



Guru Gobind Singh Indraprastha University
Dwarka, Sector-16C, New Delhi-110078
Office of Director Academic Affairs

Ref. No.: GGSIPU/DAA/2019/

Date: 01.08.2019

NOTICE REGARDING [CAS] FOR UNIVERSITY TEACHERS

The Hon'ble Vice Chancellor has approved the initiation of Career Advancement Scheme (CAS). The University had adopted the UGC Regulations on minimum academic performance and service requirement for promotion under Career Advancement Scheme (CAS) 2010 which was adopted and incorporated by the University in the form of CAS Regulation 2013 in the 55th meeting of Board of Management [BOM] dated 24.09.2013 vide agenda item no. 55.08.

Subsequently the 4th Amendment to the UGC Regulations 2010 was notified in 2016 and the same was adopted by the 44th meeting of Academic Council of the University vide agenda item no. 44.21, held on 03.05.2018 which was subsequently approved by 66th meeting of BOM dated 06.08.2018 vide agenda item no 66.

Subsequently the UGC notified 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. The UGC Regulations 2018 was adopted by Academic Council in 2018 in 45th meeting held on 19.03.2019 vide agenda item no. 45.11 which was subsequently approved by Board of Management in 68th meeting held on 5th April, 2019 vide agenda item no. 68.05.

Clause 6.3 (VII) of UGC Regulations of 2018, stipulate that for the pending cases of CAS, the concerned teachers may exercise appropriate options with regard to the applicability of UGC Regulations of 2018 or the previously notified UGC Regulations. This option/choice clause is applicable only till 17th July 2021, i.e. till three years from the date of UGC Notifications 2018.

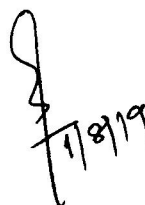
Within the framework as stated above the eligible teachers who are eligible for promotion under the CAS scheme till 31st July, 2019 are advised to submit their applications to the

[Handwritten signature]
1/8/19

respective Deans/Directors within 3 weeks from this notification for consideration/screening at the school level.

For the ease of the concerned teachers the following general guidelines are stated for submitting the application form under the CAS scheme:

1. The teachers are advised to carefully read all the UGC Regulations (i.e. UGC Regulations 2010 with the amendments till 2016) the University CAS Regulation of 2013 and the UGC Regulations of 2018.
2. Each of the application for CAS should be submitted with a duly signed covering letter addressed to the respective Deans/Directors with the filled in performa as applicable for the concerned teachers with all the relevant and supporting documents.
3. Clause [6.3] and /or [6.3 (VII)] of UGC Regulations 2018 provides for exercise of option by the concerned teacher as to the applicability of UGC Regulations. The teachers are advised to carefully read the relevant Regulations and exercise their options explicitly in the duly signed covering letter of the applications.
4. In cases where the teachers have opted for applicability of UGC Regulations of 2018 they should fill the application form and the prescribed Annexure-I, II and III attached herewith. In all other cases where teacher do not opt for consideration under the UGC Regulations 2018, the CAS application in the Performa as provided in CAS Regulations 2013 of the University should be filled up. Wherever, the substantive provisions of the CAS Regulations 2013 of the University are inconsistent with the subsequent applicable UGC Regulations as adopted by the University, the later shall be given affect.
5. All applications submitted for consideration under the CAS scheme shall be considered as per the procedure prescribed in CAS Regulation 2013 of the University; however, if there is any inconsistency with the subsequent UGC Regulations and amendments thereof, the later shall prevail.
6. In cases where CAS is pending for multiple stage of promotion, the teachers submit separate applications for each stage of CAS. However, in such cases the application for higher stage shall be considered only after the consideration and grant of CAS for the lower stage.



7. The teachers who have applied earlier may collect the old applications and revise it in terms of the applicable Regulations/opted Regulations of the UGC. Alternatively there may request the same application to be considered and processed further.
8. These guidelines are general in nature, based on broad understanding of the applicable UGC Regulations and the University Rules and Regulations. In case of any inconsistency, the applicable UGC Regulations and the University Rules and Regulations, including direction/decision of the competent authority of the University shall prevail. For further clarifications, if any, Dr. Anuj Vaksha, Associate Director, Academic Affairs may be consulted.

