



दिल्ली विश्वविद्यालय  
University of Delhi

Ref. No.: Estab.IV/047/2017/PBAS/1530

Dated: 14.03.2017

**OFFICE MEMORANDUM**

Subject: PBAS proforma for promotion of teachers under CAS 2010 and Detailed guidelines for the purpose of calculation of API.

Following are notified herewith for the information of all the stake holders:-

1. PBAS proforma for promotion of teachers under CAS 2010 scheme as amended with effect from July 11, 2016 in accordance with the Ordinance XXIV of the university and its annexures as amended by Executive Council in its meeting held on 31.12.2016.
2. Detailed guidelines for the purpose of calculation of API, requirement of API score at various levels and other eligibility conditions for promotion at various levels with respect to the PBAS proforma for promotion of teachers under CAS 2010 scheme as amended with effect from July 11, 2016, as per the Ordinance XXIV of the university and its annexures as amended by Executive Council in its meeting held on 31.12.2016.

The guidelines were approved by the competent authority on 07.03.2017.

**DEPUTY REGISTRAR  
(RECRUITMENT)**

Copy to:

1. Joint Registrar (Colleges) for circulation to the colleges for compliance.
2. Joint Registrar (Establishment-Teaching) for circulation to the Heads of Departments.
3. Director, Delhi University Computer Centre for uploading on the website.
4. Guard File.

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**SECTION OFFICER  
(ESTAB. - IV)**



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Proforma for Performance Based Appraisal System (PBAS) for  
Promotion under CAS 2010 as Amended and Made Effective from July 11, 2016.

**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. Department:
8. Current Designation and Pay Band with Academic Grade Pay:
9. Date of Last Appointment/Promotion:
10. Position and Academic Pay for which you are an applicant under CAS 2010:
11. Date of eligibility for promotion under CAS 2010:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):

Telephone No:

Mobile No:

Email:

14. Permanent Address (with Pin code), in case different from SI.No.13:

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Telephone No. (with STD Code):

15. Academic Qualifications:

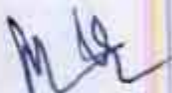
Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. 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.				

17. Post-doctoral positions held such as Research Associate, Research Scientist, etc. held prior to joining the University of Delhi as a faculty member:

S.No.	Designation	Name of the Employer	Date of		Pay Band with Grade Pay	Reasons for Leaving
			Joining	Leaving		



18. Posts held since joining this institution:

S.No.	Designation	Department	Duration		Pay scales/Pay Band with Grade Pay
			From	To	

19. Period of Teaching experience:

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

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20. Total period of teaching experience:

P.G. Classes (in years):

U.G. Classes (in years):

21. Courses taught at various levels (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

22. Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.

23. Field of Specialization under the Subject/Discipline:

a)

b)

24. Academic Staff College Orientation/Refresher Course attended:

Name of the Course	Place	Duration	Sponsoring Agency

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**PART-B: ACADEMIC PERFORMANCE INDICATORS (API)**

(Please refer to "Detailed Guidelines" for completing Part B)

**CATEGORY-I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Minimum API Score required under this category is as follows:

- 80/Year for promotion of Assistant Professor (Stage 1 to Stage 2).
- 80/Year for promotion of Assistant Professor (Stage 2 to Stage 3).
- 75/Year for promotion of Assistant Professor (Stage 3) to Associate Professor (Stage 4).
- 70/Year for promotion of Associate Professor (Stage 4) to Professor (Stage 5).  
(Promotion to Professor (Stage 5) will be applicable only for teachers of University departments.

(a) Direct Teaching\*

S. No.	Year	Course/paper	Level (PG/UG)	Teaching Mode	Actual hours spent per Academic year		Total hours spent per Academic Year	API Score
					Direct Teaching	Other duly recognized academic work		
Total API Score (maximum 70 points/year and 60 points/year for Assistant Professor and Associate Professor/Professor respectively)								

\*Under the head Direct Teaching: In appropriate cases and subject to the applicable regulations, considerations may be given to other duly recognized academic work.

(Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practicals/ Project and Research Supervision/ Field Work.)

