

SOP FOR PROMOTIONS

MPS-98 Scheme:

1. A form under MPS-98 Scheme to be filled as prescribed by the University of Delhi.
2. To be verified and forwarded by the Teacher-in-Charge.
3. Submit the filled form (03 Copies) at Dak Section in the Administrative Office.
4. Principal will mark it to IQAC.
5. IQAC will scrutinize filled form. Discrepancies, if any, will be communicated to the applicant. Once all corrections are done then the form will be signed by IQAC Coordinator.
6. Applicant will be asked to submit a soft copy of Summary Sheet in a prescribed format of the IQAC.
7. The Principal's Office will be informed to about the filled forms received.
8. The principal will write to University of Delhi requesting for a panel.
9. Once the panel is received, a meeting of selection or screening committee as the case may be, will be held with the applicant.
10. Recommendation of selection or screening committee will be placed in the Governing Body meeting to seek approval.
11. Finally, the promotion case for fixation of pay will be sent to University of Delhi.
12. Once approved, a letter regarding promotion will be issued to the concern along with pay fixation.

SOP for Promotions

CAS-2010:

1. A form under CAS-2010 to be filled as prescribed by University of Delhi. All relevant documents to be attached along with the application form.
2. To be verified and forwarded by the Teacher-in-Charge.
3. Submit the filled form (03 or 06 Copies as per the SOP of DU) at Dak Section in the Administrative Office.
4. Principal will mark it to IQAC.
5. IQAC will scrutinize filled form. Discrepancies, if any, will be communicated to the applicant. Once all corrections are done then the form will be signed by IQAC Coordinator.
6. Applicant will be asked to submit a soft copy of Summary Sheet in a prescribed format by the IQAC.
7. Applicant will be required to submit hard copies of publications in the assessment period for Associate Professor. The publications will be sent to the panel of three experts of the concerned subject to be considered for promotion. Once satisfactory report is received then the IQAC will forward it for the next step.
8. The Principal's Office will be informed to about the filled forms received.
9. The principal will write to University of Delhi requesting for a panel.
10. Once the panel is received, a meeting of selection or screening committee as the case may be, will be held with the applicant.
11. Recommendation of selection or screening committee will be placed in the Governing Body meeting to seek approval.
12. Finally, the promotion case for fixation of pay will be sent to University of Delhi.
13. Once approved, a letter regarding promotion will be issued to the concern along with pay fixation.

SOP for Promotions

CAS-2018:

1. A form under CAS-2018 to be filled as prescribed by University of Delhi. Attach all relevant documents along with the application form.
(PBAS and APAR as per the UGC regulation and SOP of University of Delhi)
2. To be verified and forwarded by the Teacher-in-Charge.
3. Submit the filled form (03 or 06 Copies as per the SOP of DU) at Dak Section in the Administrative Office.
4. Principal will mark it to IQAC.
5. IQAC will scrutinize filled form. Discrepancies, if any, will be communicated to the applicant. Once all corrections are done then the form will be signed by IQAC Coordinator.
6. Applicant will be asked to submit a soft copy of Summary Sheet in a prescribed format by the IQAC.
7. The Principal's Office will be informed to about the filled forms received.
8. The principal will write to University of Delhi requesting for a panel.
9. Once the panel is received, a meeting of selection or screening committee as the case may be, will be held with the applicant.
10. Recommendation of selection or screening committee will be placed in the Governing Body meeting to seek approval.
11. Finally, the promotion case for fixation of pay will be sent to University of Delhi.
12. Once approved, a letter regarding promotion will be issued to the concern along with pay fixation.

CHECK LIST FOR PROMOTION FORMS

1. Application in the name of Principal regarding promotion
2. Index (mentioning all details and indicating page No. in digit format eg. 1,2,3...)
3. PABAS with relevant enclosures duly signed by Teacher Incharge
4. APAR with relevant enclosures duly signed by Teacher Incharge
5. APAR (from the previous institute, if applicable) with relevant enclosures must be signed by Principal and IQAC Co-ordinator of that institute.
6. In case of publications/articles, submit full paper.
7. In case of book, attach cover page, page indicating ISBN and publishing house details.
8. In case of chapter/s in a book, attach cover page, content page, first page of the chapter, page indicating ISBN and publishing house details
9. Three or six sets in spiral bound are required.

Note: Each page must be signed by the applicant. Format of PBAS, APAR and summary sheets are available on the College website.