

Promotion Under CAS 2018

Forms Links

Assistant Professor Stage I to II/ Stage II to III

https://drive.google.com/drive/folders/19fNQi6VRrI7vTbDY8DpC8Dfts4FTU-4S?usp=drive_link

Associate Professor

https://drive.google.com/drive/folders/1X9R_1PjzkqmDzIWRGock5pf-xI64CHrn?usp=drive_link

Professor

https://drive.google.com/drive/folders/1gSSAq_0VD76LokbzfWsr10HeJGYjZa14?usp=drive_link

Instruction for filling and compiling the files

- **The order of compilation of promotion files should be as given below:**

1. Application
2. Option form
3. Index/Table of contents
4. PBAS (information to be filled in descending order year wise)
5. APAR (descending order)
6. Educational certificate (descending order)
7. Caste certificate (if applicable)
8. Appointment letter and promotion letter/Office order from DU and College
9. All the document claimed in APAR and PBAS (descending order and year wise)
10. Any additional documents (if available)

- **In case of promotion for Professor: please read**

Point no. 9 onwards will be as given below:

9. Research articles (descending order with latest research paper, it's Declaration form, Plagiarism certificate, screenshot of article cover page, table of contents {showing your name/article})
10. Publication other than Research paper (Book/chapter etc, with plagiarism report)
11. Proof of ICT/MOOCs/Syllabus design etc)
12. Proof of Research Projects completed or ongoing (Completion certificate and/or UC)
13. Proof of Patent/Policy Document/Award(Received from any Nodal agency/Institution. etc (if you have) Best paper/poster award is not considered
14. Proof of Invited lecture/Resource person/paper presentation/Paper published in proceedings etc.
15. All the document claimed in APAR and PBAS (descending order and year wise)
16. Any additional documents (if available)

- After compilation of the file put your signature/self-attestation on each and every page.
- Make 2 copies of the same and make it spiral binding (3 spiral binding sets-1 original and 2 xerox).
- Put flags before each segment in file as per the documents mention above (it will make easy access to concerned document).
- Submit 2 copies (1 original and 1 copy) to the office of the Principal, and IQAC will receive the same from office with diary number.