



शिवजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)

NAAC ACCREDITED "A" GRADE COLLEGE



**6.3.5 SUPPORTING DOCUMENTS FOR CRITERION
INSTITUTIONS PERFORMANCE APPRAISAL SYSTEM FOR
TEACHING AND NON-TEACHING STAFF**



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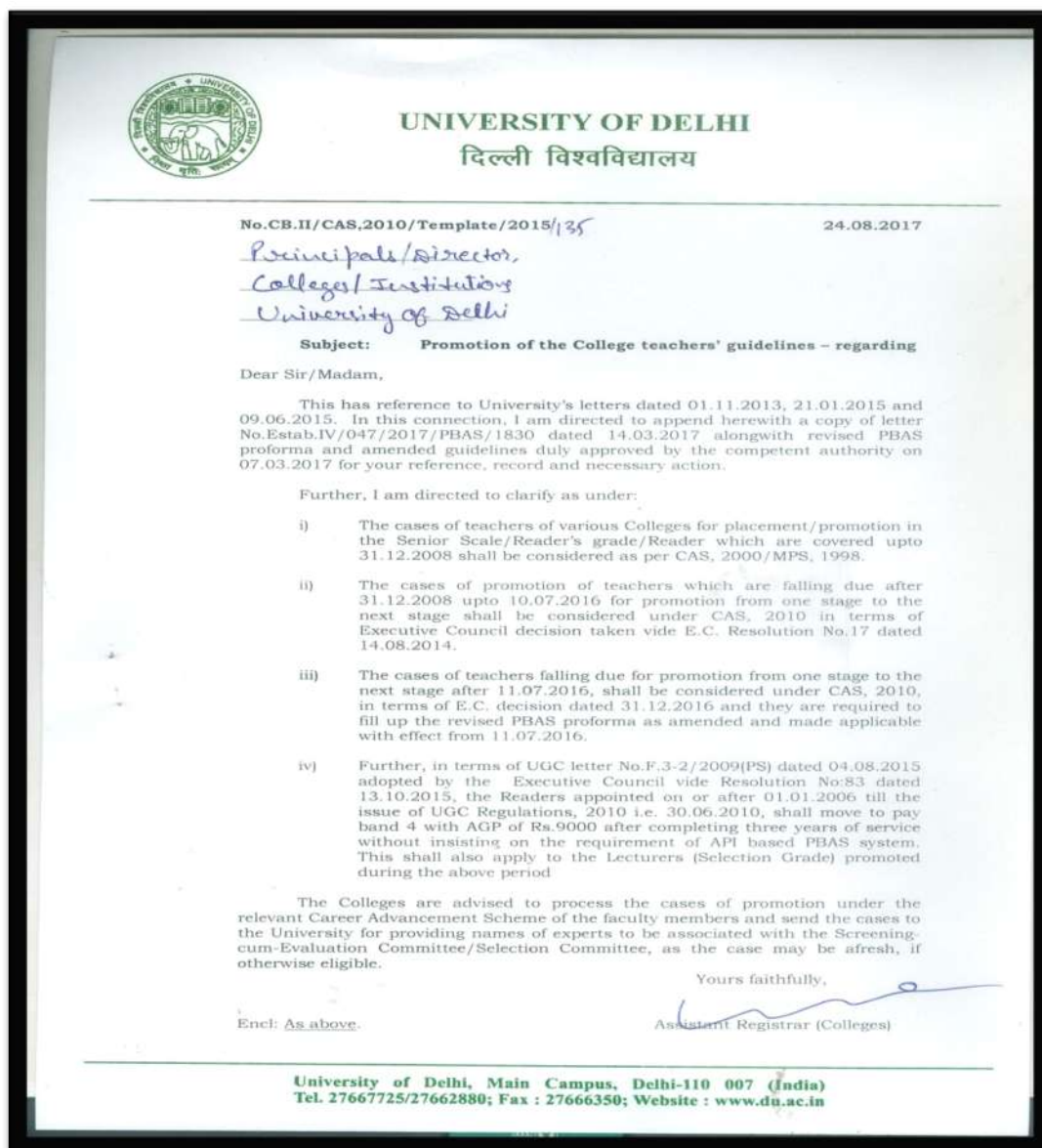


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1. 2010 UGC promotion guidelines



Continued



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दिल्ली विश्वविद्यालय
University of Delhi

Ref. No.: Estab.IV/047/2017/PBAS/

Dated: 14.03.2017

OFFICE MEMORANDUM

Subject: PBAS proforma for promotion of teachers under CAS 2010 and Detailed guidelines for the purpose of calculation of API.