This issues with the approval of the competent authority.



(Anup Singh Beniwal)

Director, Academic Affairs

Enclosures:

1. Application Form for CAS [2018]
2. Annexure-1 [2018] Eligibility Criteria
3. Annexure-II [2018] Assessment Criteria and Methodology for University Teachers
4. Annexure-III [2018] Methodology for University Teachers for calculating Academic/Research Score
5. CAS Regulation 2013 of the University
6. UGC Regulations of 2018 [may be downloaded from the UGC Website:
https://www.ugc.ac.in/pdfnews/4033931_ugc-Regulation_min_qualification_july2018.pdf
7. UGC Regulations of 2016 [may be downloaded from the UGC Website:
https://www.ugc.ac.in/pdfnews/3375714_Ap1-4th-amentment_Regulations_2016.pdf

Copy to:

1. All Deans of University Schools of Studies
2. Director CEPS/CDMS/Coordination/Legal Aid/Research and Consultancy/International Affairs
3. Joint Registrar, Personnel Branch.
4. Directors/ Principals of affiliated institutions/ colleges vide email for needful at their level.
5. PS to the Hon'ble Vice Chancellor for information please.
6. PS to the Registrar for information please.
7. In-charge server room for uploading on the University web site.
8. Office copy.

Application form for promotion under UGC Career Advancement Scheme in accordance with University Grants Commission 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, notified vide Gazette Notification No. F.1-2/2017 (EC/PS) dated 18.07.2018.

University School/Centre:

Application for Promotion from

(Stage/Designation and Academic Level) to (Stage/Designation and Academic Level)

Assessment Period for Promotion: From _____ to _____

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Date and Post of Joining service at University and Employee Code	
4	Date of Last Promotion with Post/Grade promoted to with U.O. Reference	
5	Present Designation and Grade pay/Academic Level	
6	Date of eligibility for promotion	
7	Permanent Address with PINCODE	
8	Address for Communication with PINCODE	
9	Phone numbers Office Residence Mobile email	

10. Academic Qualifications:

Qualification	Subjects/ Specialization	University/ Board	Duration of Study from- to dates	Date of award	% of marks obtained
Masters Degree					
M.Phil*					
Ph.D.*					
D.Sc./D.Litt.*					
Other Qualifications (if any)					

**In case of M.Phil/Ph.D/ D.Sc/D.Litt., an attested copy of the degree & result notification for the same is to be attached.*

11. Record of academic service prior to joining the University (please attach relevant experience certificates)

Institution/ Organization	Designation	Essential qualifications for the post at the time of appointment	Nature of appointment (Regular/Fixed term/ Temporary/ Ad-hoc)	Nature of Duties (Teaching/ research/ Others)	Pay-Scale	Date of Joining and Date of leaving	Reasons of Leaving.

12. Record of Service in the University

Designation	Essential qualifications for the post at the time of appointment	Nature of Appointment (Regular/ Contract / Temporary/ Ad-hoc/ Guest)	Nature of Duties (Teaching/, Research/ Guidance of Research/ Administration)	Pay-Scale	Duration from- to dates	Total period Yr. M. Days

13. Period of teaching Experience: P.G. Classes (in Years and months)

U.G. Classes (in Years and months)

14. Research Experience excluding years spent in M.Phil /Ph.D. (in Years and months)

15. Fields of Specialization under the Subject/Discipline

16. Any other relevant information:

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed herein with this filled in Application and Annexure I, II & III.

Name and Signature

Place: _____

Date: _____

FOR USE BY

O/o Dean University School/Director of University Centre

Specific Remarks if any:

VERIFIED AND COUNTERSIGNED

Place

Director of Centre/Head of the Department

Date:

(Office Stamp)

Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)**(Eligibility Criteria)**

as per

University Grants Commission 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, notified vide Gazette Notification No. F.1-2/2017 (EC/PS) dated 18.07.2018

S.No.	Eligibility Criteria	Details of Supporting Documents with Annexures, if any	Eligibility Claimed	Remarks by the Screening Committee
1.	(i) Completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course (ii) Attended one Orientation course of 21 days duration on teaching methodology; (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and			

S.No.	Eligibility Criteria	Details of Supporting Documents with Annexures, if any	Eligibility Claimed	Remarks by the Screening Committee
	(iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.			

Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility Criteria

S.No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Screening Committee
1.	(i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale (ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline (iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least			

S.No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Screening Committee
	10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.			
	(iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.			

Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility Criteria

S.No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Screening Committee
1.	(i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade. (ii) A Ph.D Degree in the subject concerned/allied/relevant discipline. (iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with ecertification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment. (iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the			

S.No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Screening Committee
	assessment period.			
	(v) Evidence of having guided at least one Ph.D. candidate.			

Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility Criteria

S.No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Screening Committee
1.	(i) An Associate Professor who has completed three years of service in Academic Level 13 A.			
	(ii) A Ph.D Degree in the subject concerned/allied/relevant discipline.			
	(iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.			
	(iv) Evidence of having successfully guided doctoral candidate.			
	(v) A minimum of 110 Research Score as per Appendix II, Table 2.			

Table 1

Assessment Criteria and Methodology for University Teachers

For the Assessment period _____
as per _____

University Grants Commission 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, notified vide Gazette Notification No. F.1-2/2017 (EC/PS) dated 18.07.2018

S.No	Activity	Details of Supporting Documents with Annexures, if any	Claimed Grading	Awarded Grading
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) [80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory]			
2.	Involvement in the University/College students related activities/research activities:			
	(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.			
	(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.			

	(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.			
	(d) Organising seminars/ conferences/ workshops, other college/university activities.			
	(e) Evidence of actively involved in guiding Ph.D students.			
	(f) Conducting minor or major research project sponsored by national or international agencies.			
	(g) At least one single or joint publication in peer-reviewed or UGC list of Journals.			
Overall Grading:				
Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or				
Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.				
Not Satisfactory: If neither good nor satisfactory in overall grading				
Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.				

Table 2

Methodology for University Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

For the Assessment period _____

as per

University Grants Commission 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, notified vide Gazette Notification No. F.1-2/2017 (EC/PS) dated 18.07.2018

S.No	Academic/Research Activity	Details of Supporting Documents with Annexures, if any	Claimed Score	Awarded Score
1	Research Papers in Peer-Reviewed or UGC listed Journals			
2	Publications (other than Research papers)			
	(a) Books authored which are published by ;			
	International publishers			
	National Publishers			
	Chapter in Edited Book			
	Editor of Book by International Publisher			
	Editor of Book by National Publisher			

	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper			
	Book			
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative pedagogy			
	(b) Design of new curricula and courses			
	(c) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)			
	MOOCs (developed in 4 quadrant) per module/lecture			
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)			
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)			
	(d) E-Content			
	Development of e-Content in 4 quadrants for a complete course/e-book			
	e-Content (developed in 4 quadrants) per module			
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)			
4	(a) Research guidance			
	Ph.D.			
	M.Phil./P.G dissertation			
	(b) Research Projects Completed			
	More than 10 lakhs			
	Less than 10 lakhs			
	(c) Research Projects Ongoing :			
	More than 10 lakhs			
	Less than 10 lakhs			
	(d) Consultancy			
5	(a) Patents			
	International			

	National				
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)				
	International				
	National				
	State				
	(c) Awards/Fellowship				
	International				
	National				
6	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)				
	International (within country)				
	National				
	State/University				
	Total Score				

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- | | | |
|---|---|-----------|
| i) Paper in refereed journals without impact factor | - | 5 Points |
| ii) Paper with impact factor less than 1 | - | 10 Points |
| iii) Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) Paper with impact factor between 2 and 5 | - | 20 Points |
| v) Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) Paper with impact factor >10 | - | 30 Points |

a) Two authors: 70% of total value of publication for each author.

b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

c)

Joint Research Projects: Principal Investigator and Co-investigator would get 50% each

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

(Eligibility Criteria)

as per

University Grants Commission 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, notified vide Gazette Notification No. F.1-2/2017 (EC/PS) dated 18.07.2018

S.No.	Eligibility Criteria	Details of Supporting Documents with Annexures, if any	Eligibility Claimed	Remarks by the Screening Committee
1.	(i) Completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LL.M, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course (ii) Attended one Orientation course of 21 days duration on teaching methodology; (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the			