

# **Standard Operating Procedure (SOP) for Processing of Applications for Promotion in Bharati College, University of Delhi**

## **Filling of the Proforma for Promotion**

1. The Career Advancement Schemes laid out in 2018 would be applicable to the candidates depending upon their date of eligibility and the provisions of the schemes laid out from time to time.
  - (i) The different stages of promotion under this scheme and their period of assessment are as follows:
    - **Assistant Professor (Stage I: Academic Level 10) to Assistant Professor (Stage II: Senior Scale/ Academic Level 11)**
      - Assistant Professors who have completed four years of service and have a Ph.D. Degree or five years of service and having an M.Phil./ PG Degree in professional courses, or six years of service for those without Ph.D./M.Phil./ PG Degree in professional courses;
      - Attended one Orientation Course of 28 days duration (Online/Offline) on teaching methodology (Accepted only conducted by PMMMT/UGC); and
      - Any two of the following: Workshop, Syllabus Up-Gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration (Offline/Online), or Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants/ MOOC's course during the Assessment Period.
      - This promotion is considered after assessment by the Screening Committee, as defined under Ordinance XVIII of the Ordinances of the University, for the college teachers.
    - **Assistant Professor (Stage II: Senior Scale/Academic Level 11) to Assistant Professor (Stage III: Selection Grade/ Academic Level 12 )**
      - The promotion is considered after completion of 5 years as Assistant Professor (Stage II).
      - Any two of the following in the last five years of Academic Level 11/ senior scale: completed courses/programmes from among the categories of

refresher courses/research methodology course/workshops/syllabus up gradation workshop/teaching-learning-evaluation/ technology programmes/ faculty development programme/ syllabus up-gradation workshop/ teaching-learning-evaluation/ technology programmes/ faculty development programmes (offline/online) 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 MOOCs course in the relevant subject (with e- certification); or contribution towards 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 conducting of a MOOCs course during the period of assessment.

- This promotion is considered after assessment by the Screening Committee, as defined under Ordinance XVIII of the Ordinances of the University, for the college teachers.

○ **Assistant Professor (Stage III: Selection Grade/ Academic Level 12) to Associate Professor (Academic Level 13A)**

- This promotion is considered upon completion of 3 years as Assistant Professor (Stage III).
- A Ph.D. Degree in subject relevant /allied/ relevant discipline.
- Any one of the following during the last three years: completed one course / programme from amongst the categories of refresher courses/ methodology workshop/syllabus up-gradation workshop/ teaching-learning-evaluation technology programme/ faculty development programme (offline/online) 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 e- certification); or contribution towards development of e-contents 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.
- This promotion is considered after the interview by the Selection committee as defined under Ordinance

XVIII (of the University) for the college teachers.

- **Associate Professor (Academic Level 13A) to Professor (Academic Level 14)**
  - This promotion is considered after the completion of 3 years as Associate Professor.
  - A Ph.D. Degree in subject relevant/allied/relevant discipline.
  - 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. Out of 10 Research Papers, three papers should be in UGC care/Scopus.
  - A minimum of 110 research score.
  - This promotion is considered after the interview by the Selection Committee as defined under Ordinance XVIII of the Ordinances of the University, for the college teachers.

### **Important Points**

- All faculty members are required to complete and submit the APAR proforma annually on a mandatory basis.
- All faculty members are required to submit their APAR for the entire academic year, regardless of any promotion due mid-year. For example, if a promotion is scheduled for January 2023, the faculty member must submit the APAR covering the period from July 2022 to June 2023.
- When completing the APAR form on the ERP system, it is mandatory to attach proof of any activities conducted outside the college. Proofs of internal college work may be omitted if they are not available.
- The details filled in the PBAS should be duly indexed and catalogued with the proper page number and should be duly referenced. The applicant will also be required to provide proof/evidence for the entries made in the PBAS proforma, which should be annexed with the proforma after due attestation. Copies of relevant APARs should also be annexed with PBAS proforma in case of applicants opting for CAS 2018.
- The grading in the APAR will be given by the IQAC after the screening of the APAR and PBAS forms.
- The form of the promotion will be forwarded by TIC of the Department.
- The duly filled PBAS along with their Annexures and Publications, wherever applicable, should be submitted to the IQAC of the College (Research Papers required to be mentioned till date in PBAS). The soft copy of the form will also be sent on the email id [screening.iqac@bharati.du.ac.in](mailto:screening.iqac@bharati.du.ac.in). All the mails would be acknowledged by IQAC. If faculty members do not receive an acknowledgement, they should report the issue promptly.

- All the research papers published during any stage of promotion will be mentioned in the APAR and sent to IQAC. The plagiarism check of the publications for the applicants of the respective college will be conducted by the IQAC of the college. Research Papers are required to be submitted till date for plagiarism check in PDF format. Research Papers are to be mailed at [screening.iqac@bharati.du.ac.in](mailto:screening.iqac@bharati.du.ac.in).
- In case a teacher has served in a College/University/Institution, which is different from the College/University where the applicant has been appointed on a regular basis, APAR grading from the concerned College/University/Institution, where she/he may have served during the respective period of assessment in the past has to be procured and submitted.

For such cases, the following process is to be followed:

- The applicant shall have to approach the College/University/Institution, where she/he may have served during the respective period of assessment along with the APAR for the period under reference, in order to obtain the necessary gradings.
- In case the College/University/Institution, where she/he may have served, is not in a position to provide the grading, an effort may be made to obtain credible testimonials, which may be in the form of testimonials for work experience/nature of job performed/achievements with respect to the work performed by the applicant during the period under reference.
- The applicant will also be required to obtain a certificate from the College/University/Institution, where she/he may have served, which indicates that the service under reference fulfils the necessary criteria for counting of past service as indicated in the University notification nos. Estab-IV/017/2018-2020/09 dated 27.08.2020 and Estab-IV/017/2018-2020/09 dated 21.09.2020.
- The testimonials from the College/University/Institution, where she/he may have served may be submitted to the present Head of the Department/IQAC of the college (as applicable) for being forwarded along with the PBAS proforma, with necessary grading for the purpose of promotion, in accordance with the testimonials submitted by the applicant and the performance of the applicant.
- The applicant would be required to give an undertaking as indicated at the end of this section while submitting such documents/testimonials.

\*Date of eligibility for promotion as Professor in the colleges cannot be before 18.07.2018 i.e., the date of implementation of provisions of CAS 2018 and introduction of provision for such promotions in the college.

\*The summary of the candidates, after due vetting by IQAC, should be signed by the IQAC in charge, the Administrative Officer and the Principal of the college.

\*Applications for each of the stages shall be processed separately.

**The committee shall meet every six months in the second week of July and January to screen the applications received till 30<sup>th</sup> June and 31<sup>st</sup> July respectively.**

