive reports from the experts, the candidate is eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications is forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate becomes eligible for appearing before the Selection committee. However, if the fourth report is also negative, the case of the candidate is considered as rejected.
  - This promotion is considered by a Selection Committee as defined under Statute 19 (1) of the Statutes of the University.
  - This promotion required vetting by a UGC observer till the same was done away with by the UGC vide Letter No. D.O.F. 18-4/2013 (PS/Misc.) dated 18.08.2015, duly adopted by the Executive Council in its meeting held on 13.10.2015.
- ii. For promotion as Professor (applicable only to University Teachers) under this scheme, the date of eligibility continues to be restricted to 31.12.2008.
- B. Career Advancement Scheme 2010 and its amendment in 2016.
- i. The different stages of promotion under this scheme and their period of assessment are as follows:
    - Assistant Professor (Stage I) to Assistant Professor (Stage II)



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- The promotion is considered after completion of 4/5/6 years as Assistant Professor (Stage I) for candidates with Ph.D./M.Phil./neither Ph.D. nor M.Phil. respectively.
- This promotion is considered on the basis of assessment by a Screening Committee, as defined in Ordinance XXIV of the Ordinances of the university, for the university teachers and Ordinance XVIII of the Ordinances of the university, for the college teachers, assesses and is satisfied that the incumbent fulfills the requisite conditions.
- Assistant Professor (Stage II) to Assistant Professor (Stage III)
  - The promotion is considered after completion of 5 years of service as Assistant Professor (Stage II).
  - This promotion is considered by a Screening Committee, as defined under Ordinance XXIV of the Ordinances of the University, for the university teachers and Ordinance XVIII of the Ordinances of the University, for the college teachers.
- Assistant Professor (Stage III) to Associate Professor
  - The promotion is considered after completion of 3 years of service as Assistant Professor (Stage III).
  - In addition to other requirements, 03 publications of the candidate are assessed/ evaluated by three external experts.
  - 03 publications so submitted should be within the time span of appointment of the candidate as Lecturer/Assistant Professor and the date of eligibility for promotion as Associate Professor.
  - The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is done by three external experts. Only on receipt of three positive reports from the experts, the candidate is eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications is forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate becomes eligible for



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appearing before the Selection committee. However, if the fourth report is also negative, the case of the candidate is considered as rejected.

- The requirement of assessment of 03 publications is relaxed to 02 publications for candidates with M.Phil and 01 publication for candidates with Ph.D., in the case of college teachers. Evaluation by external experts is required to be carried out as indicated above.
- This promotion is considered after interview by a Selection Committee defined under Statute 19 (1) of the Statutes of the University for teachers in the university departments and Ordinance XVIII (of the University) for the college teachers.
- Associate Professor to Professor (Applicable only to university teachers)
  - This promotion is considered after completion of 3 years as Associate Professor.
  - In addition to other requirements, 05 publications of the candidates are assessed by three external experts.
  - 05 publications submitted for evaluation by external experts should be within the time span of promotion of the candidate as Assistant Professor stage III and the date of eligibility for promotion. The applicants should also ensure that the publications submitted for this stage are different from the ones submitted for promotion as Associate Professor.
  - The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is done by three external experts. Only on receipt of three positive reports from the experts, the candidate is eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications is forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate becomes eligible for appearing before the Selection committee. However, if the



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fourth report is also negative, the case of the candidate is considered as rejected.

- This promotion is considered after interview by a Selection Committee defined under Statute 19 (1) of the Statutes of the University.
- ii. The candidates under this scheme, besides other requirements are assessed on the basis of API score as defined in Category I, II and III.
- iii. The date of applicability of this scheme is 01.01.2009 to 10.07.2016 as per CAS 2010 and 11.07.2016 to 17.07.2018 as per amended CAS 2010 notified in 2016.
- iv. The UGC Regulations on Minimum Qualification for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018 (UGC Regulations 2018), further relaxed the requirement of API score for processing pending cases of promotion under CAS 2010 scheme as detailed below:
  - Scoring in Category I is now exempted.
  - Individual scoring in Category II and III is not required.

**Note:** *The UGC Regulations 2018 explicitly mention in clause 6.3 VII that individual scoring in Category II and III is not required. However, Tables under Clause 6.3 VII, which provide the minimum API requirement for the promotion of teachers under CAS, has shown only Category III against the caption 'Research and Academic Contribution' whereas it should have been 'Category II and III combined'. The University has provisionally adopted the minimum API score indicated therein as the combined score for Category II and III, subject to the approval of UGC. Accordingly, a clarification has been sought from UGC, which is still awaited.*

*Pending clarification from the UGC in this respect, the combined score of Category II and III indicated under amended CAS 2010, effective from 11.07.2016, shall be considered for*



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*promotion under the scheme. (Refer Annexure I Table I.a. in notification No. CNC-II/093/2016-17/453 Delhi, the 02nd February 2017 regarding Amendment to Ordinances approved by the Executive Council at its meeting held on 31st December, 2016).*

- The requisite API score as prescribed is to be considered for entries under category I and II within the period of assessment only
- The requirement for Orientation course and Refresher Course for promotions due under the CAS shall not be mandatory upto 31.12.2018.

Accordingly, the training programs as indicated above shall not be mandatory, however this does not imply exemption. Therefore, the promotion of the candidates may be considered, however, the candidates would be required to complete the requisite training programs before 17.07.2021.

- v. The UGC Regulations 2018 further extends an option to the candidates, whose cases are pending under CAS 2010, to opt for CAS 2018 scheme with the same date of eligibility to avoid any hardship to the candidates.

Accordingly, the candidate may opt for CAS 2010 or CAS 2018 as per the applicant's option for each of the pending promotions or the promotions becoming due within three years from 18.07.2018.

However, applicants for promotion to Professor in colleges and Senior Professors in the University Departments can apply under CAS 2018 only.

### C. Career Advancement Scheme 2018.

- i. The different stages of promotion under this scheme and their period of assessment are as follows:
  - Assistant Professor (Stage I) to Assistant Professor (Stage II)



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- The promotion is considered after completion of 4/5/6 years as Assistant Professor (Stage I) for candidates with Ph.D/M.Phil/neither Ph.D nor M.Phil.
- This promotion is considered after assessment by a Screening Committee, as defined under Ordinance XXIV of the Ordinances of the University, for the university teachers and Ordinance XVIII of the Ordinances of the University, for the college teachers.
- Assistant Professor (Stage II) to Assistant Professor (Stage III)
  - The promotion is considered after completion of 5 years as Assistant Professor (Stage II).
  - This promotion is considered after assessment by a Screening Committee, as defined under Ordinance XXIV of the Ordinances of the University, for the university teachers and Ordinance XVIII of the Ordinances of the University, for the college teachers.
- Assistant Professor (Stage III) to Associate Professor
  - This promotion is considered on completion of 3 years as Assistant Professor (Stage III).
  - This promotion is considered after interview by a Selection committee as defined under Statute 19 (1) of the Statutes of the University, for the university teachers and Ordinance XVIII (of the University) for the college teachers.
- Associate Professor to Professor
  - This promotion is considered after completion of 3 years as Associate Professor.
  - This promotion is considered after interview by a Selection Committee as defined under Statute 19 (1) of the Statutes of the University, for the university teachers and Ordinance XVIII of the Ordinances of the University, for the college teachers.
- Professor to Senior Professor (Applicable only to the university teachers)



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- This promotion is considered after completion of 10 years as Professor.
  - In addition to other requirements, 10 publications in peer reviewed or UGC listed Journals of the candidates are to be assessed/ evaluated by three external experts.
  - The external experts review the publications in terms of their content to ascertain the suitability of the candidate for being considered for the promotion. The review is to be done by three external experts. Only on receipt of three positive reports from the experts, the candidate will be eligible to appear for interview before the Selection Committee for promotion. In case one of the experts awards a negative report, the case along with the publications would be forwarded to a fourth expert. If the fourth expert awards a positive report, the candidate would become eligible for appearing before the Selection committee. However, if the fourth report is also negative, the case of the candidate would be considered as rejected.
  - This promotion is to be considered after interview by a Selection committee as defined under Statute 19 (1) of the Statutes of the University.
- ii. The candidates under this scheme, besides other requirements are assessed on the basis of gradings in APAR upto the stage of Associate Professor in Colleges and Assistant Professor in Stage III in the University. Promotion to Professor in Colleges and Associate Professor and Professor in University are assessed on the basis of gradings in APAR and Research Score as defined in respective tables in Ordinance XXIV. The Research Score, wherever prescribed is to be considered for entries made from the time of appointment as Assistant Professor.