Following are notified herewith for the information of all the stake holders:-

1. PBAS proforma for promotion of teachers under CAS 2010 scheme as amended with effect from July 11, 2016 in accordance with the Ordinance XXIV of the university and its annexures as amended by Executive Council in its meeting held on 31.12.2016.
2. Detailed guidelines for the purpose of calculation of API, requirement of API score at various levels and other eligibility conditions for promotion at various levels with respect to the PBAS proforma for promotion of teachers under CAS 2010 scheme as amended with effect from July 11, 2016, as per the Ordinance XXIV of the university and its annexures as amended by Executive Council in its meeting held on 31.12.2016.

The guidelines were approved by the competent authority on 07.03.2017.


**DEPUTY REGISTRAR
(RECRUITMENT)**

Copy to:

1. Joint Registrar (Colleges) for circulation to the colleges for compliance.
2. Joint Registrar (Establishment-Teaching) for circulation to the Heads of Departments.
3. Director, Delhi University Computer Centre for uploading on the website.
4. Guard File.


**SECTION OFFICER
(ESTAB. - IV)**



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2. Notification for promotion of teachers under CAS 2018

Ritu Madan <ritumdan@gmail.com>

Regarding Promotion applications (For all permanent faculty)

Shivaji College <shivajicollege.ac@gmail.com> Mon, 3 Jul 2023 at 09:53

To: jayitha <jayitha.t@gmail.com>, jayitha thakur <jayitha@shivaji.du.ac.in>, renu baweja <renubaweja11@yahoo.com>, sunita_litd <sunita_litd@yahoo.com>, Anuradha Mai <anuradha21mai@gmail.com>, PRATIMA SARDAR <pratimasardar07@gmail.com>, Vijay Kumar <vijaycemde@yahoo.co.in>, manju_tomar <manju_tomar@rediffmail.com>, prabha5_udsc <prabha5_udsc@yahoo.com>, Smita Tripathi <sm.trip@gmail.com>, Kiran Bamel <kbamel@yahoo.in>, Misha Yadav <drmishadu@gmail.com>, <anilkrishanaggarwal@gmail.com>, Prasanta Sahu <sahup67@gmail.com>, rajnikanuja <rajinikanuja@yahoo.co.in>, bhaskar kandpal <bhaskar.kandpal@gmail.com>, neena khanna <neena18khanna@gmail.com>, <neenasethi@rediffmail.com>, Sehra Mk <mksehra@gmail.com>, vandana katoch <vandanakatoch2@gmail.com>, giri_nand@rediffmail.com <giri_nand@rediffmail.com>, rahul singhal <rahulsinghalchem@gmail.com>, <rabinarayan.shivaji@rediffmail.com>, Rajesh Kumar <rajesh.commerce@yahoo.co.in>, Ramesh Malik <rameshmalik29@gmail.com>, Rajinder Singh <rajindersingh.du@rediffmail.com>, chaudhary kiran <kchaudhary@gmail.com>, RAKESH YADAV <prof.rakesh.yadav@gmail.com>, reachtopreeti <reachtopreeti@yahoo.co.in>, anshuatulchopra <anshuatulchopra@yahoo.com>, Anshu Chopra <anshuatulchopra97@gmail.com>, Mamta Datt <mmsmamtdatt@gmail.com>, lti tripathi <ltitaurabh@yahoo.co.in>, Sumeet Raheja <raheja.sumeet@gmail.com>, Shivani Gupta <shivaniisuccess22@yahoo.com>, Bhumiika