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(b) Examination duties (question paper setting, invigilation, evaluation of answer scripts, internal assessment evaluation) as per allotment

S. No.	Year	Course/paper	Level (PG/UG)	Actual hours spent on examination duties per Academic year				Total hours spent on examination duties per Academic year	API Score
				Question Paper setting	Invigilation	Evaluation of answer scripts	Internal assessment evaluation		
Total API Score (maximum 20 points/year and 10 points/year for Assistant Professor/ Associate Professor and Professor respectively)									

(c) Innovative Teaching – Learning Methodologies, Updating of Subject Contents/Courses Mentoring etc.

S. No.	Year	Brief Description	Actual hours spent on Innovative Teaching per Academic year	API Score
Total API Score (maximum 10 points/year, 15 points/year and 20 points/year for Assistant Professor, Associate Professor and Professor respectively)				

TOTAL API SCORE UNDER CATEGORY-I:

API (a)	API (b)	API (c)	Total API Score (CATEGORY- I) (a+b+c)

(Please attach supporting documents towards evidence for the entries made in the above table)

**CATEGORY-II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Minimum API Score required under this category is 50/assessment period cumulatively.

(a) Student related co-curricular, extension and field based activities:

- Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events)
- Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)
- Extension and dissemination activities (public / popular lectures/ talks/ seminars/workshops/ conference/ symposium etc.)

S. No.	Year	Brief Description	Actual hours spent on activities detailed above per Academic year	API Score
Total API Score (maximum 15 points/year )				

(b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities:

- Administrative responsibility (including as Dean / Principal / Vice Principal/ Bursar/Chairperson / Convener / Teacher-in charge /similar other duties that require regular office hours for its discharge).
- Participation in Board of Studies, Academic and Administrative Committees.

S. No.	Year	Brief Description	Actual hours spent on activities detailed above per Academic year	API Score



Total API Score (maximum 15 points/year)	
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(c) Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in Orientation/ Refresher/Faculty development courses, dissemination and general articles and any other contribution)

S. No.	Year	Brief Description	Actual hours spent on activities detailed above per Academic year	API Score
Total API Score (maximum 15 points/year)				

**TOTAL API SCORE UNDER CATEGORY-II:**

API (a)	API (b)	API (c)	Total API Score (CATEGORY- II) (a+b+c)

(Please attach supporting documents towards evidence for the entries made in the above table)

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

For promotion from the post of Associate Professor to the post of Professor, the applicant should attach 05 copies of 05 major publications published subsequent to the period from which he was placed in the Assistant Professor stage-3 (i.e. AGP-8000 as per 6<sup>th</sup> Pay Commission).

For promotion to the post of Associate Professor, the applicant should attach 05 copies of 03 major publications made during the period of service as Assistant Professor (twelve years).

Minimum API Score required under this category is as follows (assessed cumulatively):

- 20/Assessment period for promotion of Assistant Professor (Stage 1 to Stage 2).
- 50/ Assessment period for promotion of Assistant Professor (Stage 2 to Stage 3).
- 75/ Assessment period for promotion of Assistant Professor (Stage 3) to Associate Professor (Stage 4).

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- 100/ Assessment period for promotion of Associate Professor (Stage 4) to Professor (Stage 5). (Promotion to Professor (Stage 5) will be applicable only for teachers of University departments)

III. A. Published Research Articles/Papers in related areas in Refereed Journals/ Other Reputed Journals notified by UGC:

S.No.	Publication Type*	Title of the paper, with details like: Journal's name, Year of publication, Vol. No., Page Nos., etc.	ISBN/ISSN & Details of Publisher	Latest Impact Factor, if any**	Authorship**	API Score
Total API Score						

\* For Publication Type: Kindly indicate whether the paper is published in (i) Refereed Journal as notified by UGC, or (ii) Other Reputed Journal notified by UGC.

\*\* Latest Impact Factor as per JCR-Thomson Reuter.