Promotion of Senior Professor in the University is to be carried out on the basis of evaluation of the requisite publications and fulfillment of other requirements. APAR gradings are not required for this promotion. Therefore, the applicants may fill up the PBAS proforma



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as notified and in the column for APAR gradings, the remarks “Not Applicable” may be indicated.

The proforma for promotion under CAS 2018 and related issues have been notified vide university notification nos. Estab-IV/017/2018-2020/09 dated 27.08.2020 and Estab-IV/017/2018-2020/09 dated 21.09.2020.

- iii. As per the notification dated 27.08.2020, there is requirement for filling up of APAR proforma on an annual basis by the teachers. Accordingly, the respective administrative branches dealing with the service matters of the teachers may make provision for the same. The last date for submission of the APAR as indicated in the notification dated 27.08.2020 is 30<sup>th</sup> June falling at the end of the respective academic year.
- iv. The Counting of past service for different schemes shall be done as prescribed in the UGC Regulations for the respective schemes.

Further, for promotion under CAS 2010 and CAS 2018, the service rendered in the respective grade/pay scale shall be considered for the respective promotion. For instance, service in the AGP of Rs 7000/- or in Academic Level 11 shall be considered for promotion to the next stage and so on and so forth.

The provisions for counting of past service in the UGC Regulations 2018, unlike the preceding UGC Regulations issued in this respect, make provision for counting of service of less than 01 year and that such temporary/adhoc/contractual service may be referred by any other nomenclature. Accordingly, vide notification dated 27.08.2020 and 21.09.2020, the University has notified the mechanism for counting of past service, temporary or adhoc or contractual or post-doctoral in nature, under the CAS 2018.



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- v. The provisions in CAS 2018 make it mandatory for the teachers to fill APAR on an annual basis for each year, which would be collated at the time of relevant promotion.

In case a teacher has served in a College/University/Institution, which is different from the College/University where the applicant has been appointed on a regular basis, APAR gradings from the concerned College/University/Institution, where she/he may have served during the respective period of assessment in the past has to be procured and submitted.

For such cases, following process is to be followed:

- The applicant shall have to approach the College/University/Institution, where she/he may have served during the respective period of assessment along with the APAR for the period under reference, in order to obtain the necessary gradings.
- In case the College/University/Institution, where she/he may have served, is not in a position to provide the gradings, an effort may be made to obtain credible testimonials, which may be in the form of testimonials for work experience/nature of job performed/achievements with respect to the work performed by the applicant during the period under reference.
- The applicant will also be required to obtain a certificate from the College/University/Institution, where she/he may have served, which indicates that the service under reference fulfils the necessary criteria for counting of past service as indicated in the University notification nos. Estab-IV/017/2018-2020/09 dated 27.08.2020 and Estab-IV/017/2018-2020/09 dated 21.09.2020.
- The testimonials from the College/University/Institution, where she/he may have served may be submitted to the present Head of the Department/IQAC of the college (as applicable) for being forwarded along with the PBAS proforma, with necessary gradings for the purpose of promotion, in accordance with the



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testimonials submitted by the applicant and the performance of the applicant.

- The applicant would be required to give an undertaking as indicated at the end of this section, while submitting such documents/testimonials.
- The above documents along with respective APARs shall have to be enclosed with the PBAS proforma for promotion.

Further, the notification dated 21.09.2020 makes a provision for counting of post-doctoral experience also. However, there may be possibility of instances where regular teaching may not be a part of the work profile of the concerned applicant. In such cases, the applicants should provide details of the research done during the period under reference in Section B.1 of the APAR and PBAS for the respective period of assessment.

Declaration in Relation to Annual Performance Assessment Report (APAR) Grading to be Submitted by Teacher, who are unable to get gradings on their APAR from College/University/Institution, where she/he may have served

I, (Mr./Ms./Dr./Prof.) \_\_\_\_\_ (name) working as \_\_\_\_\_ (Assistant Professor/Associate Professor/Professor) in \_\_\_\_\_ (department of the University/College) hereby declare that the document submitted for the purpose of APAR Grading, which is required for being considered for promotion to \_\_\_\_\_ (mention the stage of promotion sought) under the Career Advancement Scheme, as per UGC Regulations 2018, is an authentic document issued by \_\_\_\_\_ (name of the Department/College) in relation to the service rendered to the said Department/College as \_\_\_\_\_ (designation) for the period from \_\_\_\_\_ to \_\_\_\_\_ (dates) and nothing material has been concealed there from.

The list of documents/testimonials submitted are as follows:

- 1.
- 2.
- 3.



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4.

I unconditionally accept that the veracity of the document, so produced as proof for APAR Grading, if found to be fake/forged, the University/College is well within its rights to cumulatively reverse promotion(s) awarded to me, from the very Stage of promotion for which such document was used as proof for APAR Grading.

Place:

Date:

Signature of the teacher

- vi. The date of applicability of this scheme is 18.07.2018 onwards. However, the provisions of UGC Regulations 2018 extend an option to the teachers to apply under CAS 2010 if their date of eligibility falls between 18.07.2018 and 17.07.2021. Such teachers shall be assessed as per the provisions of CAS 2010 as indicated in UGC Regulations 2018.

Date of eligibility for promotion as Professor in the colleges and Senior Professor in the university departments, however, cannot be before 18.07.2018 i.e., the date of implementation of provisions of CAS 2018 and introduction of provision for such promotions in the college and university departments respectively. Further, the applicants for promotion to Professor in the colleges and Senior Professor in the university departments shall not have the option to apply under CAS 2010.

- II. The details filled in the PBAS should be duly indexed and catalogued with proper page number and it should be duly referenced. The applicant will also be required to provide proof/evidence for the entries made in the PBAS proforma, which should be annexed with the proforma after due attestation. Copies of relevant APARs should also be annexed with PBAS proforma in case of applicants opting for CAS 2018.



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- III. The applicants would be required to submit **06 copies of proforma** and its annexures including publications, wherever applicable, after due certification and it should be forwarded by the respective Heads of the Departments.
- IV. The applicants for promotion in the various departments of the University under respective promotion schemes are required to fill up the online proforma for promotion of faculty available on the university website, [www.du.ac.in](http://www.du.ac.in) under the head 'Useful Links' → Visitors → Rules and Policies → Rules for Teaching Employees → Notification with respect to online proforma to be filled in addition to the PBAS proforma by the faculty members regarding promotion under CAS (Weblink <http://app.du.ac.in/cas>). This online proforma requires the respective publications of the applicant to be uploaded on the website in OCR ready format. (This proforma is to be filled by all applicants irrespective of the scheme of promotion).
- V. The plagiarism check of the publications of the applicants will be conducted by the Head of the respective department and Dean of the respective faculty.
- VI. **The colleges will also be required to develop a procedure for plagiarism check of the publications of the applicants. The plagiarism check of the publications for the applicants of the respective college will be conducted by the IQAC Cell and the Principal of the college.**

### **Stage II – Administrative Processing of the Applications for Promotion**

- I. For Teachers in the University Departments
  - a) The duly filled PBAS along with their Annexures and Publications, wherever applicable, should be submitted to the officer in charge of the Establishment Teaching Branch. The candidates must submit 06 copies of the entire set.
  - b) The respective section of the Establishment Branch will process the cases of the candidates on their personal files.
  - c) Applications for each of the stages shall be processed separately.



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- d) The cases with the summary of the candidates would be forwarded to the Recruitment Branch for its vetting. The summary should include the following:

Section A – Personnel/Service details of the candidate like, name, appointment and promotions availed along with relevant dates, promotion applied for, date of eligibility, period of assessment, vigilance clearance, details of leave availed, if any during the period under reference, specialisation of the candidate, if any, status of submission of AIPR(Annual Immovable Property Return) for the current year, etc.

Section B – Experience details of the candidate in bullets.

Section C- Details of criteria for the respective promotion applied for and whether the candidate fulfils the same (in accordance with the scheme under which the candidate has applied for and is eligible to apply for), details of trainings as applicable, details of API/research score as claimed by the applicant (the correctness of the API score/research score etc. shall be assessed and verified by the Screening Committee)

Section D- Details of the publications submitted for evaluation by external expert, wherever applicable.

- e) The Recruitment Branch shall vet the cases on the basis of information provided by the Establishment Branch, for eligibility of the candidate for the promotion applied for and forward the same to the Establishment Teaching Branch for preparation of the sub-committee minutes. The format for the sub-committee minutes would be the same as the format for the summary of the case.
- f) The duly signed sub-committee minutes shall be forwarded to the Recruitment Branch along with the PBAS proforma and other annexures submitted by the candidate.



