STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
(An autonomous Organization of Education Dept., GNCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024

Subject: CAREER ADVANCEMENT SCHEME (CAS) FOR FACULTY IN SCERT / DIETs

The Internal Quality Assurance Cell (IQAC) shall be established in SCERT with the Director, as Chairperson. The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in developing/amending Assessment Criteria and Methodology Proforma. The IQAC may also Introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

A. The Assessment of the performance of SCERT / DIETs faculty for the CAS promotion shall be based on the following criteria:

i. **Teaching-Learning and Evaluation:**

The commitment to teaching is based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the SCERT/DIET as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for SCERT examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

ii. **Personal Development Related to Teaching and Research Activities:**

Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/conference/workshop/in-service training/ presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii. **Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.**

B. **Assessment Process**

The following **three-step process** shall be followed for assessing promotion under the CAS at all levels:

Step 1: The SCERT/ DIETs teachers shall submit to SCERT an annual self-appraisal report in the prescribed Proforma. The report shall be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/ Principal DIET/ Teacher- In-charge etc. The submission shall be through the Head of the Department (HOD) / Principal DIET/ Teacher-In-charge.

Step: 2: After completing the required years of experience for promotion under CAS and fulfilling other requirements indicated below, the teacher shall submit an application for promotion under CAS as per **Annexure-A**.

Step 3: A CAS Promotion shall be granted as mentioned in Notification dated 05.12.2018.

1. Assessment Criteria and Methodology:

The constitution of the Selection Committees, Selection Procedure and the Assessment Criteria and Methodology for promotion of the faculty of SCERT/DIET, through Career Advancement Scheme, shall be in accordance with the notifications issued by SCERT from time to time.

I. The criteria for promotions under Career Advancement Scheme laid down by SCERT shall be effective from the date of notification.

II. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the SCERT, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the SCERT the Assessment Criteria and Methodology Proforma, as evolved by the SCERT, supported by all credentials as per the Assessment Criteria and Methodology guidelines notified by SCERT from time to time. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the SCERT may initiate the process of screening/selection and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in the notification, 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 fulfil eligibility conditions.

III. The Selection Committee notified by SCERT shall apply to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, and for equivalent cadres.

IV. 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 **Table1**.

V. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post - on his / her superannuation, the said post shall revert back to its original cadre.

VI. For the promotion under the CAS, the applicant teacher must be in the role and active service of the SCERT on the date of consideration by the Selection Committee.

VII. Candidate shall offer himself/herself for assessment for promotion if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The SCERT shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

   i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of the minimum period of eligibility.

   ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in **Tables 1 and 2** at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

   iii) The candidate who does not succeed in the first assessment/shall be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

STAGES OF PROMOTION

I.   Assistant Professor (Academic Level 10) AGP – 6000/- to Assistant Professor (SeniorScale/Academic Level 11) AGP – 7000/-

Eligibility:

i.   An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with an M.Phil. or six years of service in case of those without a Ph.D./M.Phil. and satisfies the following conditions:

ii.   Attended one Orientation course of 21 days duration on teaching methodology.

iii.   Has done any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programme/ Faculty Development Programme of at least

one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and

iv. Published one research publication in peer-reviewed journals or UGC-listed journals during the assessment period. The research journals published as per guidelines issued by UGC, from time to time, shall only be admissible under CAS.

CAS Promotion Criteria:

A teacher shall be promoted if:

i. The teacher gets a 'satisfactory 'or 'good 'grade in the annual performance assessment reports (APAR) of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in **Table1**), and;

ii. The promotion is recommended by the Screening-cum Evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) AGP – 7000/- to Assistant Professor (Selection Grade/Academic Level 12) AGP 8000/-

Eligibility:

i. Assistant Professors who have completed five years of service in Academic Level 11 / Senior Scale.

ii. A Ph.D. Degree in the subject relevant/allied/relevant discipline.

iii. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course/ programme from amongst the categories of Refresher Courses/ Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programme / Faculty Development Programme 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 in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/ contribution towards the development of at least ten modules of MOOCs course/ contribution towards the conduct of a MOOCs course during the period of assessment.

v. Published three research papers in peer-reviewed journals or UGC-listed journals during the assessment period. The research journals published as per guidelines issued

by UGC, from time to time, shall only be admissible under CAS.

CAS Promotion Criteria:

A teacher shall be promoted if:

i.   The teacher gets a 'satisfactory 'or 'good 'grade in the annual performance assessment reports of at least four of the last five years of the assessment period (as provided in **Table 1**) and;

ii.   The promotion is recommended by the Screening-cum-Evaluation committee.

