

Standard Operating Procedure (SOP) for processing of applications under CAS 2018
Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

ELIGIBILITY

- The date of eligibility for promotion as Professor in the colleges cannot be before 18.07.2018
- Associate Professors who have completed three years of service in Academic Level 13A are eligible to apply.
- The applicant should have a Ph. D. degree in subject relevant/allied/relevant discipline.
- The applicant should have a minimum of ten research publications in the UGC-CARE listed journals (peer-reviewed or UGC-listed journals). Out of these, a minimum of three should have been published during the assessment period.
- The applicant should have a minimum research score of 110.
- The applicant should get a ‘satisfactory’ or ‘good’ grade in the assessment report of at least two of the last three years of the assessment period

ASSESSMENT CRITERIA

- Promotion to Professor in Colleges will be assessed on the basis of grading in APAR and the Academic Research Score as defined in the Ordinance XXIV.
- The Research Score, wherever prescribed will be considered for entries made from the time of appointment as permanent Assistant Professor
- The minimum research score of 110 will be counted from the appointment as a permanent Assistant professor in the college, which includes research work published after the permanent appointment as an Assistant Professor.
- The correctness of the academic research score etc. shall be assessed and verified by the IQAC and Screening Committee of the College.
- The details filled in the PBAS should be duly indexed and cataloged with proper page numbers and it should be duly referenced.
- The applicant should provide proof/evidence for the entries made in the PBAS proforma, which should be annexed with the proforma after due self-attestation. Copies of relevant APARs should also be annexed with PBAS proforma. The applicants should submit 06 copies of proforma and its annexures including publications, wherever applicable, after

certification as prescribed and it should be forwarded by the screening committee of the college.

- The candidate is required to submit a self-attested Urkund Plagiarism report for each publication submitted along with the application. The plagiarism check of the publications for the applicants will also be conducted by the IQAC of the college.
- In case the plagiarism check of paper is not possible due to font/script, the applicant should re-type the paper in MS word and get the plagiarism check done.
- A duly filled self-attested certification for the originality of publication needs to be submitted for every publication.

CRITERIA FOR COUNTING THE NUMBER OF ACTIVITIES IN SECTION B.2

B.2 (a)	Individual administrative responsibilities to be counted as separate activities (applicants should attach a one-page report indicating their contribution)
B.2 (b)	Examinations: 3 activities only (proofs are not required) • Conduct of University Theory Exams (includes Paper setting + Invigilation + Paper checking) • Conduct of Practical Examinations (includes Paper setting + Invigilation/ Examiner + Paper checking) • Conduct of Internal Examination (includes Paper setting + Invigilation + Paper checking)
B.2 (c)	• Department Society • Convener Department Society – One activity • Duties in College/ Department Festival - One activity • Participation in Department Society's academic activities - One activity • Career counseling - One activity • Supervising student's educational visits – One activity Following should not be considered as an activity • Giving letter of recommendation to students • Participation in Annual function, Foundation day, Fresher's program, etc
B.2 (d)	Organizer/ part of the organizing committee of seminar/ conference/ webinar – One activity for each event

B.2 (e)	Supervising Ph.D. student – One activity per student
B.2 (f)	Minor/ major research projects – One activity per project
B.2 (g)	Research publications – One activity per publication All the columns (see sample table below*) indicated in the proforma pertaining to publications are mandatory to be filled.

*Sample table for B.2 (g)

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

METHODOLOGY FOR CALCULATING ACADEMIC/ RESEARCH SCORE

- The academic/research score will be calculated as per the table given below (In accordance with Table VI-A.b of the UGC guidelines adopted by the University of Delhi and approved by competent authority; Circular Ref. Estab-IV/017/2018-2020/9, dated 27-08-2020 - Page 11 of 15). The applicant should provide relevant proof/evidence for all the scores claimed in proforma.

B3 PART	Research Activity	Academic/ Research Score	
		Science	Arts and Commerce
	Published Research Papers	8 per paper	10 per paper
1.	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): Paper in refereed journals without impact factor - 5 Points Paper with an impact factor less than 1 - 10 Points Paper with impact factor between 1 and 2 - 15 Points Paper with impact factor between 2 and 5 - 20 Points Paper with impact factor between 5 and 10 - 25 Points Paper with impact factor > 10 - 30 Points Two authors: 70% of the total value of publication for each author. More than two authors: 70% of the total value of publication for the First/Principal/Corresponding author and 30% of the total value of publication for each of the joint authors.		
2.	Publications (other than Research papers)		
2.a.(i)	Books authored		