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- g) The Recruitment Branch shall facilitate the conduct of screening, evaluation of publication (wherever applicable), plagiarism check of the publications of the candidate and scheduling of Selection Committee meetings in the applicable cases.
- h) Further, at the time of interview, as and when fixed, the applicants will have to submit 06 copies of the following documents for being placed before the Selection Committee:
- Updated CV
  - Best publication as per assessment of the applicant
  - Latest publication of the applicant
  - 3/5/10 publications submitted for evaluation by external expert, as applicable
- i) The recommendation of the Screening Committee in case of promotion up to the level of Assistant Professor Stage III and recommendation of the Selection Committee in case of promotion to Associate Professor and above, shall be submitted for approval of the competent authority and implemented accordingly.
- j) The Screening Committee meetings and Selection committee meetings should be conducted department wise.

## II. For Teachers in the Colleges of the University

- a) The duly filled PBAS along with their Annexures and Publications, wherever applicable, should be submitted to the IQAC cell of the College. The candidates must submit 06 copies of the entire set.
- b) The respective IQAC cell/administration of the college will process the cases of the candidates on their personal files.
- c) Applications for each of the stages shall be processed separately.



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- d) The case summary of the candidates should be prepared in the following format:

Section A – Personnel/Service details of the candidate like, name, appointment and promotions availed along with relevant dates, promotion applied for, date of eligibility, period of assessment, vigilance clearance, details of leave availed, if any during the period under reference, specialisation of the candidate, if any, status of submission of AIPR(Annual Immovable Property Return) for the current year, etc.

Section B – Experience details of the candidate in bullets.

Section C- Details of criteria for the respective promotion applied for and whether the candidate fulfils the same (in accordance with the scheme under which the candidate has applied for and is eligible to apply for), details of trainings as applicable, details of API/research score as claimed by the applicant (the correctness of the API score/research score etc. shall be assessed and verified by the Screening Committee)

Section D- Details of the publications submitted for evaluation by external expert, wherever applicable.

- e) The summary of the candidates, after due vetting by IQAC, should be signed by the IQAC in charge, Administrative Officer and the Principal of the college.
- f) The cases pertaining to a subject offered by the college, should be collated, and experts be sought from the University for constituting the Screening Committee. While seeking the experts for the Screening Committee, only summary of the candidates should be forwarded to the College Branch of the University. (PBAS proformas and their annexures of the applicants are not required to be forwarded to the University).



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- g) The responsibility of conducting plagiarism check of the publications of the applicants shall be that of the IQAC cell/Principal of the college.
- h) On receipt of names of the experts from the University for constituting the Screening Committee, the Screening Committee meetings shall be conducted by the College, subject-wise to examine cases of CAS 2010 and CAS 2018. Minutes of the Screening Committee should be meticulously prepared indicating the recommendation of the Committee for each case of promotion.
- i) The cases for promotion upto the level of Assistant Professor (Stage III) may be implemented as per recommendations of the Screening Committee.
- j) The cases found eligible for consideration by the Selection Committee for promotion of Associate Professor and Professor, may be collated subject wise and forwarded to the College Branch of the University for seeking nomination of experts for the Committee. While seeking nomination of the experts, only summary of the candidate along with recommendations the screening committee should be forwarded to the College Branch of the University (PBAS proforma and their annexures of the applicants are not required to be forwarded to the University).
- k) The Selection Committee proceedings shall be conducted by the college. The Selection Committee for promotion of Reader, Associate Professor and Professor is the same. Therefore, Selection Committee for promotion to these levels should be held subject-wise and not for individual cases. Forwarding individual cases for seeking experts from the University may lead to avoidable pressure on the college branch and consequent delay in processing of other cases.



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- l) The cases for promotion for Associate Professor and Professor may be implemented with the approval of the Governing Body/Chairperson Governing Body of the College, in accordance with the recommendation of the Selection Committee.
- m) The case for pay fixation is forwarded to the University for vetting, therefore, it shall be the responsibility of the Principal of the college to ensure that the procedures are carried out as per norms and cases are placed before the Screening Committee and Selection Committee after due administrative scrutiny.
- n) The members of the Screening Committee and Selection Committee should be provided with the details of the scheme and guidelines issued by the University and UGC from time to time to avoid any confusion regarding applicability of the relevant rules.

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## **Frequently Asked Questions Regarding Promotion of Teachers**

Query 1: Which scheme is applicable to me?

Answer:

The Merit Promotion Scheme 1998/CAS 2000 scheme was applicable to the candidates whose date of eligibility was on or before 31.12.2008. However, UGC has extended the date of applicability of this scheme up to 30.06.2010, vide Letter No. D.O.F.3-2/2009(PS) dated 04.08.2015, only in the case of promotion of Lecturer (Selection Grade) and Reader to 30.06.2010, the date on which the notification pertaining to CAS 2010 was issued by the UGC through its notification for 'The University Grants Commission (Minimum Qualification for Appointment of Teachers and Other Academic Staff in the University and its Colleges and Other Measures for Maintenance of Standards in Higher Education), Regulations 2010'. This letter dated 04.08.2015 was adopted by the Executive Council in its meeting held on 13.10.2015.

Further, the Career Advancement Scheme (CAS) 2018 extends an option to the applicant to opt for CAS 2010 as well as CAS 2018, without the change in date of eligibility. Therefore, candidates can opt for either based on their assessment.

However, applicants for promotion to Professor in colleges and Senior Professors in the University Departments can apply under CAS 2018 only.

Query 2: I got my first promotion to Lecturer in Senior scale on 01.11.2004. will I be eligible to be considered under MPS 1998 scheme for promotion as Lecturer in Selection Grade?

Answer: The promotion to Lecturer in Selection grade is considered after completion of 5 years of service as Lecturer in Senior Scale, provided that the requirement of 5 years will be relaxed if the total service of the incumbent is not less than 11 years (9 years if Ph.D., and 10 years if M.Phil.)

The designation of Reader is considered only in case of those candidates, who have been awarded Ph.D. degree.



In the instant case the candidate fulfills the requirement of completion of 5 years as Lecturer in Senior Scale before 30.06.2010, and is therefore eligible for promotion under MPS 1998.

Query 3: I got my first promotion to Lecturer in Senior scale on 01.11.2005 and have an adhoc experience of 11 years (in 04 months slots with breaks). Will I be eligible to be considered under MPS 1998 scheme for promotion as Lecturer in Selection Grade, if I am neither Ph.D nor M.Phil?

Answer: The promotion to Lecturer in Selection grade is considered after completion of 5 years of service as Lecturer in Senior Scale, provided that the requirement of 5 years will be relaxed if the total service of the incumbent is not less than 11 years (9 years if Ph.D., and 10 years if M.Phil.)

The designation of Reader is considered only in case of those candidates, who have been awarded Ph.D. degree.

In the instant case the candidate does not fulfil the requirement of completion of 5 years as Lecturer in Senior Scale before 30.06.2010.

For being considered under the proviso clause of having 11 years of service, the adhoc experience of less than 01 year shall be required to be accounted for. The provisions of counting of past service under MPS 1998 also indicate counting of adhoc/temporary service of a period more than one year. Therefore, it may not be feasible to consider the candidate under MPS 1998 scheme in the current scenario.

Query 4: Which scheme for promotion will enable me to get my past service as adhoc or post doc experience counted?

Answer: The provisions for counting of past service in the UGC Regulations 2018, unlike the preceding UGC Regulations issued in this respect, make provision for counting of service of less than 01 year and that such temporary/adhoc/contractual service may be referred by any other nomenclature. Accordingly, vide University notification dated 27.08.2020 and 21.09.2020, the University has notified the mechanism



for counting of past service, temporary or ad hoc or contractual or post-doctoral in nature, under the CAS 2018.

Query 5: If my promotion to three stages is pending, can I opt for CAS 2018 for the first promotion and CAS 2010 for the rest?

Answer: The UGC Regulations 2018 further extends an option to the candidates, whose cases are pending under CAS 2010, to opt for CAS 2018 scheme with the same date of eligibility to avoid any hardship to the candidates.

Accordingly, the candidate may opt for CAS 2010 or CAS 2018 as per the applicant's option for each of the pending promotions or the promotions becoming due within three years from 18.07.2018.

However, applicants for promotion to Professor in colleges and Senior Professors in the University Departments can apply under CAS 2018 only.

Query 6: I fulfil the requirement for promotion as Professor in College much prior to 18.07.2018, can my date of eligibility be before this date?

