

Vivekananda College

University of Delhi

Important IQAC Guidelines for Processing Applications for Promotions in the College

This document formulated by IQAC only provides indicative procedural requirements and should be read along with the University of Delhi rules and the promotion guidelines from the UGC and DU.

Filling of the Proforma for Promotion

1. The Career Advancement Schemes (CAS) laid out in 1998/2000, 2010/2016, and 2018 will be applied based on rules (Reference: DU SOP).
2. Teachers must submit the annual APAR and PBAS for the assessment period (along with self-attested proofs). If a teacher has worked at a different college during the assessment period, they must submit APAR grades from that institution. If grades aren't available, credible testimonials can be provided instead. Additionally, a certificate must be obtained from that institution confirming that the period of service meets the criteria for counting past service, as per the relevant University of Delhi notifications. All documents are to be self-attested.
3. All relevant papers must be verified and forwarded by TIC. If the applicant is the TIC, the senior-most teacher of that department may carry out the verification and forwarding. For others, an ad hoc extended committee shall be formed. For Computer Science, Mathematics is the parent department. For other departments where all members are applicants to the 1st and 2nd levels, an ad hoc extended committee of IQAC with senior teachers will be formed for verifying as well as processing of applications. Prof. Salma Seth is already a member of this committee.
4. One hard copy (which has all the below given applications, Contents page/Index, PBAS, APARs and proofs of PBAS) as well as soft copy need to be submitted initially to the admin latest by 4 pm on 31st July. This will ensure that the Selection/Screening Committee for

promotion is held subject-wise and not for individual cases. Applications of those who submit after this date shall be checked only after all others have been verified.

5. Admin Department shall mail a list of the applications received by 31st July immediately to the IQAC. The papers of the applicant will be scrutinized by IQAC (prescreening committee) after they are forwarded by the admin along with the summary. Discrepancy, if any, will then be communicated to the applicants and they will be given a specified time to rectify.
6. Once changes have been made, 6 hard copies of the documents as per SOP of DU will have to be submitted in office. The final soft copy is also to be mailed to the college.
7. The Principal will then invite a panel from DU for Screening Committee or Screening and Selection committee as the case may be and the recommendations will be placed in GB.
8. Letters to DU will then be sent for fixation of pay.

In addition, for the promotion to Professorship:

- 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 plagiarism check of the publications will be conducted by the IQAC of the college in collaboration with the librarian; PDFs must be submitted to the library (librarian@vivekanand.du.ac.in)
- Besides submitting one hard and soft copy with all the relevant documents, also submit the following (with a proper contents/index page):
 - ✓ One hard and soft copy of all journal articles with plagiarism check, links to the journal, and article that clearly indicate that the name of the applicant, if the journal is peer reviewed and the said article has been published in that journal (e.g. content page)
 - ✓ One hard and soft copy of Section B3: Research and Academic Contributions

Please note:

- As per Clause 10.0(f) of the UGC Regulations, 2018, previous ad hoc, temporary, or contractual service (4/5/6 years as the case may be) shall be counted for Stage 1 promotion,

provided the stipulated conditions are met. However, such experience shall not be counted for Stage 2 promotions.

Some samples and guidelines to organize the documents:

1st page: Covering Page

- Title: PBAS
- As per: CAS 2018
- (submitted for promotion to the post of -----, from ---- to -----)
- Name of Applicant:
- Department: -----, Vivekananda College
- Assessment Period: From ----- to -----
- Pay Level:
- Promotion w.e.f:

Page 2: Index/ Table of Contents

PBAS, APAR (3/4/6 Years, as applicable) and PBAS proofs (in case of promotion to Professorship: all sub headings of B3, e.g. research papers, publications, etc) must be properly indexed

Page 3: Letter for submission of Promotion of Proforma

Application to the Principal that as per CAS 2018 guidelines, the applicant is submitting the documents for promotion from ----- to ----- in the Department of ---- and further to request that the documents be processed as per guidelines.

Page 4:

Option Form

PROMOTION OF TEACHER

I hereby opt the**CAS---2018** scheme.....scheme in terms of clause 6.3 of University Grant Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other measures for the Maintenance of Standards in Higher Education) regulations, **2018 for promotion from to**My details are as under:

S. No.	Particulars	Details
--------	-------------	---------

1	Name	
2	Department/College	
3	Date of Initial Appointment	(ad hoc), (permanent),
4	Present Designation	

Date:

Applicant's Signature

Page 5:

Letter regarding Information Regarding Annual Immovable Property Return (APIR)

With reference to my promotion from --- to ---- in the Department of ---- of our College, I would like to inform you that I have been filling up the AIPR regularly every year.

Page 6:

Letter regarding Leave Information

With reference to my promotion from ----- to ----- in the Department of ----- in our College, I would like to inform you that in the assessment period of -----, I have/have not availed any major leave (like sabbatical leave, study leave, etc.). I have taken casual leave, etc. as per the norms of University of Delhi. [If any long leave has been taken during the assessment period, it is to be indicated.]

Page 7:

Vigilance Form on the prescribed form available on the website:

**UNDERTAKING FOR VIGILANCE FROM THE EMPLOYEE WORKING IN
VIVEKANANDA COLLEGE (UNIVERSITY OF DELHI), VIVEK VIHAR-
110095**

1. NAME OF EMPLOYEE (IN CAPITAL) (Shri/Smt/Miss):
2. FATHER'S / GUARDIAN'S NAME:
3. SPOUSE 'S NAME:
4. DESIGNATION:
5. GAZETTED/ NON-GAZETTED:
6. DEPARTMENT:
7. DATE OF BIRTH:
8. PERMANENT ADDRESS:
9. PRESENT ADDRESS:

10. EDUCATIONAL QUALIFICATION:
11. DATE OF APPOINTMENT:;) SERVICE
PARTICULARS (SINCE FIRST
APPOINTMENT:

S. No.	Particulars	Details
1	Name	
2	Department/College	
3	Date of Initial Appointment	(Ad hoc), (Permanent)
4	Present Designation	

I, **Dr/Mr/Ms** ----- CERTIFY THAT I AM NOT A LITIGANT/NO
MATTER IS SUBJUDICE WITH THE COLLEGE.

I, **Dr/Mr/Ms** ----- CERTIFY THAT NO VIGILANCE CASE OR
DISCIPLINARY PROCEEDING OR CRIMINAL PROCEEDING IS
EITHER PENDING OR CONTEMPLATED AGAINST ME IN THE
LAST 10 YEARS.

Dated:

Signature of Applicant

Other Pages

This must be followed by PBAS and the APARs for the relevant period. Finally, the proofs of
PBAS.

Checklist

Initially one copy and later 6 copies of following (hard as well as soft):

1. All relevant letters as given above
2. PBAS

3. 3/4/5/6 APARS as the case may be
4. Self Attested PBAS Proofs

All pages must be self-attested.

In case of promotion to Professorship, also submit the following (with Index):

1. One copy of journal articles with plagiarism check
2. One copy of B3: Research and Academic Contributions

Important Date

One hard copy as well as soft copy need to be submitted initially to the admin latest by 4 pm on 31st July.

Dated: 10/6/2025