Hingorani <bhumika.hingorani@gmail.com>, <canjaliraman.shivaji@rediffmail.com>, g_sonali36 <g_sonali36@yahoo.in>, grace hangzo <grace_hangzo@hotmail.com>, git_leisa <git_leisa@yahoo.com>, VARUN GULATI <drvarungulati@gmail.com>, Divya Madaan <divya.madaan13@gmail.com>, Preeti De <dpreeti@gmail.com>, Priyanka Chakpram <priyanka.chakpram@gmail.com>, Gunjan <gunjan.aicb@gmail.com>, Lalita Rana <ranalalita769@gmail.com>, lalita_6059@yahoo.co.in <lalita_6059@yahoo.co.in>, Tejbir Rana <ranatejbir@gmail.com>, Preeti Tewari <preetewari@yahoo.co.in>, Rajender Singh <rajenders@yahoo.com>, Ruchi Dhinra <ms.ruchira.gupta@gmail.com>, dr.virenderbhardwaj <dr.virenderbhardwaj@gmail.com>, vikas sharma <vikaskaushik081@gmail.com>, jyoti sharma <checkjyoti@gmail.com>, <pandey.darshan@rediffmail.com>, Raj Kumari <raj.hrb@gmail.com>, Khurshid Khan <lafz.i.khurshid@gmail.com>, Amarjiva Lochan <amarjiva@shivaji.du.ac.in>, Shama Mitra Chenoy <shamamitrachenoy@gmail.com>, nishtha_srivastava2007 <nishtha_srivastava2007@yahoo.co.in>, shiv_sahdev <shiv_sahdev@yahoo.co.in>, Babita Gupta <babita.gupta@hotmail.com>, Aparna Jain <jainaparna@yahoo.com>, Mridula Budhraj <mridubudhraj@yahoo.co.in>, surbhi madan <surbhimadan@gmail.com>, Ashesh Kumar <ashesh.math@gmail.com>, KUMARI PRIYANKA <priyanka.lsm@gmail.com>, Vandana Rajpal <vandanaajpal.math@gmail.com>, Neetu Garg <neetu.october@gmail.com>, <uttamkumar_sinha@rediffmail.com>, uttam sinha <uksinha.math@gmail.com>, shilpi verma <vermashilpi@yahoo.com>, manish meena <manish.math93@gmail.com>, JITENDRA SINGH <jitu.litd@gmail.com>, Deepti Lohia <deepti_math@yahoo.com>, peshivajidu <peshivajidu@gmail.com>, Ashok Shukla <ashokshukl22@gmail.com>, <arunvir2004@yahoo.com>, S K YADAV <dr.skyadav24@gmail.com>, bharti baniwal <bhartibaniwal9@gmail.com>, <mamtaakr30@yahoo.co.in>, Surender Singh <ssrana181@gmail.com>, Rajneesh Sharma <dr.rajneesh1012@gmail.com>, Meghraj Meena <meghrajmeena204@gmail.com>, SUKHRAM ARYA <sukhram.sanskrit@gmail.com>, Deepika yadav <dy_277@yahoo.com>, Manish Sachdeva <mksachdeva@gmail.com>, Suman Kharbanda <sumankharbanda@shivaji.du.ac.in>, suman9.kharbanda <suman9.kharbanda@gmail.com>, ritumdan <ritumdan@gmail.com>, Ritu Madan <madan_ritu@rediffmail.com>, Dr. Prabuddh Mishra <prabuddh@shivaji.du.ac.in>, Prabuddh Mishra <prab19@gmail.com>, Dr. sarvesh Dubey <dubeydarsarvesh@gmail.com>, Sarvesh Kumar Dubey <dr.sarveshkumardubey@gmail.com>, Jeetendra Aggarwal <jitenaggarwal@shivaji.du.ac.in>, jiten aggarwal <jitenaggarwal@gmail.com>, Ashok Kumar Gupta <ashok1967gupta@gmail.com>, Sunita Gupta <sg.26sunita@gmail.com>, <jay.aiims@gmail.com>, nimitakant <nimitakant@gmail.com>, rajkumari@shivaji.du.ac.in <rajkumari@shivaji.du.ac.in>, Nimita Kant <nimita@shivaji.du.ac.in>, mukesh <mukeshk.singhdu@gmail.com>, Mamta Singh <mamtasingh@shivaji.du.ac.in>