III.   Assistant Professor (Selection Grade/Academic Level 12) AGP 8000/- to Associate Professor(Academic Level 13A) AGP 9000/-

Eligibility:

i.   Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.

ii.   A Ph. D. Degree in the subject concerned/allied/relevant discipline.

iii. Any one of the following during last three years: completed one course/ programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme 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 the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least ten modules of MOOCs course/ contribution towards the conduct of a MOOCs courseduring the period of assessment.

vi.   A minimum of seven publications in the peer-reviewed or UGC-listedjournals, out of which three research papers should have been published during the assessment period. The research journals published as per guidelines issued by UGC, from time to time, shall only be admissible under CAS.

iv.   Evidence of having guided at least one Ph.D. candidate or completed two research Projects.

A 'Research Project Evaluation Committee' comprising of eminent academicians shall evaluate the Research Projects completed by the faculty of SCERT and DIETs in lieu of evidence of having guided Ph.D. candidate. The Research Project should be based on the subject matter of SCERT and should be for the furtherance of the objectives of SCERT i.e. Teacher Education, School Education, Pedagogy, Teaching Practices etc. which are being used in practice in School Education and Teacher Education. The subject matter of Research Project should not merely be academic in nature.

CAS Promotion Criteria:

A teacher shall be promoted if:

i.   The teacher gets a 'satisfactory 'or 'good 'grade in the annual performance assessment reports (APAR) of at least two of the last three years of the assessment period as provided in **Table 1** and has a research score of at least 70 as per**Table 2**.

ii.   The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV.   Associate Professor (Academic Level 13A) AGP 9000/- to Professor (Academic Level 14) AGP 10000/-

Eligibility:

i.   An Associate Professor who has completed three years of service in Academic Level 13 A.

ii.   A Ph.D. degree in the subject concerned/allied/relevant discipline.

vii.   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. The research journals published as per guidelines issued by UGC, from time to time, shall only be admissible under CAS.

iii.   Evidence of having successfully guided doctoral candidate **or Completed 3 Research Projects.**

A 'Research Project Evaluation Committee' comprising of eminent academicians shall evaluate the Research Projects completed by the faculty of SCERT and DIETs in lieu of evidence of having guided Ph.D. candidate. The Research Project should be based on the subject matter of SCERT and should be for the furtherance of the objectives of SCERT i.e. Teacher Education, School Education, Pedagogy, Teaching Practices etc.

which are being used in practice in School Education and Teacher Education. The subject matter of Research Project should not merely be academic in nature.

iv. A minimum of 110 Research Score as per Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

I. The teacher gets a 'satisfactory 'or 'good 'grade in the annual performance assessment reports (APAR) of at least two of the last three years of the assessment period, as per Table 1, and at least 110 research score, as per Table 2.

II. The promotion to the post of professor is recommended by a selection committee constituted in accordance with these Regulations.

Table 1

Assessment Criteria and Methodology for SCERT / DIETs Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching-related activities)	➤ 80% & above - Good ➤ Below 80% but 70% & above-Satisfactory ➤ Less than 70% - Not satisfactory
2.	Involvement in the students related activities/research activities etc.: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the SCERT or attending the examination paper evaluation. (c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports community services. (d) Organising seminars/ conferences/ workshops, other SCERT activities. (e) Organising INSET. (f) Conducting minor or major research projects sponsored by national or international agencies. (g) Material/ Content Development. (h) At least one single or joint publication in peer-reviewed or UGC list of Journals.	➤ Good - Involved in at least three activities ➤ Satisfactory - 1-2 activities ➤ Not-satisfactory - Not involved/undertaken any of the activities Note: The number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2 Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which the teacher has spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration. The same shall be extrapolated for the entire

period of assessment to arrive at the teacher's grading. The teacher on such leaves deputation as mentioned above shall not be put to any disadvantage for promotion un CAS due to his/her absence from his/her teaching responsibilities subject to the condit that such leave/deputation was undertaken with the prior approval of the competent autho following all procedures laid down in these regulations and as per the acts, statutes a ordinances of the SCERT.

Table 2

Methodology for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as a copy of publications, project sanction letter, utilisation and completion certificates issued by the Institute/SCERT and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc..)