B3 PART	Research Activity	Academic/ Research Score	
		Science	Arts and Commerce
	(i) Published by an international publisher	12	12
	(ii) Published by a national publisher	10	10
2.a.(ii)	Chapter in Edited Books	5	5
	Books edited		
2.a.(iii)	International Publisher	10	10
	National Publisher	8	8
2.b.	Translation works in Indian and Foreign Languages		
2.b.(i)	Chapter or Research Paper	3	3
2.b.(ii)	Books Translated	8	8
3.	Creation of ICT mediated Teaching-Learning pedagogy and content and development of new and innovative courses and curricula		
3. (a)	Development of Innovative Pedagogy	5	5
3.(b)	Design of new Curricula and Courses	2/curricula/course	2/curricula/course
3. (c)	Development of MOOCs		
3.c.1	Development of complete MOOCs in 4 quadrants for a course with credits	20	20
3.c.2	MOOCs (developed in 4 quadrant) per module/Lecture	5	5
3.c.3	Content writer/subject matter expert	2	2
3.c.4	Course Coordinator for MOOCs	8	8
3. (d)	Development of E-Content		
3.d.1	Development of E-Content in 4 quadrants for a complete course/e-book	12	12
3.d.2	E-content (developed in 4 quadrants) per module	5	5
3.d.3	Contribution to development of e-content	2	2
3.d.4	Editor of e-content for complete course/paper/e-book	10	10
	Research Guidance		
4. (a)		10/ degree awarded 5/ thesis submitted	10/ degree awarded 5/ thesis submitted
	PhD	For joint supervision of research students, 70% of the total score for Supervisor and Co-Supervisor. The supervisor and Co-Supervisor will get 7 marks each.	
	M Phil	2/degree awarded	2/degree awarded
4. (b)	Research Projects Completed		

B3 PART	Research Activity	Academic/ Research Score	
		Science	Arts and Commerce
	More than 10 lakh	10	10
	Less than 10 lakhs	5	5
		Joint Projects: The principal investigator and Co-investigator would get 50% each.	
4. (c)	Research Projects ongoing		
	More than 10 lakh	5	5
	Less than 10 lakh	2	2
		Joint Projects: The principal investigator and Co-investigator would get 50% each.	
4.(d)	Consultancy	3	3
5.(a)	Patents		
	International	10	10
	National	7	7
5. (b)	Policy Document		
	National	10	10
	International	7	7
	State	4	4
5. (c)	Awards/Fellowship		
	National	5	5
	International	7	7
6.	Invited lectures/ resource Person/paper presentation in Seminars/Conferences/Full Paper in Conference Proceedings		
	International(Abroad)	7	7
	International (within Country)	5	5
	National	3	3
	State	2	2
	• Paper presented if part of edited book or proceeding then it can be claimed only once. • Paper presented in seminars/conferences and also published as a full paper in conference proceedings will be counted only once.		

B3 PART	Research Activity	Academic/ Research Score	
		Science	Arts and Commerce
		- The research score shall be from a minimum of three categories out of the six categories. - To calculate the research score of the teacher, the combined research score from the categories of 5(b) and 6 shall an upper capping of 30% of the total research score of the teacher concerned. Example: Suppose points in categories 5(b) and 6 = x Suppose points in other categories = A Then, $(A + x) \times \frac{30}{100} = x$ $\Rightarrow x = \frac{3}{7}A$	
	TOTAL ACADEMIC/ RESEARCH SCORE	Therefore, suppose points in various categories are as follows. Category I = 70 Category II = 20 Category III = 10 Category IV = 0 Category V-a = 10 Category VI = 120 $\Rightarrow A = 70 + 20 + 10 + 10 = 110$ $\Rightarrow x = \frac{3}{7} \times 110 = 47$ This implies that the applicant can claim a maximum of 47 points from Category VI, thereby making the academic research score equal to $110 + 47 = 157$.	

- All the research publications should be listed in the peer-reviewed/refereed or UGC CARE of journals. For research papers,
 - The impact factor of the journal should be determined as per Thomson Reuters List. The screening committee will verify the impact factor claimed by the applicant.
 - In case, the journal does not appear in the Thomson Reuters List but is Scopus Indexed and/or appears in the UGC Care List of Journals, then the impact factor mentioned on the Journal's webpage should be attached after self-attestation.

- For Section B-3 – 5(c) regarding Awards/Fellowship
 - Awards to be claimed as per the University/ UGC rules
 - Awards received after post-graduation only should be claimed
 - JRF/SRF and non-NET fellowship cannot be claimed
 - Awards claimed should be at the National or International Level. Any award given by the college principal, alumni association, or college management committee cannot be considered.

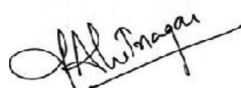
Prof. Pankaj Sinha



Prof. Niranjana Kumar



Dr. Mona Bhatnagar



Prof. (Dr.) Rama