Dear Colleague,

This is to inform you that all PBAS forms submitted by now for promotions (All levels) have been processed and the promotions from Associate Professor to Professor will take place in due course of time. Kindly note the following:

1. If your promotion is due, kindly submit your application (PBAS) **only after** college sends a mail inviting applications for promotion.

2. You are requested to submit your PBAS **before the last date of submission** of application, as would be specified in the mail you shall receive from college.

Your cooperation in this regard is highly appreciated.

Thanks and Regards
Principal



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संदर्भ सं० / Ref. No. _____

दिनांक/Dated 21/06/2024

**NOTICE REGARDING PROMOTION OF FACULTY MEMBERS UNDER CAREER
ADVANCEMENT SCHEME**

In continuation to the college's notice dated September 5, 2023 regarding promotion of faculty members under Career Advancement Scheme (CAS-2018) as per UGC Regulations 2018 adopted by University of Delhi, vide UGC Notification No. CNC II/093/1(12)2019-20/251 dated 03.10.2019.

2. In this context, the permanent faculty members of the college, who are eligible and seeking promotion(s) at different stages under Career Advancement Scheme - 2018, for Assistant Professors (Academic Level 10 to 11, 11 to 12), Associate Professor (Academic Level 12 to 13A) and Professor (Academic Level 13A to 14), are requested to apply for the same in the prescribed application form, uploaded on the college/ University of Delhi's website latest by June 28, 2024.

3. The candidates who have already applied need not apply again. However, they should submit remaining documents, if any, within the time limit.

4. Please keep the following guidelines in mind, while filling in your application form:

- The application is to be submitted in soft as well as hard copy.
- The soft copy has to be emailed at promotion@shivaji.du.ac.in.
- All enclosures have to be carefully numbered and self-attested.
- The application should be supported by documentary evidence.
- Incomplete applications will not be screened/ scrutinized.

Please check all the SOPs and guidelines issued by the University of Delhi in this regard, to ensure that your application conforms to these in letter and spirit.

[Signature] 21/6/24

Principal
Shivaji College (University of Delhi)



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3. Guidelines for promotion under CAS 2018



दिल्ली विश्वविद्यालय
University of Delhi

Detailed Guidelines for Promotion for teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018.

Career Advancement Scheme – 2018 (CAS-2018)

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 18.07.2018. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under CAS 2010, a choice may be given to them, for being considered for promotions under the same. This option can be exercised only within three years from 18.07.2018.

- (i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University/College, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018 as incorporated in Ordinance XXIV of the Ordinances of the University. Further, in order to avoid any hardship, the candidates who fulfill all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfill these eligibility conditions.
- (ii) The Selection Committee specifications as contained in Statute 19(1) for University and Ordinance XVIII for Colleges as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- (iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on her/his superannuation, the said post shall revert back to its original cadre.
- (v) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- (vi) The candidate shall offer herself/himself for assessment for promotion, if she/he fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.

Guidelines for CAS 2018

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For Full document: <https://www.shivajicollege.ac.in/files/Promotions%20Guidelines.pdf>




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4. APAR proforma for assistant professor stage I and stage II

 दिल्ली विश्वविद्यालय
University of Delhi

Annual Performance Appraisal Report
(Assistant Professor Stage I and Stage II)
As per CAS 2018
(To be submitted at the end of every academic year)

Academic Year _____
(Information provided should pertain to the academic year referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Category (SC/ST/OBC/PWD/General):
11. Address for Correspondence (with Pin code):
Address: _____

Telephone No: _____
Mobile No: _____
12. Permanent Address (with Pin code), in case different from Sl.No.11:

Handwritten signature
27/8/20
APAR as per CAS 2018 (Assistant Professor)