S.N.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages Humanities/ Arts/ Socia Sciences/Library/ Education/Physical Education/Commerce/ Management & othei related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 Per Paper	10 Per Paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/ course	02 per curricula/ course

	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Contentwriter/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4.	**(a) Research guidance**		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	**(a) Patents**		
	International	10	10
	National	07	07
	(b) *Policy Document (submitted to an International body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. Or Central Government		

	or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars, Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

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) :

i)	Paper in refereed journals without impact factor	-	5 Points
ii)	Paper with an impact factor less than 1	-	10 Points
iii)	Paper with impact factor between 1 and 2	-	15 Points
iv)	Paper with impact factor between 2 and 5	-	20 Points
v)	Paper with impact factor between 5 and 10	-	25 Points
vi)	Paper with impact factor >10	-	30 Points
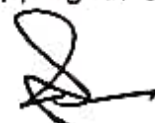
(a) Two authors: 70% of the total value of publication for each author.

(b) More than two authors: 70% of the total value of publication for the First/Principal/Corresponding author and 30% of the total publication value for each joint author.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.

- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. The supervisor and Co-supervisor both shall get seven marks each.

- * to calculate the research score of the teacher, the combined research score from the categories of 5(b) - Policy Document and 6 - Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the

total research score of the teacher concerned.
- The research score shall be from a minimum of three categories out of six categories.

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
(An Autonomous Organization of Education Department, GNCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI – 110024

Application for Promotion under CAS

TOTAL ASSESSMENT PERIOD : From: _____ To: _____
(Applicable for Academic Level 10 to Academic Level 11)

Assessment Year   :   _____

PART-A: CONTENT INDEX

Sl. No.	Particulars/Description	Page No.	Remarks

PART-B: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. ACADEMIC LEVEL applied for :
2. Subject Area :
3. Name (In BLOCK letters) :
4. Designation :
5. Place of Posting :
6. Department :
7. Category (SC/ST/OBC/PWD/General) :
8. Gender :
9. Date of entry into service in SCERT :
10. Date of present Level/Designation with :
    Academic Level (enclose copy of order)
11. Date of posting in present place of posting :
12. Date of eligibility for promotion :
13. Last rejection in the current AGP/Academic :
    Level, if any
14. Date of Retirement :
15. Contact No. (Mobile) :
16. Email ID :
17. Academic Qualification :

Examination	Name of Exam.	University	Year of Passing	% of marks obtained	Division/ Class/ Grade	Main Subject(s)
Graduation						
B. Ed.						
Post-Graduation						
M. Ed./ MA (Edu.)						
NET						
M. Phil.						
Ph.D./D. Phil.						
D. Sc./D. Litt.						
Other Examinations, if any						

18. Field of Specialization under the Subject/Discipline:

19. Any other relevant information   :

20. Period of Absence/Leave etc. during the assessment period:

Nature of Leave	Period		Remarks
	From	To	

PART-C: ACADEMIC PERFORMANCE ASSESSMENT

1. Detail of Orientation Course on teaching methodology attended during the assessment period:

S. No.	Details of the Course	Organizing Agency	Mode	Period		Duration	Remarks
				From	To		

2. Details of Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/Training Teaching -Learning -Evaluation, Technology Programme/Faculty Development Programme:

S. No.	Details of the Course/ Workshop/ Programme	Organizing/ Sponsoring Agency	Mode	Period		Duration	Remarks
				From	To		

2.1 MOOCs completed with e-certification:

S. No.	Details of MOOC	Subject	Certification providing agency	Date of Certification	Level	E-certification No.

2.2 Development of e-content/MOOC in 4-quadrants:

S. No.	Details of e-content/MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring Agency	Year	Level

2.3 Conduct of MOOCs:

S. No.	Details of MOOC	Subject	Sponsoring Agency	Level	E-certification No.

3. Research Papers/Publications in peer-reviewed or UGC list of Journals:

S. No.	Title of the Paper	Journal Name	Year/ Vol. No./ Page No.	ISSN No./ ESSN No.	No. of Co-Authors	Whether 1st author/ Corres-ponding Author	Impact Factor, if any	Whether Journal listed in UGC Care List/ Web of Science/ SCOPUS or not	Whether journal is peer-reviewed/ listed in rejected list/ old list UGC S. No./ SCERT Delhi Journal

4. Please give details of any other credentials, significant contributions, awards received, responsibilities etc. (not mentioned earlier)

    a. _____

    b. _____

    c. _____

    d. _____

5. Membership/Fellowship of Learned bodies/Societies:

6. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

7. Future Plans (in approximately 150 words):

Declaration: I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Place:
Date: **Signature of the faculty with designation**

(Certificate from the Head of the Institution/Department)

    I certify that the information provided in this application form along with all enclosures submitted by the _____ have been verified from the record maintained in SCERT/DIET and found correct in all respects. He/ She is also found eligible for promotion under CAS and his/her application is forwarded for further assessment/evaluation by the Screening-cum-Evaluation Committee or Selection Committee, as the case may be. It is also certified that there is no vigilance case pending/contemplated against him/her as on date.