Answer: Date of eligibility for promotion as Professor in the colleges cannot be before 18.07.2018, the date of implementation of provisions of CAS 2018.

Query7: What is the last date for submission of APAR for the academic year?

Answer: The last date for submission of the APAR as indicated in the notification dated 27.08.2020 is 30<sup>th</sup> June falling at the end of the respective academic year.

Query 8: How many sets of documents am I required to submit?

Answer: The candidates must submit 06 copies of the entire set.

Query 9: Should I ask my college to forward my case to the University for further processing?



Answer The Selection Committee proceedings shall be conducted by the college. The Selection Committee for promotion of Reader, Associate Professor and Professor is the same. Therefore, Selection Committee for promotion to these levels should be held subject-wise and not for individual cases. Forwarding individual cases for seeking experts from the University may lead to avoidable pressure on the college branch and consequent delay in processing of other cases.

Query 10: Notification dated 21.09.2020 issued by the University provides for counting of post-doctoral experience. However, as a post-doctoral researcher, I did not have teaching assignments, so what do I fill in Section B.1 of the APAR and PBAS?

Answer: The notification dated 21.09.2020 makes a provision for counting of post-doctoral experience also. However, there may be possibility of instances where regular teaching may not be a part of the work profile of the concerned applicant. In such cases, the applicants should provide details of the research done during the period under reference in Section B.1 of the APAR and PBAS for the respective period of assessment.

Query 11: I want to get my adhoc experience counted for the first promotion, but I worked in a different college during the period of my assessment?

Answer: The provisions in CAS 2018 make it mandatory for the teachers to fill APAR on an annual basis for each year, which would be collated at the time of relevant promotion.

In case a teacher has served in a College/University/Institution, which is different from the College/University where the applicant has been appointed on a regular basis, APAR gradings from the concerned College/University/Institution, where she/he may have served during the respective period of assessment in the past has to be procured and submitted.

For such cases, following process is to be followed:

- The applicant shall have to approach the College/University/Institution, where she/he may have served during the respective period of assessment along with the



APAR for the period under reference, in order to obtain the necessary gradings.

- In case the College/University/Institution, where she/he may have served, is not in a position to provide the gradings, an effort may be made to obtain credible testimonials, which may be in the form of testimonials for work experience/nature of job performed/achievements with respect to the work performed by the applicant during the period under reference.
- The applicant will also be required to obtain a certificate from the College/University/Institution, where she/he may have served, which indicates that the service under reference fulfils the necessary criteria for counting of past service as indicated in the University notification nos. Estab-IV/017/2018-2020/09 dated 27.08.2020 and Estab-IV/017/2018-2020/09 dated 21.09.2020.
- The testimonials from the College/University/Institution, where she/he may have served may be submitted to the present Head of the Department/IQAC of the college (as applicable) for being forwarded along with the PBAS proforma, with necessary gradings for the purpose of promotion, in accordance with the testimonials submitted by the applicant and the performance of the applicant.
- The applicant would be required to give an undertaking as indicated at the end of this section, while submitting such documents/testimonials.
- The above documents along with respective APARs shall have to be enclosed with the PBAS proforma for promotion.

**Declaration in Relation to Annual Performance Assessment Report (APAR) Grading to be Submitted by Teacher, who are unable to get gradings on their APAR from College/University/Institution, where she/he may have served**



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I, (Mr./Ms./Dr./Prof.) \_\_\_\_\_ (name) working as \_\_\_\_\_ (Assistant Professor/Associate Professor/Professor) in \_\_\_\_\_ (department of the University/College) hereby declare that the document submitted for the purpose of APAR Grading, which is required for being considered for promotion to \_\_\_\_\_ (mention the stage of promotion sought) under the Career Advancement Scheme, as per UGC Regulations 2018, is an authentic document issued by \_\_\_\_\_ (name of the Department/College) in relation to the service rendered to the said Department/College as \_\_\_\_\_ (designation) for the period from \_\_\_\_\_ to \_\_\_\_\_ (dates) and nothing material has been concealed there from.

The list of documents/testimonials submitted are as follows:

- 1.
- 2.
- 3.
- 4.

I unconditionally accept that the veracity of the document, so produced as proof for APAR Grading, if found to be fake/forged, the University/College is well within its rights to cumulatively reverse promotion(s) awarded to me, from the very Stage of promotion for which such document was used as proof for APAR Grading.

Place:

Date:  
the teacher

Signature of

Query 12: I want to get my post-doctoral research experience counted for the first promotion, but I worked in a different institution during the period of my assessment?



Answer: Refer to response at S. No. 11

Query 13: I have availed my first promotion but this was granted without consideration of my ad hoc experience, I want to get the same counted to get my date of eligibility predated?

Answer: Kindly refer to the relevant provisions of the notification dated 27.08.2020 available on the website of the University [www.du.ac.in](http://www.du.ac.in) under the head Useful Links-Visitors-Rules and Policies-Rules regarding teachers.

Query 14: I have availed my first promotion but this was granted without consideration of my post-doctoral research experience, I want to get the same counted to get my date of eligibility predated?

Answer: Kindly refer to the relevant provisions of the notification dated 21.09.2020 available on the website of the University [www.du.ac.in](http://www.du.ac.in) under the head Useful Links-Visitors-Rules and Policies-Rules regarding teachers.

Query 15: I have availed my first promotion but this was granted without consideration of my post-doctoral research experience. Can post-doctoral research experience from any and every foreign research institution be counted?

Answer: Kindly refer to the relevant provisions of the notification dated 21.09.2020 available on the website of the University [www.du.ac.in](http://www.du.ac.in) under the head Useful Links-Visitors-Rules and Policies-Rules regarding teachers.

Query 16: I have availed my first promotion but this was granted without consideration of my post-doctoral research experience. Which documents would be required to be submitted for consideration of my post-doctoral research experience?



Answer: The applicant will be required to provide documents to indicate that the post doctoral research experience required to be considered fulfils the pre-requisites laid down in the notification dated 21.09.2020 available on the website of the University [www.du.ac.in](http://www.du.ac.in) under the head Useful Links-Visitors-Rules and Policies-Rules regarding teachers.

Query 17: Prior to joining as Assistant Professor in the present college/institution/department, I had been granted my second promotion in the parent college/institution/department. Will this experience in the higher grade be counted for my promotion to the next grade in my present college/department ?

Answer: The Counting of past service for different schemes shall be done as prescribed in the UGC Regulations for the respective schemes.

Further, for promotion under CAS 2010 and CAS 2018, the service rendered in the respective grade/pay scale in the past shall be considered for the respective promotion to the next level up to the Stage of Associate Professor in the present college/institution/department, where the incumbent is employed on a regular basis. For instance, service in the AGP of Rs 7000/- or in Academic Level 11 shall be considered for promotion to the next stage and so on and so forth.

Query 18: If I was on leave during a part of the assessment period, will I be put to any disadvantage for the purpose of promotion?

Answer: For the purpose of assessing the grading of Activity concerning teaching learning activities and involvement in the University/College students related activities/research activities, 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 her/his absence from her/his teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the



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competent authority following all procedures laid down in these Regulations and as per the Acts, Statutes and Ordinances of the University.

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**Detailed Guidelines for Promotion for Librarian Cadre in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.**

**Career Advancement Scheme – 2018 (CAS-2018)**

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those applicants who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) An applicant who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from one stage to another for Librarian cadres.
- (iii) The CAS promotion from a lower stage to a higher stage (upto stage 3, i.e., academic level 12) shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to an incumbent holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original post in the cadre.
- (v) For the promotion under the CAS, the applicant must be on the role and in active service of the University/College on the date of consideration by the Screening/Selection Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.



- (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 she/he would fulfill the CAS promotion criteria, as defined in Annexure VII to Ordinance XXIV Tables VII, at a later date and applies on that date and is successful, her/his 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, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of College and University Librarian for the CAS promotion is based on the following criteria:
- (a) **Regularity in attendance:** The commitment to work based on observable indicators such as being regular to the library; library resource and organization and maintenance of books, journals and reports; provision of Library reader services such as literature retrieval services to researchers and analysis of report; assistance towards updating institutional website, etc.
- (b) **Personal Development Related to activities associated with functioning of the library:** Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects, digitization of library procedures and publishing the research output in national and international journals etc.
- (c) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.
- (viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The applicant shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VII. The report should be submitted at the end of every academic year, before 30<sup>th</sup> June of the relevant academic year. The applicant will provide documentary evidence for the claims made in the APAR, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/Teacher-in-charge.



