Guru Gobind Singh Indraprastha University
"A State University established by the Govt. of NCT of Delhi"
Sec-16–C, Dwarka Campus, Delhi–110 078 Website: www.ipu.ac.in
OFFICE OF DIRECTOR (ACADEMIC AFFAIRS)

F.34(1)(1)/2025/DAA **11099**   Dated:19.05.2025

Notification

Promotion of Teachers under Career Advancement Scheme (CAS)

Applications are invited from eligible faculty members for promotion under Career Advancement Scheme (CAS) as per UGC Regulations, 2018 and its amendments as applicable and adopted by the University.

The candidate shall offer himself/ herself for assessment for promotion, if he/she fulfills the eligibility and promotion criteria as per the UGC Regulations, 2018 and its amendments. The applicants may fill the application form **"CAS 2025- Part A to Part D"** enclosed herewith. The applicant underline fulfilling or likely to fulfill the prescribed eligibility criteria of UGC-CAS for promotion till 31st July, 2025 shall apply to the respective Dean latest by 5th June, 2025 for scrutiny/screening at the School level. Further, if any mandatory documents for eligibility like research papers etc. are obtained by the applicant after 05th June, 2025, the same may be submitted by 07th July, 2025.

The teachers are advised to submit hard copy of the applications in the prescribed form along with a duly signed covering letter, self-attested enclosures supporting API / Research scores and the relevant documents to the respective Deans. The duly filled forms recommended by the respective Deans of the School should be submitted to the office of Director, Academic Affairs latest by 07th July, 2025.

The teachers are further advised to submit the copy of the annual self-appraisal report for the assessment period duly verified by the concerned Dean of the USS.

The teachers who have applied earlier and their promotion is pending, should collect the old applications from the O/o Director, Academic Affairs and apply afresh with updated information, if any, in terms of applicable Regulations/opted Regulations of the UGC.

Eligibility and other promotion criteria will be as per the prescribed UGC Regulations, 2018.

This issues with the approval of the Competent Authority.

Prof. C. S. Rai
Director, Academic Affairs

Enclosures:
1. Application Form for CAS (2025) – Part A
2. Application Form for CAS (2025) – Part B – Eligibility Criteria as per UGC Regulations 2018
3. Application Form for CAS (2025) – Part C – Assessment Criteria and Methodology for University Teachers (Table 1- Annexure II of UGC Regulation 2018)
4. Application Form for CAS (2025) – Part D – Methodology for University Teachers for calculating Academic/ Research Score (Table 2 – Annexure II of UGC Regulations 2018)
5. UGC Regulation, 2018 available at the UGC Website

Copy to:
1. All Deans/Directors of University Schools of Studies/Centres
2. DR (Estt.-Teaching)
3. AR to VC for information to Hon'ble Vice Chancellor
4. AR to Registrar for information to Registrar
5. Head, UITS with the request to upload the notice on the University Website
6. Office Copy

Dr. Neeraj Pant
SO, Academic Affairs

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 (Designation and Academic Level) to (Designation and Academic Level)
_____

Assessment Period for Promotion: From _____to _____

1. **BASIC INFORMATION**

S.no	Particulars	Details
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.	**Present Designation and Grade pay/Academic Level**	
5.	**Permanent Address with PINCODE**	
6.	**Address for Communication with PINCODE**	
7.	**Phone numbers:** **Office** **Residence** **Mobile** **Email**	

8. **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.

9. **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 appointment of (Regular/ Fixed term/ Temporary/ Ad-hoc)	Nature of Duties (Teaching/research/ Others)	Pay-Scale	Date of Joining and Date of leaving	Reasons of Leaving.

10. **Record of Service in the University**

Designation	Essential qualifications for the post at the time of appointment	Nature appointment of (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

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

U.G. Classes (in Years and months)_____

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

13. Fields of Specialization under the Subject/Discipline _____

14. Any other relevant information: _____
_____

_____

2. CAS Related Information

S. No.	Particulars	Details
1.	**Date of Last Promotion with Post/Grade promoted to with U.O. Reference**	
2.	**Academic Level of promotion applied for**	From to _____
3.	**Date of eligibility for promotion**	
4.	**Assessment Period for CAS promotion**	From _____ to _____
5.	**Whether the Application is properly catalogued with all relevant supporting documents numbered and self-authenticated (Yes/No)**	
6.	**Ph.D/ M.Phil / PG Degree (LL.M/ M.tech etc.) (date of award of degree)**	

7. Refresher/ Orientation/ Research Methodology course, Workshops, Training, Faculty Development Programs, etc attending during the assessment period

S.No.	Name of Course attended	Organising Agency	Duration of the course

8. Details of Research Publication during the assessment period

S.No.	Title of the paper	Journal	Impact Factor	Peer reviewed/UGC listed	Date of publication	Authorship (First/Second/Third/ corresponding etc.)