Place:
Date: **Signature of the Head of the Institution/Department**

Application for Promotion under CAS

TOTAL ASSESSMENT PERIOD : From: _____ To: _____
(Applicable for Academic Level 11 to Academic Level 12)

Assessment Year : _____

PART-A: CONTENT INDEX

Sl. No.	Particulars/Description	Page No.	Remarks

PART-B: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. ACADEMIC LEVEL applied for :
2. Subject Area :
3. Name (In BLOCK letters) :
4. Designation :
5. Place of Posting :
6. Department :
7. Category (SC/ST/OBC/PWD/General) :
8. Gender :
9. Date of entry into service in SCERT :
10. Date of present Level/Designation with Academic Level (enclose copy of order) :
11. Date of posting in present place of posting :
12. Date of eligibility for promotion :
13. Last rejection in the current AGP/Academic Level, if any :
14. Date of Retirement :
15. Contact No. (Mobile) :
16. Email ID :
17. Academic Qualification

Examination	Name of Exam.	University	Year of Passing	% of marks obtained	Division/ Class/ Grade	Main Subject(s)
Graduation						
B. Ed.						
Post-Graduation						
M. Ed./ MA (Edu.)						
NET						
M. Phil.						
Ph.D./D. Phil.						
D. Sc./D. Litt.						
Other Examinations, if any						

18. Field of Specialization under the Subject/Discipline:

19. Any other relevant information   :

20. Period of Absence/Leave etc. during the assessment period:

Nature of Leave	Period		Remarks
	From	To	

PART-C: ACADEMIC PERFORMANCE ASSESSMENT

1. Details of Refresher Courses/ Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programme / Faculty Development Programme:

S. No.	Details of the Course/ Workshop/ Programme	Organizing/ Sponsoring Agency	Mode	Period		Duration	Remarks
				From	To		

2. MOOCs completed with e-certification:

S. No.	Details of MOOC	Subject	Certification providing agency	Date of Certification	Level	E-certification No.

2.2 Development of e-content/MOOC in 4-quadrants:

S. No.	Details of e-content/MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring Agency	Year	Level

2.3 Conduct of MOOCs:

S. No.	Details of MOOC	Subject	Sponsoring Agency	Level	E-certification No.

3. Research Papers/Publications in peer-reviewed or UGC list of Journals:

S. No.	Title of the Paper	Journal Name	Year/ Vol. No./ Page No.	ISSN No./ ESSN No.	No. of Co-Authors	Whether 1st author/ Corresponding Author	Impact Factor, if any	Whether Journal listed in UGC Care List/ Web of Science/ SCOPUS or not	Whether Journal is peer-reviewed/ listed in rejected list/ old list UGC S. No./ SCERT Delhi Journal

4. Please give details of any other credentials, significant contributions, awards received, responsibilities etc. (not mentioned earlier)

a. _____

b. _____

c. _____

d. _____

5. Membership/Fellowship of Learned bodies/Societies:

6. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

7. Future Plans (in approximately 150 words):

Declaration: I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Place:
Date: Signature of the faculty with designation

(Certificate from the Head of the Institution/Department)

I certify that the information provided in this application form along with all enclosures submitted by the _____ have been verified from the record maintained in SCERT/DIET and found correct in all respects. He/ She is also found eligible for promotion under CAS and his/her application is forwarded for further assessment/evaluation by the Screening-cum-Evaluation Committee or Selection Committee, as the case may be. It is also certified that there is no vigilance case pending/contemplated against him/her as on date.