Handwritten signature
27/8/20

Page 1 of 8

For Full document: https://www.shivajicollege.ac.in/staff/staff_forms.php




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5. PBAS Proforma CAS 2018 for assistant professor stage II and stage III

 दिल्ली विश्वविद्यालय
University of Delhi

Proforma for Performance Based Appraisal System (PBAS)
As per CAS 2018
(To be submitted for consideration for promotion to Assistant Professor Stage II and Stage III)

Assessment Period
(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):
Address: _____
Telephone No: _____
Mobile No: _____
14. Permanent Address (with Pin code), in case different from SI.No.13:

Handwritten signature
PBAS 2018 (Assistant Professor)
Handwritten signature
27/8/20

Page 1 of 10

For Full document: https://www.shivajicollege.ac.in/staff/staff_forms.php




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6. APAR Proforma for assistant professor stage III and above



दिल्ली विश्वविद्यालय
University of Delhi

Annual Performance Appraisal Report
[Assistant Professor Stage III and above]
As per CAS 2018
(To be submitted at the end of every academic year)

Academic Year _____
(Information provided should pertain to the academic year referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

- Name (in Block Letters):
- Father's Name/Mother's Name:
- Date and Place of Birth:
- Sex:
- Marital Status:
- Nationality:
- Department:
- Current Designation and Academic Level:
- Date of Last Appointment/Promotion:
- Category (SC/ST/OBC/PWD/General):
- Address for Correspondence (with Pin code):
Address: _____
Telephone No: _____
Mobile No: _____
- Permanent Address (with Pin code), in case different from Sl.No.11:

APAR as per CAS 2018 (Assistant Professor Stage III and above)

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For Full document: https://www.shivajicollege.ac.in/staff/staff_forms.php



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7. PBAS Proforma CAS 2018 for associate professor and above

 दिल्ली विश्वविद्यालय
University of Delhi

Proforma for Performance Based Appraisal System (PBAS)
As per CAS 2018
(To be submitted for consideration for promotion to Associate Professor and above)

Assessment Period _____
(Information provided should pertain to the assessment period referred above)

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):
2. Father's Name/Mother's Name:
3. Date and Place of Birth:
4. Sex:
5. Marital Status:
6. Nationality:
7. Department:
8. Current Designation and Academic Level:
9. Date of Last Appointment/Promotion:
10. Date of eligibility:
11. Period of assessment:
12. Category (SC/ST/OBC/PWD/General):
13. Address for Correspondence (with Pin code):
Address: _____

Telephone No: _____
Mobile No: _____
14. Permanent Address (with Pin code), in case different from SI.No.13:

M. Khan
20/8/20
PBAS 2018 (Associate Professor and above)

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For Full document: https://www.shivajicollege.ac.in/staff/staff_forms.php



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8. List of teaching staff promoted in 2023-24

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संदर्भ सं० / Ref. No. 34/ADM/2040/24 दिनांक/Dated 26/12/2024

List of teaching staff promoted in 2023-24

Data Regarding promotion(s) from the post of Associate Professor (Stage 4) to the post of Professor (Stage 5) under CAS-2018:

S.No.	Name of the Teacher	Designation	Department	Stage(s) of Promotion
1	Dr. Anuradha Mal	Associate Professor	Botany	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
2	Dr. V. Prabhavathi	Associate Professor	Botany	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
3	Dr. Vijay Kumar	Associate Professor	Botany	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
4	Dr. Rahul Singhal	Associate Professor	Chemistry	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
5	Dr. Rabinarayan Samantara	Associate Professor	Commerce	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
6	Dr. Surbhi Madan	Associate Professor	Mathematics	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
7	Dr. Kumari Priyanka	Associate Professor	Mathematics	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
8	Dr. S.K. Yadav	Associate Professor	Physics	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)
9	Dr. Sunita Gupta	Associate Professor	Zoology	From Stage 4 to Stage 5 (Pay Matrix Level 13A to 14)