**Step 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the applicant shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

**Step 3:** A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance XXIV, as indicated herein.

## 1. CAREER ADVANCEMENT SCHEME (CAS) FOR LIBRARIANS

Note:

- (i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under guidelines pertaining to the promotion of teachers in the University and the Colleges respectively.
- (ii) The Deputy Librarian in universities shall have two levels i.e. academic level 13A and Academic Level 14 while College Librarians shall have five levels i.e. academic level 10, academic level 11, academic level 12, Academic Level 13a and Academic Level 14.

### 1. From University Assistant Librarian (academic level 10)/College Librarian (Academic Level 10) to University Assistant Librarian (Senior Scale/Academic Level 11)/ College Librarian (Senior Scale/Academic Level 11):

Eligibility:

- (i) An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. Degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. Degree.
- (ii) She/he has attended at least one orientation course of 21 days' duration; and
- (iii) Training, seminar or workshop on automation and digitization, maintenance and related activities, of at least 5 days, as per Annexure VII (Table VII.a).

CAS promotion criteria:

An Assistant Librarian/College Librarian may be promoted if:

- (i) She/he gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the Assessment Period as the Case may be as specified in Annexure VII (Table VII.a). and



(ii) The promotion is recommended by a screening-cum-evaluation committee.

**2. From University Assistant Librarian (Senior Scale/Academic Level 11)/College Librarian (Senior Scale/Academic Level 11) to University assistant Librarian (Selection Grade/ Academic Level 12/ College Librarian (Selection Grade/Academic Level 12)**

Eligibility:

- 1) She/he has completed five years of service in that grade.
- 2) She/he has done any two of the following in the last five years:
  - (i) Training/seminar/workshop/course on automation and Digitalization,
  - (ii) Maintenance and other activities as per Annexure VII (Table VII.a). 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),
  - (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or
  - (iv) Library up-gradation course.

CAS promotion criteria:

An individual shall be promoted if:

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least four out of the last five years of the Assessment Period, as specified in Annexure VII (Table VII.a) and;
- (ii) The promotion is recommended by a Screening-Cum-Evaluation Committee.

**3. From University Assistant Librarian (Selection Grade/Academic Level12)/ College Librarian (Selection Grade/Academic Level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)**

Eligibility:

- 1) She/he has completed three years of service in that grade.
- 2) She/he has done any one of the following in the last three years:
  - (i) Training/seminar/workshop/course on automation and digitization,
  - (ii) Maintenance and related activities as per Annexure VII (Table VII.a). 4 of at least two weeks' (ten days) duration,
  - (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration),
  - (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and
  - (v) Library up-gradation course.



CAS promotion criteria:

An individual shall be promoted if:

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two out of the last three years of the Assessment Period, as specified in Annexure VII (Table VII.a); and
- (ii) The promotion is recommended by a selection committee constituted as per Statute 19(1) for the University and Ordinance XVIII for the Colleges on the basis of the interview performance.

**4. The criteria for CAS promotions from University Deputy Librarian/College Librarians (Academic Level 13a) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:**

Eligibility:

- 1) She/he has completed three years of service in that grade.
- 2) She/he has done any one of the following in the last three years:
  - (i) Training/seminar/workshop/course on automation and digitization,
  - (ii) Maintenance and related activities as per Annexure VII (Table VII.a). of at least two weeks' (ten days),
  - (iii) Completed two courses of at least one-week (five days) duration in lieu of every single course/program of at least two weeks (ten days) duration),
  - (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and
  - (v) Library up-gradation course.
- 3) Evidence of innovative Library services, including the integration of ICT in a Library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /Archives and Manuscript- Keeping.

CAS promotion criteria:

An individual shall be promoted if:

- (i) She/he gets a 'satisfactory' or 'good' grade in the Annual Performance Assessment Reports of at least two out of the last three years of the Assessment Period, as specified in Annexure VII (Table VII.a). and
- (ii) The promotion is recommended by a selection committee constituted as per Statute 19(1) for the University and Ordinance XVIII for the Colleges on the basis of the interview performance.

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The following table is as per Annexure VII to the Ordinance XXIV.

**Table VII.a Assessment Criteria and Methodology for Librarians**  
(Applies to Part B, Section 1-5 of the APAR and PBAS Proformas)

S.No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: <ul style="list-style-type: none"><li>• Library Resource and Organization and maintenance of books, journals and reports.</li><li>• Provision of Library reader services such as literature retrieval services to researchers and analysis of report.</li><li>• Assistance towards updating institutional website</li></ul>	90% and above – Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good - 1 National level seminar/workshop + 1 State/institution level seminar/workshop/Seminar Satisfactory - 1 National level seminar/workshop or 1 state level seminar/workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3.	If library has a computerized database then  OR	Good – 100% of physical books and journals in computerized database.  Satisfactory – At least 99% of physical



	If library does not have a computerized database	books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	Good: Checked inventory and missing book less than 0.5%  Satisfactory - Checked inventory and missing book less than 1%  Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	Digitization of books database in institution having no computerized database. Promotion of library network. Systems in place for dissemination of information relating to books and other resources. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. Design and offer short-term courses for users. Publications of at least one research	Good: Involved in any two activities  Satisfactory: At least one activity  Not Satisfactory: Not involved/undertaken any of the activities.



	paper in UGC approved journals.	
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory: If neither good nor satisfactory in overall grading.	
Note: (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

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## Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to the next level in Librarian Cadre)

Assessment Period \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in BlockLetters):
2. Father's Name/Mother'sName:
3. Date and Place ofBirth:
4. Sex:
5. MaritalStatus:
6. Nationality:
7. Library:
8. Current Designation and Academic Level:
9. Date of LastAppointment/Promotion:
10. Designation to which Promotion is sought:
11. Date of eligibility:
12. Period of assessment:
13. Category(SC/ST/OBC/EWS/PwBD/UR):
14. Address for Correspondence (with Pincode):  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_
15. Permanent Address (with Pin code), in case different fromSl.No.13:



16. Academic Qualifications:

Examination	Name of Exam	Univer sity	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

17. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

18. Field of Specialization

19. Details of Course/Programs/Workshop/MOOCs attended or completed.

19.1 Details of Training/seminar/workshop/course on automation and digitization/Library upgradation

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	



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19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

20. Period of experience in the Librarian cadre during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:**

**REGULARITY IN ATTENDING LIBRARY**

1. Activity expected to be undertaken

- Library Resource and Organization and maintenance of books, journals and reports.
- Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
- Assistance towards updating institutional website

2. Grading Criteria:

- 90% and above – Good
- Below 90% but 80% and above - Satisfactory
- Less than 80% - Not satisfactory

S. No.	Year	Level (PG/UG) or both	Activities undertaken	Grading as per APAR

**SECTION 2**

**CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS**

Grading criteria:

- Good - 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar
- Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop
- Unsatisfactory – Not falling in above two categories

S.No	Details of Seminar/Workshop of the genre indicated above	Period		Sponsoring/Organising Agency	Level National/State/ Institution	Year	Grading as per APAR
		From	To				



**SECTION 3**

**COMPUTERISATION/CATALOGUING OF DATABASE**

Status of computerization of the database of the Library in which the candidate is posted:

\_\_\_\_\_

(Kindly indicate the status of computerization of the database)

**Case I: If library has a computerized database then**

Grading criteria

- Good – 100% of physical books and journals in computerized database.
- Satisfactory – At least 99% of physical books and journals in computerized database.
- Unsatisfactory – Not falling under good or satisfactory.

S.No.	Details of books and journals	Percentage of computerized database*	Year	Grading as per APAR

\*To be verified in random by the CAS Promotion Committee

**Case II: If library does not have a computerized database**

Grading criteria

- Good – 100% Catalogue database made up to date
- Satisfactory- 90% catalogue database made up to date
- Unsatisfactory - Catalogue database not upto mark.

S.No.	Details of books and journals	Percentage of cataloguing*	Year	Grading as per APAR

\*To be verified in random by the CAS Promotion Committee

**SECTION 4**

**CHECKING INVENTORY AND EXTENT OF MISSING BOOKS**

Grading criteria

- Good: Checked inventory and missing book less than 0.5%



- Satisfactory - Checked inventory and missing book less than 1%
- Unsatisfactory - Did not check inventory  
Or  
Checked inventory and missing books 1% or more.

S.No.	Whether Inventory was checked or not.	Percentage of Missing books	Year	Grading as per APAR

**SECTION 5**  
**INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY**

Grading criteria

- Good : Involved in any two activities
- Satisfactory : At least one activity
- Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities to be considered are as follows:

- (a) Digitization of books database in institution having no computerized database.