Place:
Date: Signature of the Head of the Institution/Department

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
(An Autonomous Organization of Education Department, GNCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI – 110024

Application for Promotion under CAS

TOTAL ASSESSMENT PERIOD : From: _____ **To:** _____
(Applicable for Academic Level 12 to Academic Level 13 A)
(Applicable for Academic Level 13 A to Academic Level 14)

Assessment Year : _____

PART-A: CONTENT INDEX

Sl. No.	Particulars/Description	Page No.	Remarks

PART-B: GENERAL INFORMATION AND ACADEMIC BACKGROUND

21. **ACADEMIC LEVEL** applied for   :

22. Subject Area   :

23. Name (In BLOCK letters)   :

24. Designation   :

25. Place of Posting   :

26. Department   :

27. Category (SC/ST/OBC/PWD/General)   :

28. Gender   :

29. Date of entry into service in SCERT   :

30. Date of present Level/Designation with   :
    Academic Level (enclose copy of order)

31. Date of posting in present place of posting   :

32. Date of eligibility for promotion   :

33. Last rejection in the current AGP/Academic   :
    Level, if any

34. Date of Retirement   :

35. Contact No. (Mobile)   :

36. Email ID   :

37. Academic Qualification

Examination	Name of Exam.	University	Year of Passing	% of marks obtained	Division/ Class/ Grade	Main Subject(s)
Graduation						
B. Ed.						
Post-Graduation						
M. Ed./ MA (Edu.)						
NET						
M. Phil.						
Ph.D./D. Phil.						
D. Sc./D. Litt.						
Other Examinations, if any						

38. Field of Specialization under the Subject/Discipline:

39. Any other relevant information :

40. Period of Absence/Leave etc. during the assessment period:

Nature of Leave	Period		Remarks
	From	To	

PART-C: ACADEMIC PERFORMANCE ASSESSMENT

1. Details of Refresher Courses/ Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programme / Faculty Development Programme:

S. No.	Details of the Course/ Workshop/ Programme	Organizing/ Sponsoring Agency	Mode	Period		Duration	Remarks
				From	To		

2. MOOCs completed with e-certification:

S. No.	Details of MOOC	Subject	Certification providing agency	Date of Certification	Level	E-certification No.

2.2 Development of e-content/MOOC in 4-quadrants:

S. No.	Details of e-content/MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring Agency	Year	Level

2.3 Conduct of MOOCs:

S. No.	Details of MOOC	Subject	Sponsoring Agency	Level	E-certification No.

3. Evidence of actively involved in guiding Ph. D. Students:

S. No.	Registered (Ph. D.)	Thesis/Dissertation submitted	Year	Degree Awarded

4. Research Papers in Peer-Reviewed or UGC Listed Journals:

S. No.	Title of the Paper	Journal Name	Year, Volume & Page No.	ISSN No. / ESSN No.	No of Co-Authors	Whether First Author / Corresponding Author	Impact Factor, If Any	Journal listed in UGC CARE List / Web of Science/ Scopus or not?	Whether Journal is peer reviewed / listed in rejected list/ old list or Peer Reviewed UGC S. No.

5. Publications other than Research Paper:

5(a) (i) BOOK AUTHORED:

S. No.	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN No.	No. of co-authors	Whether you are the Main author

5(a) (ii) CHAPTERS PUBLISHED IN BOOKS / EDITED BOOKS:

S. No.	Title of the Chapter/ Paper	Title of Book / Edited Book	Page No. of your Chapter / Paper & Year	Name of the Publisher	Whether National/ International Publisher	ISBN No.	Whether you are the Main author

5(a) (iii) EDITOR OF BOOK:

S. No.	Title with Page No. and date of Publication	Page Nos. and Year of publication	Name of the Publisher	Whether National/ International Publisher	ISBN No.	Whether you are the Main Editor / Co-Editor

5(b) (i) TRANSLATION WORKS OF CHAPTER OR RESEARCH PAPER:
(In Indian and Foreign Languages by qualified faculties)

No.	Title with Page No. and date of publication	Type(s) of Translation Indian/Foreign Languages	Publisher & ISSN/ISBN No.	Chapter/ Research Paper	No. of co-translators	Whether you are the main Translator?

5(b) (ii) TRANSLATION WORKS OF BOOK IN INDIAN AND FOREIGN LANGUAGES:
(By qualified faculties)

S. No.	Title with Page No. and date of publication	Type(s) of Translation Indian/Foreign Languages	Publisher & ISSN/ISBN No.	Book	No. of co-translators	Whether you are the main Translator?