Prof. Virender Bhardwaj
Prof. Virender Bhardwaj
Principal

राजा गार्डन, रिंग रोड, नई दिल्ली-110027/Raja Garden, Ring Road, New Delhi - 110027 • ऑफिस/Off.: 011-25116644
टेलीफैक्स/Telefax: 011-25155551 • ई-मेल/E-mail: shivajicollege.ac@gmail.com • वेब/Website: www.shivajicollege.ac.in



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Promotion Letter issued to Dr. Sunita Gupta

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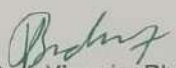
संदर्भ सं० / Ref. No. SH/Academic/3439/23 दिनांक / Dated 05/09/23

Dr. Sunita Gupta,
Associate Professor,
Department of Zoology,
Shivaji College (University of Delhi),
New Delhi – 110027

Subject: Promotion Order

On the recommendations of the duly constituted Selection Committee; you have been promoted as Professor in the Department of Zoology, Shivaji College (University of Delhi) under Career Advancement Scheme (CAS) 2018 w.e.f. 01.01.2023 in the pay scale of Academic Level 14 in the pay matrix, Rs. 1,44,200/- – Rs. 2,18,200/- (as per the 7th CPC) plus usual allowances permissible under the University of Delhi Rules.

Your basic pay in the scale will be fixed in accordance with the rules of the University of Delhi. Until then, you will continue to draw pay as last drawn by you.


Prof. Virender Bhardwaj
Principal
Shivaji College (University of Delhi)

Copy to:

1. Employee's Personal File
2. Administrative Section – for information and necessary action
3. Accounts Section – for information and necessary action

राजा गार्डन, रिंग रोड, नई दिल्ली - 110027 / Raja Garden, Ring Road, New Delhi - 110027 • ऑफिस/Off.: 011-25116644
टेलीफैक्स / Telefax: 011-251155551 • ई-मेल/E-mail: shivajicollege.ac@gmail.com • वेब/Website: www.shivajicollege.ac.in




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9. APAR Proforma- non- teaching staff

APAR PROFORMA – NON-TEACHING STAFF



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

संयुक्त कुलसचिव/उप कुलसचिव/सहायक कुलसचिव/प्रशासनिक अधिकारी के लिए वार्षिक कार्यनिष्पादन
मूल्यांकन रिपोर्ट
ANNUAL PERFORMANCE ASSESSMENT REPORT FOR JOINT REGISTRAR/DEPUTY
REGISTRAR/ASSISTANT REGISTRAR/ADMINISTRATIVE OFFICER

कार्यालय/संकाय/विभाग
OFFICE/FACULTY/DEPARTMENT-----

समाप्ति वर्ष/अवधि का प्रतिवेदन
REPORT FOR THE YEAR/PERIOD ENDING-----

भाग PART-I - वैयक्तिक तथ्य PERSONAL DATA

- अधिकारी का नाम
Name of the Officer : _____
- पदनाम Designation : _____
- जन्मतिथि (दिन/महीना/वर्ष)
Date of Birth(DD/MM/YYYY) : ____/____/____
- धारित स्थायी पद और वर्तमान ग्रेड
Permanent post held and the present grade : _____
- शैक्षणिक योग्यताएं
Educational Qualification : _____
- व्यावसायिक एवं तकनीकी योग्यताएं
Professional & Technical Qualification : _____
- वर्ष के दौरान इयूटी(प्रशिक्षण, छुट्टी आदि के कारण) से अनुपस्थिति की अवधि। यदि उक्त कार्मिक ने प्रशिक्षण लिया है तो उसका विवरण दें
Period of absence from duty (on Training, leave etc.) during the year. If he/she has under gone training, specify. : _____
- वर्ष के दौरान किये गये प्रशिक्षण कार्यक्रम
Training programmes attended during the year : _____
- रिपोर्ट अवधि के दौरान- कार्य-भार
Charges held during the period under report : _____

जारी Contd...P-2/-

For Full document: https://www.shivajicollege.ac.in/staff/nonteachingstaff_forms.php



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(दिल्ली विश्वविद्यालय)
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NAAC ACCREDITED "A" GRADE COLLEGE