S.No.	Details of contribution made in computerization of database	Period	
		From	To

- (b) Promotion of library network.

S.No.	Details of contribution made in promotion of library network	Period	
		From	To

- (c) Systems in place for dissemination of information relating to books and other resources.

S.No.	Details of systems in place for dissemination of information relating to books and other resources	Role of the applicant	Period	
			From	To



(d) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.

S.No.	Nature of Activity (admissions/examination/extracurricular)	Contribution of the applicant	Period	
			From	To

(e) Design and offer short-term courses for users.

S.No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring agency	Date when the course was launched

(f) Publications of at least one research paper in UGC approved journals.

S. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC - CARE List

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

#### OVERALL GRADING FOR Section 5

Year	No. of Activities covered*	Overall grading as per Annual Performance Appraisal Report (APAR) for the assessment period for this section.



**SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD**

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section 1-5	No. of grading as	
			Good	Satisfactory

**PART-C: OTHER RELEVANT INFORMATION**

- (a) Kindly indicate and provide evidence of innovative Library services, including the integration of ICT in a Library provided by you during the assessment period.
- (b) The system of tracking user grievances and the extent of grievances redressal details
- (c) Membership/Fellowship of Learned bodies /Societies:
- (d) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (e) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (f) Future Plans (In approximately 150 words):



Note :

1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (This may be annexed with the PBAS Proforma after due indexing).
3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

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

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
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- 19.
- 20.





**PART D – DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that ..... has been working as  
..... in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Librarian/Principal of the College



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## Annual Performance Appraisal Report

(Librarian Cadre)

As per CAS 2018

(To be submitted at the end of every academic year)

Academic Year \_\_\_\_\_

(Information provided should pertain to the academic year referred above)

### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in BlockLetters):
2. Father's Name/Mother'sName:
3. Date and Place ofBirth:
4. Sex:
5. MaritalStatus:
6. Nationality:
7. Library:
8. Current Designation and Academic Level:
9. Date of LastAppointment/Promotion:
10. Category(SC/ST/OBC/EWS/PwBD/UR):
11. Address for Correspondence (with Pincode):

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

12. Permanent Address (with Pin code), in case different fromSl.No.11:



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13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Field of Specialization under the Subject/Discipline:

16. Details of Course/Programs/Workshop/MOOCs attended or completed.

16.1 Details of Training/seminar/workshop/course on automation and digitization/Library upgradation

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

16.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:**

**REGULARITY IN ATTENDING LIBRARY**

1. Activity expected to be undertaken

- Library Resource and Organization and maintenance of books, journals and reports.
- Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
- Assistance towards updating institutional website

2. Grading Criteria:

- 90% and above – Good
- Below 90% but 80% and above - Satisfactory
- Less than 80% - Not satisfactory

S. No.	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending library		Percentage of Attending Library
				No. of working days	No. of days attended Library	
Grading						

**SECTION 2**

**CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS**

Grading criteria:

- Good - 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar
- Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop
- Unsatisfactory – Not falling in above two categories

S.No.	Details of Seminar/Workshop of the genre indicated above	Place	Period		Sponsoring/Organising Agency	Level National/State/ Institution
			From	To		
Grading						



**SECTION3**

**COMPUTERISATION/CATALOGUING OF DATABASE**

Status of computerization of the database of the Library in which the candidate is posted:

\_\_\_\_\_

(Kindly indicate the status of computerization of the database)

**Case I: If library has a computerized database then**

Grading criteria

- Good – 100% of physical books and journals in computerized database.
- Satisfactory – At least 99% of physical books and journals in computerized database.
- Unsatisfactory – Not falling under good or satisfactory.

S.No.	Details of books and journals	Computerisation of database*		Percentage of computerized database
		No. of physical books and journals	No. of physical books and journals included in the computerized database	
Grading				

\*To be verified in random by the CAS Promotion Committee

**Case II: If library does not have a computerized database**

Grading criteria

- Good – 100% Catalogue database made up to date
- Satisfactory- 90% catalogue database made up to date
- Unsatisfactory - Catalogue database not upto mark.

S.No.	Details of books and journals	Cataloguing of database*		Percentage of cataloguing
		No. of physical books and journals	No. of physical books and journals catalogued	
Grading				

\*To be verified in random by the CAS Promotion Committee



**SECTION 4  
CHECKING INVENTORY AND EXTENT OF MISSING BOOKS**

Grading criteria

- Good: Checked inventory and missing book less than 0.5%
- Satisfactory - Checked inventory and missing book less than 1%
- Unsatisfactory - Did not check inventory

Or

Checked inventory and missing books 1% or more.

S.No.	Whether Inventory was checked or not.	Details of missing book		Percentage of Missing books
		No. of physical books	No. of missing books	
Grading				

**SECTION 5  
INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY**

Grading criteria

- Good : Involved in any two activities
- Satisfactory : At least one activity
- Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities to be considered are as follows:

- (a) Digitization of books database in institution having no computerized database.

S.No.	Details of contribution made in computerization of database	Period	
		From	To

- (b) Promotion of library network.

S.No.	Details of contribution made in promotion of library network	Period	
		From	To



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(c) Systems in place for dissemination of information relating to books and other resources.

S.No.	Details of systems in place for dissemination of information relating to books and other resources	Role of the applicant	Period	
			From	To

(d) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.

S.No.	Nature of Activity (admissions/examination/extracurricular)	Contribution of the applicant	Period	
			From	To

(e) Design and offer short-term courses for users.

S.No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring agency	Date when the course was launched

(f) Publications of at least one research paper in UGC approved journals.

S. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC - CARE List

Note:

The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

## OVERALL GRADING FOR Section 5



No. of Activities covered (a to f)	
Overall grading	

(Please attach supporting documents as per requirement)

### SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Regularity	Section 1	
2.	Conduct of seminars/workshops	Section 2	
3.	Computerisation/cataloguing	Section 3	
4.	Checking Inventory	Section 4	
5.	Activities related to functioning of Library	Section 5	

### OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5

Note: Overall Grading for the Academic Year is to be defined as follows:

- Good: Good in Item (Section) 1 and satisfactory/good in any two other items (Sections) including Item (Section) 4.
- Satisfactory: Satisfactory in Item (Section) 1 and satisfactory /good in any other two items (Sections) including Item (Section) 4.
- Not satisfactory: If neither good nor satisfactory in overall grading.

### PART-C: OTHER RELEVANT INFORMATION

- (a) Kindly indicate and provide evidence of innovative Library services, including the integration of ICT in Library provided by you during the assessment period.
- (b) The system of tracking user grievances and the extent of grievances redressal details



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- (c) Membership/Fellowship of Learned bodies /Societies:
- (d) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (e) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (f) Future Plans (In approximately 150 words):

Note :

1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (This may be annexed with the PBAS Proforma after due indexing).
3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

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

- |    |     |
|----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |



6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that ..... has been working as  
.....in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Librarian/Principal of the College



**Detailed Guidelines for Promotion for Directors Physical Education (DPE) Cadre in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.**

**Career Advancement Scheme – 2018 (CAS-2018)**

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those applicants who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) An applicant who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from one stage to another for DPE cadres.
- (iii) The CAS promotion from a lower stage to a higher stage (upto stage 3, i.e., academic level 12) shall be conducted through a “Screening-cum-Evaluation Committee”, following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to an incumbent holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original post in the cadre.
- (v) For the promotion under the CAS, the applicant must be on the role and in active service of the University/College on the date of consideration by the Screening/Selection Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.