\*\*\* For Authorship: Kindly indicate whether you are (i) Single Author, (ii) First and Principal/ Corresponding author/ supervisor/mentor or (iii) Other Author/Co-author. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

III.B. (i) Publications other than journal articles (books, chapters in books) in related areas:

S.No.	Publication Type*	Title of the Book Chapter/Book/Conference Proceeding, with details like: Year of publication and other publication details.	ISBN/ISSN & Details of Publisher	Level International/National/Local	Authorship**	API Score
Total API Score						

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\* For Publication Type: Kindly indicate whether the publication is (i) Text/ Reference/Subject Books, (ii) Edited/Translated Books,(iii)Chapters in Books /Full Paper in Conference Proceedings or (iv)Other forms of duly recognized research work (applicable to faculty of music & fine arts).  
For Conference Proceedings only full Papers will be considered, abstracts will not be considered.

\*\* For Authorship: Kindly indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/ Corresponding author/ supervisor/mentor, (iii) Other Author/Co-author,(iv) First Editor/translator or (v) Co-editor/Co-translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

### III.C. Research Projects

#### III.C.(i) Sponsored Projects

S.No.	Title of Research Project*	Major/ Minor	PI/ Co-PI/ joint PI	Period	Total Grants sanctioned & received (in rupees); Name of the Funding Agency	API Score
Total API Score						

\*Consideration may be given to other forms of duly recognized research projects and musical production for duly recognized institutions (applicable for faculty of music and fine arts.)

#### III.C (ii) Consultancy Projects

S.No.	Title of Consultancy Project	Period	Total Amount Mobilized (in rupees)	Name of the Funding Agency	API Score
Total API Score					

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III.C (iii) Projects Output/Outcome

S.No.	Title of Research Project	Project Output/Outcome Patent/Technology/ Transfer/Product/ Process/Major Policy document prepared	Period	Level- International/National; Body- International Body/Central Govt./State Govt./Local Body	API Score
Total API Score					

III.D.(i). Research Guidance: M.Phil/LL.M.; Ph.D.

Level of Guidance	Registered	Thesis/ Dissertation submitted		Degree Awarded		API Score*
		Number	Period	Number	Period	
MPhil/LL.M. or equivalent						
Ph.D.						
Total API Score						

\*There is no API Score for Dissertation submission in case of M.Phil/LL.M.

III.E Fellowships, Awards and Invited Lectures delivered in Conferences/Seminars/ Refresher/Orientation/FDP

III.E (i) (a) Fellowships

S. No.	Name of Fellowship	Fellowship Awarding Institution/Organisation	From ___ To ___	Level: International/ National	API Score

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					Total API Score

III.E (i) (b) Awards

S. No.	Name of Awards	Awarding Institution/Organisation	Date	Level: International/ National/ State/University	API Score
					Total API Score

III.E (ii) Invited Lecture/Papers presented in Conferences/Seminars/Refresher/Orientation/FDP (Merely attending the Conference, Seminar, FDP does not qualify for API score. Accepted full paper must be presented during the Conferences/ Seminars/FDP to qualify for API score).

S.No.	Title of the Invited Lecture delivered/Paper presented**	Details of Conference / Seminar/ FDP & Organizing Institution	Date of Presentation	Duration (in minutes)	Level: International/ National/ State/University	API Score

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Total API Score*	
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\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period

\*\*Consideration may be given to other forms of duly recognized invited lectures/performances/ music concerts at different levels (applicable for faculty of music and fine arts).

Consideration may be given to other forms of duly recognized assignments in sports (applicable for department of physical education).

### III.F Development of e-learning delivery process/material

S. No.	Name of Module and subject	Organisation for which it was developed	From _____ To _____	Duration of module (in minutes)	Level: Undergraduate/ Postgraduate	API Score
Total API Score						

(Please attach supporting documents towards evidence for the entries made in the above table)

### TOTAL API SCORE UNDER CATEGORY-III:

API (A)	API (B)	API (C)	API (D)	API (E)			API (F)	Total API Score (CATEGORY- III) (A+B+C+D+E+F)
				(i)(a)	(i)(b)	(ii)		

