

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 candidate is advised to attach all research publications in his/her best interest. The eligibility date will be calculated only on the basis of minimum number of publications as approved by screening committee.**
- 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 publications after appointment as a permanent Assistant Professor in the college
- The academic research score etc. shall be 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 all 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 forwarded by the screening committee of

the college.

- The plagiarism check of the publications for the applicants will also be conducted by the IQAC of the college. The candidate is advised to obtain plagiarism report of all his/her publications well in advance before starting the application process.
- 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 publications needs to be submitted for every publication.

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

2.a.(iii)	Books edited		
	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
4. (a)	Research Guidance		
	PhD	10/ degree awarded 5/ thesis submitted	10/ degree awarded 5/ thesis submitted
		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
		5	5

	Less than 10 lakhs	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, $(A + x) \times \frac{30}{100} = x$ $\Rightarrow x = \frac{3}{7}A$ 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 $110 + 47 = 157$.	
	TOTAL ACADEMIC/ RESEARCH SCORE		

- All the research publications should be listed in the peer-reviewed/refereed or UGC CARE list 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.
- 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.

Steps to be Followed for CAS Promotion from Associate Professor to Professor under CAS 2018 Scheme

Before mailing the promotion form

1. Read the information in the attached guidelines carefully about relevant rules and regulations.
 1. [27 Aug 2020 Notification](#)
 2. [SOP by DU](#)
 3. [UGC Regulations 2018 as adopted by DU](#)
 4. [Read this document](#) regarding post doc experience.
 5. [Thomson Reuters Impact Factors JCR \(2019-23\) \(Disclaimer: As available on third party website\)](#)
 6. [DU Plagiarism certificate requirement circular](#)
 7. [UGC Plagiarism regulation](#)
 8. https://www.ugc.gov.in/pdfnews/2284767_self-plagiarism001.pdf UGC self plagiarism circular.
 9. [Drillbit plagiarism checker video](#)
 10. <https://ugccare.unipune.ac.in/apps1/home/index> for UGC listed journals' list.
2. Download option form, PBAS form and/or APAR forms for promotion from [here](#).
3. Entries in B3 section must be made from the time of appointment as permanent Assistant Professor and must include at least 10 research publications such that at least 3 of them are published in the assessment period. In rest of the sections, only those entries must be made that are related to the activities done in the assessment period only. Only those papers that are published in the assessment period (at least three) must be mentioned in the last table of B2 section of the promotion form. Get the plagiarism reports of all these publications before you start filling the form. The complete pdfs of your publications/books/chapters etc. are required to be mailed at promotions@hrc.du.ac.in to obtain plagiarism report. The publication should be attached with the promotion form only if the report shows similarity less than or equal to 10 percent.
4. Prepare soft copy of your application in the form of a single pdf with page numbers with the following ordering.
 - a) Title page with the title **“Application form under CAS for promotion from Associate Professor (Level 13A) to Professor (Level 14)”**.
 - b) Index with page number and Enclosure no.
 - c) Option Form
 - d) Promotion form
 - e) APAR forms

- f) Enclosures in the order of their entry in promotion form. Number every enclosure and write enclosure number in the corresponding cell of tables in promotion form. Mention the same enclosure number in the index also. Enclosures related to publications should be attached in the following order
- i) Attach first page of each paper/book chapter etc. showing your name as author/editor etc. and other important details like date of acceptance/ date of publication etc. if number of pages of all your publications are more than fifty. Attach full paper only if there are less than fifty pages in all. In case of books, attach initial few pages only showing details like author name, date of publication, table of contents page, name of publication house etc.
 - ii) Website screenshot showing peer review policy.
 - iii) Scopus/Web of Science data base screenshot showing the journal's name and coverage period.
 - iv) Scopus/Web of Science author's page showing all documents in the database in your name.
 - iv) Screen-shot showing impact factor from journal's website or JCR report, if claimed.
 - v) Screen-shot of proof of journal being in UGC care list if claimed.
- <https://ugccare.unipune.ac.in/apps1/home/index>
- g) Complete plagiarism report of every publication obtained from the IQAC mentioned in step 3.
 - h) Prepare Undertaking related to plagiarism. Insert link of all your publications from journal website/book publisher's website in title column along with the title. Link must be from journal's website only.

5. Mail the single pdf prepared in step 4 to the address: <promotions@hrc.du.ac.in>.

After mailing the promotion form

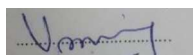
6. Wait for follow-up mail for revisions, if any, followed by another mail requiring you to submit six hard copies of the single pdf of the form along with enclosures.
7. Prepare a separate single hard copy of all your research papers/chapters etc. with soft binding that includes full papers/chapters. Also attach other documents as suggested in step 4(f)(ii to v). Follow the following order for this.
 - a) Title page: **"Publications supporting PBAS application for promotion under CAS submitted by Dr....."**
 - b) Index showing a title against page no it starts from and other related documents
 - c) Full length publications including additional proofs as per instruction in step 4(f)(ii to v).

d) Plagiarism reports (Drillbit)

e) [Undertaking](#).

Note: Step 7 may be ignored if already attached full publications with PBAS form as total number of printable pages of all publications/chapters taken together are not more than fifty).

8. Get six hard copies of single pdf in step 4 signed by TIC/Senior teacher of your department at appropriate places. Self-attest all enclosures. Submit it in the college office. Also submit one set of full papers as in step 7 if applicable. All signatures including those of the candidate must mention the date of signature as well.
9. Wait for the email communicating you about the date of interview.



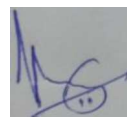
Prof. Vijay Rani Rajpal
Vice Principal and IQAC Member
Coordinator, Screening committee



Ms Alka Kacker
IQAC Director



Prof. Madan Lal
External Expert
Screening committee



Prof. Vishnu Bhat
External Expert
Screening committee



Prof. Rama
Principal