- (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 she/he would fulfill the CAS promotion criteria, as defined in Annexure VII to Ordinance XXIV Tables VII, at a later date and applies on that date and is successful, her/his 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, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of College and University DPEs for the CAS promotion is based on the following criteria:
- (a) **Regularity in attendance:** The commitment to work based on observable indicators such as being regular to the institution; upkeep/upgradation and maintenance of sports and physical training infrastructure and play field; participation in and organization of competitions and events, etc.
- (b) **Personal Development Related to activities associated with functioning of the Physical training and sports faculties:**
- Attending orientation/refresher/methodology courses, development of e-contents and MOOCs, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- (c) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.
- (viii) **Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The applicant shall submit to College/University an annual self-appraisal report in the prescribed Annual Performance Assessment Report (APAR) designed on the basis of Annexure VIII. The report should be submitted at the end of every academic year, before 30<sup>th</sup> June of the relevant academic year. The applicant will provide documentary evidence for the claims made in the APAR, which is to be verified by the



Head, Delhi University Sports Council/Principal of the college for University and College respectively. The submission should be through the Head, Delhi University Sports Council/Principal of the college for University and College respectively

**Step 2:** After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the applicant shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

**Step 3:** A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance XXIV, as indicated herein.

## 1. CAREER ADVANCEMENT SCHEME (CAS) FOR DIRECTORS OF PHYSICAL EDUCATION AND SPORTS

### Note:

- (i) The following provisions apply only to those personnel who are not involved in teaching Physical Education and Sports. Teachers in institutions where Physical Education and Sports is teaching department shall be covered by the provisions given under sections pertaining to the promotion of teachers in the University and the Colleges respectively.
- (ii) The Deputy Director Physical Education and Sports in the University shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

### 1. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

#### Eligibility:

- (i) She/he has completed four years of service with a Ph.D. Degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. Degree or six years of service for those without an M.Phil or Ph.D. Degree.
- (ii) She/he has attended one orientation course of 21 days' duration; and
- (iii) She/he has done any one of the following:



- (a) Completed refresher/research methodology course/workshop,
- (b) Training teaching-learning-evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and
- (c) Taken/developed one MOOCs course (with e-certification).

**CAS promotion criteria:**

An individual may be promoted if:

- (i) She/he 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 specified in Annexure VIII (Table VIII.a); and
- (ii) The promotion is recommended by a Screening-Cum-Evaluation Committee.

**2. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level11)/College Director of Physical Education and Sports (Senior Scale/Academic Level11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level12)**

**Eligibility:**

- (1) She/he has completed five years of service in that grade.
- (2) She/he has done any two of the following in the last five years:
  - (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops,
  - (ii) (Teaching-Learning-Evaluation Technology programmes / Faculty Development programmes of at least two weeks (ten days) duration,
  - (iii) 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), and
  - (iv) taken/developed one MOOCs course in the relevant subject (with e-certification).

**CAS promotion criteria:**

An individual may be promoted if;

- (i) She/he gets a 'Satisfactory' or 'Good' grade in the Annual Performance Assessment Reports of at least four out of the last five years' of the Assessment Period as specified in Annexure VIII (Table VIII.a), and;



(ii) The promotion is recommended by a Screening-Cum-Evaluation Committee.

**3. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13A)/ College Director of Physical Education and Sports(Academic Level 13A)**

**Eligibility:**

- (1) She/he has completed three years of service.
- (2) She/he has done any one of the following during last three years:
  - (i) Completed one course / program from among the categories of refresher courses, research methodology workshop,
  - (ii) teaching-learning- evaluation technology program / faculty development programs 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/program of at least two weeks (ten days) duration),
  - (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

**CAS promotion criteria:**

An individual may be promoted if;

- (i) She/he gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the Assessment Period as specified in Annexure VIII (Table VIII.a), and;
- (ii) The promotion is recommended by a selection committee constituted as per Statute 19(1) for the University and Ordinance XVIII for the Colleges on the basis of the interview performance.

**4. The criteria for CAS promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:**

**Eligibility:**

- (1) She/he has completed three years of service.



- (2) She/he has done any one of the following during last three years: (i) completed one course / program from among the categories of refresher courses, research methodology workshop, (ii) teaching- learning-evaluation technology programs / faculty development programs 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/program of at least two weeks (ten days) duration), (iii) taken / developed one MOOCs course in relevant subject (with e-certification).
- (3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- (4) Evidence of having produced good performance of teams/athletes for competitions like State/National/Inter- University/combined University, etc.
- (5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

**CAS promotion criteria:**

An individual may be promoted if;

- (i) she/he gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the Assessment Period as specified in Annexure VIII (Table VIII.a). and;
- (ii) the promotion is recommended by a selection committee constituted as per these regulations on the basis of the interview performance.

\*\*\*\*\*



The following table is as per Annexure VIII to the Ordinance XXIV.

**Table VIII.a. Assessment Criteria and Methodology for Directors of Physical Education and Sports**

(Applies to Part B, Section 1-5 of the APAR and PBAS Proformas)

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above – Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external Competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/ Satisfactory/ Not-Satisfactory to be Assessed by the Promotion committee.



5.	<p>(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>(ii) Being invited for coaching at state/national level.</p> <p>(iii) Organizing at least three workshops in a year.</p> <p>(iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory: Not involved/undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note:</p> <p>(i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>(ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>(iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		

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## Proforma for Performance Based Appraisal System (PBAS)

As per CAS 2018

(To be submitted for consideration for promotion to the next level in Directors Physical Education Cadre)

Assessment Period \_\_\_\_\_

(Information provided should pertain to the assessment period referred above)

### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. College/Institution/University:
8. Current Designation and Academic Level:
9. Designation to which Promotion is sought:
10. Date of Last Appointment/Promotion:
11. Date of eligibility:
12. Period of assessment:
13. Category(SC/ST/OBC/EWS/PwBD/UR):
14. Address for Correspondence (with Pincode):  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Mobile No: \_\_\_\_\_
15. Permanent Address (with Pin code), in case different from Sl.No.13:



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University of Delhi

16. Academic Qualifications:

Examination	Name of Exam	Univer sity	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post- Graduation						
Other Examinations, if any						

17. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of Award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

18. Field of Specialization under the Subject/Discipline:

19. Details of Course/Programmes/Workshop/MOOCs attended or completed.

19.1 Details of Training/seminar/workshop/course on automation and digitalization/upgradation

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	



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19.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

20. Period of experience in the DPE cadre during the assessment period:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Ad- hoc/ Temporary/ Permanent	From	To	Total Experience (as on.....)		
					Years	Months	Days



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:  
REGULARITY IN ATTENDANCE**

Grading Criteria:

- 90% and above – Good
- Below 90% but 80% and above - Satisfactory
- Less than 80% - Not satisfactory

S. No.	Academic Year	Level (PG/UG)	Activities undertaken	Grading as per APAR

**SECTION 2  
ORGANIZING INTRA COLLEGE COMPETITION**

Grading Criteria:

- Good - Intra college competition in more than 5 disciplines.
- Satisfactory - Intra college competition in 3-5 disciplines.
- Unsatisfactory - Neither good nor satisfactory

S. No.	Details of intra college competition	Disciplines	Period		Details of participants	Name of the college/institution	Year	Grading as per APAR
			From	To				



**SECTION 3**

**INSTITUTION PARTICIPATING IN EXTERNAL COMPETITIONS**

Grading criteria

- Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.
- Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  
Or District level competition in at least 5 disciplines.
- Unsatisfactory - Neither good nor satisfactory

S.No.	Details of competition with Venue and period	Details of Disciplines	Details of Participating colleges/institutions	Level National/State/District	Year	Grading as per APAR

**SECTION 4**

**UPKEEP AND UPGRADATION OF TRAINING INFRASTRUCTURE AND PLAYFIELD.**

Grading criteria

- Good
- Satisfactory
- Unsatisfactory

To be Assessed by the Promotion committee.

- Up-gradation of sports and physical training infrastructure with scientific and technological inputs.

S.No.	Details of available Sports and Physical Training infrastructure	Upgradation done	Scientific and technological inputs and changes done/brought about	Target group for which upgradation done	Outcome of the upgradation	Year



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b. Development and maintenance of playfields and sports and physical education facilities.

S.No.	Details of available playfield and Sports and Physical Education facilities	Development and maintenance activities undertaken	Scientific and technological inputs and changes done/brought about	Target group for which upgradation done	Outcome of the upgradation	Year

Grading for this section  
(as per assessment of the promotion committee)

S. No.	Year Grading	Grading for the year

## SECTION 5 INVOLVEMENT IN ACTIVITIES RELATED TO ACADEMIC AND PROFESSIONAL ASPECTS

Grading criteria

- Good: Involved in any two activities.
- Satisfactory: 1 activity
- Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities/aspects to be considered are as follows:

- (a) At least one student of the institution participating in national/ state/ university (for college levels only) teams.

S.No.	Details of student	Status of the student in the team	Level National/State/ University or college	Details of the competition/ event	Details of Participating colleges/institutions	Outcome of the competition.	Year



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i. (b) Organizing state/national/inter university/inter college level competition.

S.No.	Details of competition organised	Venue	Period		Details of Disciplines	Details of Participating colleges/institutions	Level National/State/ Inter-university/ Inter-college	Year
			From	To				

ii. Being invited for coaching at state/national level.

S.No.	Details of the team(s) coached	Discipline of the team	Period		Competitions in which the team participated	Details of Participating teams	Level National/State	Year
			From	To				

iii. Organizing at least three workshops in a year.