### Minimum total API score under Categories II and III\*

- 90/Assessment period for promotion of Assistant Professor (Stage 1 to Stage 2).
- 120/ Assessment period for promotion of Assistant Professor (Stage 2 to Stage 3).
- 150/ Assessment period for promotion of Assistant Professor (Stage 3) to Associate Professor (Stage 4).
- 180/ Assessment period for promotion of Associate Professor (Stage 4) to Professor (Stage 5). (Promotion to Professor (Stage 5) will be applicable only for teachers of University departments)

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

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Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/papers

#### SUMMARY OF API SCORES

Sl. No.	Category	API Score for the Assessment Period
1	Category-I: Teaching, Learning and Evaluation related activities	
2	Category-II: Professional Development, Co-Curricular And Extension Activities	
3	Category-III: Research and Academic contribution	
CONSOLIDATED API SCORE (CATEGORY II+III)		

#### PART-C: OTHER RELEVANT INFORMATION

- (a) Academic awards and distinctions:
- (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):

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**Three Referees familiar with your academic work**

Full Name	Institutional Affiliation	Designation	Address	Mobile / Phone No.	Email

**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. |

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma.

Date:

Place:

Signature & Designation of the Applicant

M. H. S.  
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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.

Head of the Department/Centre

*M. H. ...*  
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**Detailed Guidelines to Calculate API Score for Promotion for University and its Colleges**

The promotion of teachers who have become eligible for promotion on or after 11-07-2016 shall be governed by the Career Advancement Scheme, 2010 as amended.

The self-assessment scores are subject to verification by the Screening-cum-Evaluation Committee or the Selection Committee as the case may be.

Minimum Point Norms of the APIS to be applied for the promotion of teachers in University Departments under amended CAS, 2010:

Table I.a. MINIMUM API TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES AND WEIGHTAGE FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / Equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor /Equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Assoc. Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage5)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/Year	75/Year	70/Year
II	Professional Development and Extension activities- Minimum score required to be assessed Cumulatively	50 / Assessment period	50 / Assessment Period	50 / Assessment Period	50 / Assessment Period
III	Research and Academic Contribution s-	20 / Assessment period	50 / Assessment Period	75 / Assessment Period	100 / Assessment Period

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	Minimum core required - to be assessed Cumulatively				
II+III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment Period	150 / Assessment Period	180 / Assessment Period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview Performance	50% - Research Contribution 30% - Assessment of domain knowledge & teaching practices. 20% - Interview Performance

Note :

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II+ III.

Provided also that the API score claim of each of the sub-categories in the Category III (Research and Academic Contributions) shall not have a cap except for the sub-category of invited lectures/papers



Scores for academic performance indicator for promotion under amended CAS, 2010:

TABLE II. SCORES FOR ACADEMIC PERFORMANCE INDICATOR (APIS) IN CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY/COLLEGE TEACHERS

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation/selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
	a. Direct Teaching;  Under this head, in appropriate cases and subject to the applicable regulations, considerations may be given to other duly recognized academic	70	Actual hours spent per Academic year $\div 7.5$	60	Actual hours spent per academic year $\div 7.75$	60	Actual hours spent per academic year $\div 7.75$

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	work.						
	b. Examination duties (question paper setting, Invigilation, evaluation of answer scripts, internal assessment evaluation) as per allotment	20	Actual hours spent per academic year =10	20	Actual hours spent per academic year =10	10	Actual hours spent per academic year =10
	c. Innovative Teaching - learning methodologies, updating of subject contents/ courses, mentoring etc.	10	Actual hours spent per academic year =10	15	Actual hours spent per academic year =10	20	Actual hours spent per academic year =10

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/ Practicals/ Project and Research Supervision/ Field Work.
2. Category - I scores shall be calculated and adjusted taking into consideration any leave availed which qualifies for service benefits.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts.

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measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category II	Nature of Activity	Maximum API Score	Actual score
A	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public / popular lectures/ talks/ seminars/ workshops/ conference/ symposium etc.)	15	Actual hours spent per academic year + 10
B	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Vice Principal/ Bursar/ Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year + 10

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C	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in Orientation/ Refresher/ Faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year + 10
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Note: Category - II scores shall be calculated and adjusted taking into consideration any leave availed which qualifies for service benefits.