9. Details of Research Guidance during the assessment period

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

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

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

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

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

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 Form Part A to Part D.

Name and Signature of applicant

Place: _____

Date: _____

_____

FOR USE BY
Dean of University School/Director of University Centre

1. Findings of the Committee with respect to eligibility parameters during the Assessment Period as per the UGC Regulations 2018:

Minimum Service requirements as verified by the Committee.	
Minimum Publication requirements as scrutinized and verified by the Committee.	
Minimum Research Score requirements as scrutinized and verified by the Committee.	
Requirements of Refresher/Orientation Course etc. as verified by the Committee.	
Research Guidance as verified by the Committee	
Grade in annual performance assessment report as verified by the committee	
Any Other requirements, if any.	

2. Date of Eligibility recommended by the Committee: _____

3. If date of eligibility claimed are different from date of eligibility recommended; reasons thereof:

_____

4. In case of deficiency in application or difference in dates of eligibility, or ineligibility, whether the Applicant was offered opportunity to be heard, clarify and/or remedy the application? (If yes, please maintain attendance record of such hearing)

_____

5. <u>Recommendation of the Committee:</u>

After careful screening/scrutiny of the Application for CAS of the Applicant _____ Employee Code _____, the Committee finds that the applicant **<u>fulfils (</u>____) / <u>does not fulfil</u>** (____) all the eligibility criteria for promotion from Stage _____ to _____, and accordingly **<u>recommends</u>** (____) / **<u>does not recommend</u>** (____) for promotion.

(Please tick (√) as may be applicable and (x) the alternate stipulation.

6. In case of denial of recommendation for consideration for promotion, if any, please state the reasons

_____

7. Remarks, if any

_____

Signature with Names and Designation of the of the Committee members, with initials on each page.

VERIFIED AND COUNTERSIGNED

Place   **Dean of University School/Director of University Centre**

Date:

(Office Stamp)

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

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

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

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

Eligibility Criteria Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) as per University Grants Commission Regulations.2018

S.No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Scrutiny/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 assessment period.			
	(v) Evidence to prove that the Assistant Professor is guiding doctoral candidate.			

Eligibility Criteria Associate Professor (Academic Level 13A) to Professor (Academic Level 14) as per University Grants Commission Regulations.2018

S.No.	Eligibility Criteria	Supporting Documents	Eligibility Claimed	Remarks by the Scrutiny/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.			

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

S.No	Activity	Grading Criteria	Details of Supporting Documents with Annexures, if any	Claimed Grading as per Table-1, Annexure II	Awarded Grading by concerned Dean/Director
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.	Good – Involved in at least 3 activities Satisfactory – 1-2 activities Not-Satisfactory – Not involved/ undertaken any of the activities Note : Number of activities can be within or across the broad categories of activities			
	(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 counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				

S.No	Activity	Grading Criteria	Details of Supporting Documents with Annexures, if any	Claimed Grading as per Table-1, Annexure II	Awarded Grading by concerned Dean/Director
(d)	Organizing seminars/ conferences/ workshops, other college/ university activities.				
(e)	Evidence of actively involved in guiding Ph. D students.				
(f)	Conducting minor or major research project sponsored 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.

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

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

S.No	Academic/Research Activity	Details of Academic/ Research Activity	Claimed Score as per table 2 Annexure-II of UGC Regulation 2018	Awarded Score given by Dean and Director of concerned department as per table 2 Annexure-II of UGC Regulation 2018
1	**Research Papers in Peer-Reviewed or UGC listed Journals**	Details of papers in APA format (annexed a separate sheet, if required)		
2	**Publications (other than Research papers)**			
	(a) Books authored which are published by ;	Details of books in APA format (annexed a separate sheet, if required)		
	(b) Translation works in Indian and Foreign Languages by qualified faculties			
	Chapter or Research paper	Details of papers in APA format (annexed a separate sheet, if required)		
	Book	Details of books in APA format (annexed a separate sheet, if required)		
3	**Creation of ICT mediated Teaching Learning pedagogy and content and development**			

S.No	Academic/Research Activity	Details of Academic/ Research Activity	Claimed Score as per table 2 Annexure-II of UGC Regulation 2018	Awarded Score given by Dean and Director of concerned department as per table 2 Annexure-II of UGC Regulation 2018
	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			

S.No	Academic/Research Activity	Details of Academic/ Research Activity	Claimed Score as per table 2 Annexure-II of UGC Regulation 2018	Awarded Score given by Dean and Director of concerned department as per table 2 Annexure-II of UGC Regulation 2018
	(at least one quadrant)			
	Editor of e-content for complete course/ paper /e-book			
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			

S.No	Academic/Research Activity	Details of Academic/ Research Activity	Claimed Score as per table 2 Annexure-II of UGC Regulation 2018	Awarded Score given by Dean and Director of concerned department as per table 2 Annexure-II of UGC Regulation 2018
	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			

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.

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.