S.No.	Details of workshop organised	Venue	Period		Sponsoring/Organising Agency	Year
			From	To		

iv. (a) Publications of at least one research paper in UGC approved journal.

S. No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC - CARE List	Year

Note:



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The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
- First/Principal/Corresponding Author
- Joint Author

iv. (b) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.

S.No.	Nature of Activity (admissions/examination/extracurricular)	Contribution of the applicant	Period		Year
			From	To	

## OVERALL GRADING FOR Section 5

S.No.	Year	No. of Activities covered (i to iv)	Grading as per APAR

(Please attach supporting documents as per requirement)

## SUMMARY OF GRADING FOR THE ASSESSMENT PERIOD

(As per the APPARs submitted by the applicant during the assessment period)

S.No.	Year	Overall Grading for Section 1-5	No. of grading as	
			Good	Satisfactory

Note: Overall Grading for the Academic Year is to be defined as follows:

- Good: Good in Item (Section) 1 and satisfactory/good in any two other items (Sections).
- Satisfactory: Satisfactory in Item (Section) 1 and satisfactory/good in any other two items (Sections).
- Not Satisfactory: If neither good nor satisfactory in overall grading.



PART-C: OTHER RELEVANT INFORMATION

- (a) The system of tracking user grievances and the extent of grievances redressal details
- (b) Membership/Fellowship of Learned bodies /Societies:
- (c) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
- (e) Future Plans (In approximately 150 words):

Note:

- (i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.
- (ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.
- (iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

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

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**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as  
.....in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Director of Physical Education/Principal of College/Institute



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## Annual Performance Appraisal Report (Directors Physical Education Cadre)

As per CAS 2018

(To be submitted at the end of every academic year)

Academic Year \_\_\_\_\_

(Information provided should pertain to the academic year referred above)

### **PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. College/Institution/University:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category(SC/ST/OBC/EWS/PwBD/UR):
11. Address for Correspondence (with Pincode):

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

12. Permanent Address (with Pin code), in case different fromSl.No.11:

13. Academic Qualifications:

APAR as per CAS 2018 (Director Physical Education Cadre)



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Examination	Name of Exam	Univer sity	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree(s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Field of Specialization:

16. Details of Course/Program/Workshop/MOOCs attended or completed.

16.1 Details of Training/Seminar/Workshop/Course on Automation And Digitalization/ Upgradation

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

16.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.



**PART-B: ACADEMIC PERFORMANCE ASSESSMENT**

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:  
REGULARITY IN ATTENDANCE**

Grading Criteria:

- 90% and above – Good
- Below 90% but 80% and above - Satisfactory
- Less than 80% - Not satisfactory

S. No.	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending the College/Institution		Percentage of Attendance
				No. of working days	No. of days attended	
Grading						

**SECTION 2  
ORGANIZING INTRA COLLEGE COMPETITION**

Grading Criteria:

- Good - Intra college competition in more than 5 disciplines.
- Satisfactory - Intra college competition in 3-5 disciplines.
- Unsatisfactory - Neither good nor satisfactory

S.No.	Details of intra college competition	Disciplines	Period		Details of participants	Name of the college/institution
			From	To		
Grading						



**SECTION3**

**INSTITUTION PARTICIPATING IN EXTERNAL COMPETITIONS**

Grading criteria

- Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines.
- Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines.  
Or District level competition in at least 5 disciplines.
- Unsatisfactory - Neither good nor satisfactory

S.No.	Details of competition in which the college/institution participated	Venue	Period		Details of Disciplines	Details of Participating colleges/institutions	Level National/State/District
			From	To			
Grading							

**SECTION4**

**UPKEEP AND UPGRADATION OF TRAINING INFRASTRUCTURE AND PLAYFIELD.**

Grading criteria

- Good
- Satisfactory
- Unsatisfactory

To be Assessed by the Promotion committee.

- Up-gradation of sports and physical training infrastructure with scientific and technological inputs.

S.No.	Details of available Sports and Physical Training infrastructure	Upgradation done	Scientific and technological inputs and changes done/brought about	Target group for which upgradation done	Outcome of the upgradation



b. Development and maintenance of playfields and sports and physical education facilities.

S.No.	Details of available playfield and Sports and Physical Education facilities	Development and maintenance activities undertaken	Scientific and technological inputs and changes done/brought about	Target group for which upgradation done	Outcome of the upgradation

Grading for this section \_\_\_\_\_  
(as per assessment of the promotion committee)

### SECTION 5

### INVOLVEMENT IN ACTIVITIES RELATED TO ACADEMIC AND PROFESSIONAL ASPECTS

Grading criteria

- Good: Involved in any two activities.
- Satisfactory: 1 activity
- Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities/aspects to be considered are as follows:

i. (a) At least one student of the institution participating in national/ state/ university (for college levels only) teams.

S.No.	Details of student	Status of the student in the team	Level National/State/ University or college	Details of the competition/ event	Details of Participating colleges/institutions	Outcome of the competition.

i. (b) Organizing state/national/inter university/inter college level competition.

S.No.	Details of competition organised	Venue	Period		Details of Disciplines	Details of Participating colleges/institutions	Level National/State/ Inter-university/ Inter-college
			From	To			



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ii. Being invited for coaching at state/national level.

S.No.	Details of the team(s) coached	Discipline of the team	Period		Competitions in which the team participated	Details of Participating teams	Level National/State
			From	To			

iii. Organizing at least three workshops in a year.

S.No.	Details of workshop organised	Venue	Period		Sponsoring/Organising Agency
			From	To	

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S. No.	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC - CARE List

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iv. (b) Assistance in university/college administration and governance related work including work done during admissions, examinations and extracurricular college activities.



S.No.	Nature of Activity (admissions/examination/extracurricular)	Contribution of the applicant	Period	
			From	To

**OVERALL GRADING FOR Section 5**

No. of Activities covered (i to iv)	
Overall grading	

(Please attach supporting documents as per requirement)

**SUMMARY OF GRADING FOR THE ACADEMIC YEAR**

S.No.	Activity	Section	Gradation (Head, Delhi University Sports Council /Principal of the college)
1.	Regularity	Section 1	
2.	Organizing intra college competition	Section 2	
3.	Institution participating in external competitions	Section 3	
4.	Upkeep and upgradation of training infrastructure and playfield	Section 4	
5.	Involvement in activities related to academic and professional aspects	Section 5	

**OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5**

Note: Overall Grading for the Academic Year is to be defined as follows:

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**PART-C: OTHER RELEVANT INFORMATION**

APAR as per CAS 2018 (Director Physical Education Cadre)



- (a) The system of tracking user grievances and the extent of grievances redressal details
- (b) Membership/Fellowship of Learned bodies /Societies:
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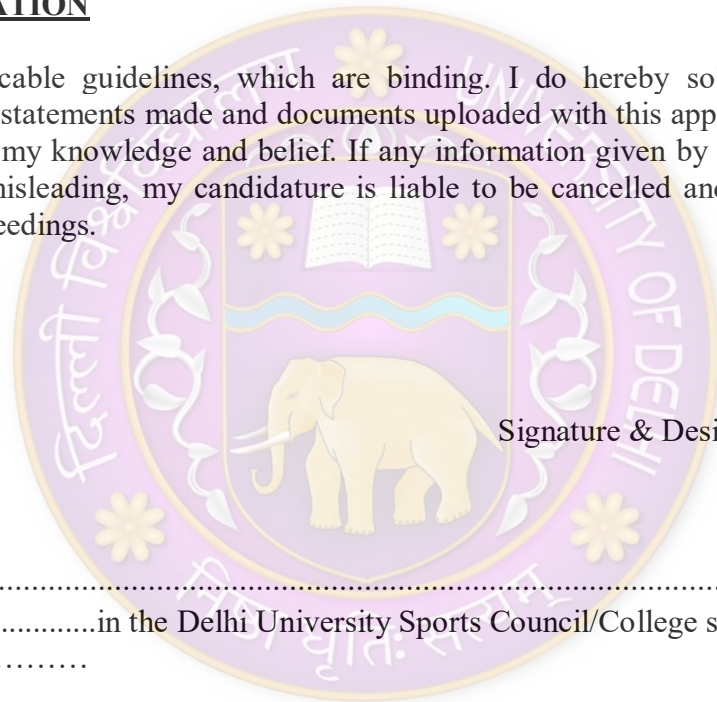
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**PART D - DECLARATION**

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Date:

Place:



Signature & Designation of the Applicant

Certified that ..... has been working as  
.....in the Delhi University Sports Council/College since  
.....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Director of Physical Education/Principal of College/Institute