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty and departments of Sciences/ Engineering/ Agriculture/ Medical /Veterinary Sciences	Faculties and departments of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Physical education/ Management/ Education/ Law	Maximum score for University/ College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books) For faculty of Music and Fine Arts:	Text/ Reference, Books published by International Publishers**, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN	Text/ Reference Books, published by International Publishers**, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	30 per Book for Single Author; 15per Edited/ Translated book for Single Editor/Tra

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In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized research work.	no. will be considered.		nslator
	Subject Books, published by National level publishers**, with ISBN/ ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Subject Books, published by National level publishers**, with ISBN/ ISSN number or State/ Central Govt. Publications as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	20 per Book for Single Author; 10per Edited/ Translated book for Single Editor/Tra nslator
	Subject Books, published by Other local publishers**, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Subject Books, published by Other local publishers**, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	15 per Book for Single Author; 05per Edited/ Translated book for Single Editor/Tra nslator
Chapters in Books/ Full Paper in Conference Proceedings, published by National** and International** level publishers, with ISBN/ ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Chapters in Books, published by National and International level publishers**, with ISBN /ISSN number as approved by the University and posted on its website. For the above purpose: only books with ISBN no. will be considered.	Internatio- -nal -10 per Chapter National - 5 per Chapter	

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III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects; For faculty of Music and Fine Arts; In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized research projects and musical production for duly recognized institutions.	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project for PI and 10 for Co-PI
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project for PI and 08 for Co-PI
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 Lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project for PI and 05 for Co-PI
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively for the two categories
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/ UNICEF etc. Central / State Govt./Local Bodies	30 for each International /20 for each national level output or patent.  Major policy document of International bodies -

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				30 Central Government - 20 State Govt.- 10 Local bodies - 5
III(D)	RESEARCH GUIDANCE			
III(D)(i)	M.Phil./ LLM	Degree awarded	Degree awarded	5 per candidate
III(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis Submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences/seminars/ refresher/orientation/FDP			
III(E)(i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/ Fellowship from academic bodies/associations	15 per Award / 15 Per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from Academic bodies/associations	10 per Award / 10 per Fellowship
		National Award/Fellowship from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E)(ii)	Invited Lecture/papers presented; For Faculty of Music and Fine Arts for: In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized invited lectures/performance s/ music concerts at different levels.	International	International	7 per lecture /5 per paper Presented
		National Level	National Level	5 per lecture /3 per paper Presented
		State/University level	State/University level	3per lecture /2 per paper Presented

Mt  
14/3/17



**University of Delhi**  
**Delhi-110007**

	For Deptt. of Physical Education: In appropriate cases and subject to the applicable regulations, consideration may be given to other forms of duly recognized assignments in sports.			
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period				
III(F)	Development of e-learning delivery process/material		10	per module

Note:

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author / supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journals subject-wise through subject expert committees and forward their recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals".

\*\*\* The level of publisher shall be decided on the following principle, the applicant is required to ensure the adherence to the same while claiming API score for the respective publication:

A).(i) **International Publication:** A Book published by the applicant from a publisher in a country other than India.

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- (ii) **International Publication:** A Book published by the applicant from a publisher having 'Registered Office' in India and also at least in one other country.
- B). National Publication:** A Book published by the applicant from a publisher having 'Registered Office' in at least two distinct cities of India.
- C). Local Publication:** A book published by the applicant from a publisher having 'Registered Office' only in one city in India.

\*\*\*\*\*

All the applications received shall be scrutinized by a Committee consisting of the following and a list of all the candidates fulfilling the minimum eligibility qualifications shall be prepared (department/subject wise) and points to be awarded to all such candidates shall be calculated on the basis of the above criteria:

**I. For University Departments :**

1. Dean of the Faculty concerned - *Chairperson*
2. Head of the concerned Department
3. Former Head of the Department
4. One Teacher from the Department to be nominated by the Vice-Chancellor
5. A member from related Department(s) to be nominated by the Vice-Chancellor
6. An academician representing SC/ST/OBC/Minority/Women/Persons with Disability to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the Screening Committee does not belong to that category.

At least three members including a Vice-Chancellor's Nominee shall form the quorum.

**II. For Colleges (University Maintained Institutions where the post of Associate Professor and Professor are sanctioned, like UCMS and VPCI):**

1. Principal of the College - *Chairperson*
2. Two teachers from relevant subject plus one from a related Department to be nominated by the Principal.
3. An academician representing SC/ST /OBC/Minority/Women/ Persons with Disability to be nominated by the Principal, if any of the candidates representing these categories is an applicant and if any of the above members of the Screening Committee does not belong to that category.

At least three members shall form the quorum.

146  
14/3/17



University of Delhi  
Delhi-110007

1. After allocation of points to all the eligible candidates, the Screening Committee will draw a list of all the candidates indicating the points scored by them in descending order i.e. starting from the candidate getting the highest points towards the candidates getting the lower points.
2. In case of tie in the points of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).
3. For appointment in the University Departments, all candidates securing requisite API score shall be called for interview for posts of Associate Professor/Professors post.
4. The period taken by candidates to acquire M.Phil degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/research experience to be claimed for shortlisting/ appointment to the teaching positions.
5. In case of any dispute with regard to screening of the applications, the decision of the University shall be final.
6. The University and the Colleges shall display the criteria for shortlisting/ screening of applications on their respective websites.

REGISTRAR

**Only composition or musical production for following Companies/Institutions shall be considered for grant of API score for Faculty/department of Music:**

1. Sangeet Natak Akademi, New Delhi
2. Madras Music Academy, Chennai
3. Prasar Bharti (A.I.R./Doordarshan)
4. Sony Music, Mumbai
5. H.M.V. Kolkata
6. Sagarika, Kolkata
7. Rhythm House, Mumbai
8. Music Today, Mumbai/ Delhi
9. Mystica House, Delhi
10. T. Series, Delhi
11. Bihnan Music, Kolkata, W.B.
12. Navras Records
13. Saregama India Ltd.
14. Lahari, Bangalore
15. Sargam Music, Bangalore
16. Alurkar Music, Pune
17. Sangita Music, Kolkata

MLK  
19/12/17



18. Pragna, Kolkata
19. Geetanjali, Kolkata
20. Sangeeta, Chennai
21. Murugan, Chennai
22. Satyam Audios, Cochin
23. Manorama Music, Cochin
24. MC Audios, Cochin
25. East Coast, Cochin
26. E.M.I. Records, Chennai/ Kolkata
27. Echo Music, Chennai
28. A.V.M., Chennai
29. GIRI, Chennai
30. Sruthi Laya, Chennai
31. Sri, Chennai
32. Surangam, Chennai
33. Parag CDs and Cassettes, Patna
34. Sawariya CDs and Cassettes, Patna
35. Chanda CDs and Cassettes, Delhi
36. B. Series, Patna
37. Swar Anant Music Pvt. Ltd., Delhi
38. M.L.B. Surtaal Pvt. Ltd., Delhi
39. R P Studio Mangal Dhvani - New Delhi

REGISTRAR



University of Delhi  
Delhi-110007

Minimum academic performance and service requirements for promotion of teachers:

Table III. MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITY DEPARTMENTS AND COLLEGES

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as L.L.M, M.Tech, M.V.Sc., M.P.Ed., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	(i) Minimum cumulative API scores using PBAS scoring proforma developed by the University as per the norms provided in Annexure I and II.  (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration.  (iii) Screening cum Verification process for recommending promotion.
2	Assistant Professor/ Equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by University as per the norms provided in Annexure I and II.  (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.  (iii) Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage	Assistant Professors with three years of completed	(i) Minimum cumulative API scores using the PBAS scoring



University of Delhi  
Delhi-110007

	3) to Associate Professor (Stage 4)	service in Stage 3.	<p>proforma developed by the University as per the norms provided in Annexure I and II.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) A selection committee process as stipulated in the regulation and in Tables I.a. of Annexure I.</p>
4	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the University as per the norms provided in Annexure I and II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3.</p> <p>(iii) A selection committee process as stipulated in the regulation and in Tables II(A).</p>

*M. K.*