6. ICT-RELATED WORK

6 (a) Creation of ICT mediated Teaching-Learning pedagogy and content and development of new and innovative Courses and Curricula: Development of Innovative pedagogy

S. No.	Title of Development of Innovative Pedagogy	Short Description/ Contribution	Type of Pedagogy/ Modules/E-Content	No. of Quadrants	Organisation for which it was developed	Year	Level- School/ UG/PG/ Etc.	Uploaded Link

6 (b)   DESIGN OF NEW CURRICULA AND COURSES:

No.	Title of curricula and course	Subject	Level UG/PG	No. of Units/ course	Approval of competent authority (If any)	Link, If any

6 (c)   MOOCs:

S. No.	MOOCs (Development of complete MOOCs, MOOCs module/lecture, Content writer/subject matter expert, Course Coordinator for MOOCs	Short Description/ Contribution	Level of contribution (Content writer/ subject matter expert)	No. of Quadrants	No. of Module/ lecture	Link, If any

6 (d)   E-Content:

S. No.	Title of E-content	Level of contribution UG/PG	No. of Quadrants	Level of contribution (Editor of e-content for complete course/paper/e-book)	No. of Module	Link, If any

7. RESEARCH RELATED WORK

7 (a) RESEARCH GUIDANCE:

S. No.	Degree	Name of the Student	Topic	University	Thesis Submitted (With date)	Degree awarded (With date)
1	*M. Phil./ *P. G dissertation					
2	Ph. D.					

Or Research Projects completed in lieu of having guided Ph. D. Candidate(s)

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Date of Completion	Grant/ Amount Mobilized (Rs. in Lakhs)	Whether you are the PI/ Co-PI/ Consultant	Report Published or Not, ISBN No.

7 (b) COMPLETED RESEARCH PROJECTS:

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Date of Completion	Grant/ Amount Mobilized (Rs. in Lakhs)	Whether you are the PI/ Co-PI/ Consultant	Report Published or Not, ISBN No.

7 (c)   ONGOING RESEARCH PROJECTS:

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Expected Date of Completion	Grant/Amount Mobilized (Rs. In Lakhs)	Whether you are the PI/ Co-PI/ Consultant

7 (d)   ONGOING AND COMPLETED CONSULTANCY PROJECTS:

S. No.	Title of Research Project	Funding Agency	Date of Sanction	Expected Date/ Date of Completion	Grant/ Amount Mobilized (Rs. In Lakhs)	Whether you are the PI/ Co-PI/ Consultant	Report Published or Not, ISBN No.

8.   PATENT /POLICY/AWARD/ FELLOWSHIP:

8 (a)   PATENT:

S. No.	Title	National / International	Date of Filing	Status: Published/ Granted as on date	Patent file No.

8 (b)   POLICY DOCUMENTS:

S. No.	Title	Funding Agency	Date of Submission/ approval	*Policy documents prepared for international bodies like IMF/UNO/UNESCO/World Bank etc. Central/State Govt. Bodies (name of the bodies)	International/ National/ State

8 (c) AWARDS/ FELLOWSHIPS:

S. No.	Title of the Fellowships/Awards	Date of award	Awarding Agency	Whether level International/ National

9. RESOURCE PERSON & PAPER PRESENTATION

9 (a) INVITED LECTURES/ RESOURCE PERSON / PAPER PRESENTATION IN SEMINAR / CONFERENCES

S. No.	Title of the Invited Lecture delivered / Paper Presented / Academic Session	Details of Conference / Seminar / FDP and Organising Institution	Category / Type of Event / Whether International (Abroad)/ International (within country)/ National/State	Date of Presentation (YY-MM-DD)	Duration (In mins.)	Venue / Mode

9 (b) PAPER PRESENTATION IN SEMINARS / CONFERENCES AND FULL PAPER PUBLISHED IN CONFERENCE PROCEEDINGS:

S. No.	Title of the Paper	Name of Conference / Programme / Event / Proceeding Documents	Venue & Mode	Date, Month, Year, Page no.	ISBN / ESBN / ISSN / ESSN No.	Whether International (Abroad)/ International (within country)/ National/State

10. Please give details of any other credentials, significant contributions, awards received, responsibilities etc. (not mentioned earlier)

    a. _____

    b. _____

    c. _____

    d. _____

11. Membership/Fellowship of Learned bodies/Societies:

12. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

13. Future Plans (in approximately 150 words):

Declaration: I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Place:
Date:
                                       Signature of the faculty with designation

(Certificate from the Head of the Institution/Department)

I certify that the information provided in this application form along with all enclosures submitted by the _____ have been verified from the record maintained in SCERT/DIET and found correct in all respects. He/ She is also found eligible for promotion under CAS and his/her application is forwarded for further assessment/evaluation by the Screening-cum-Evaluation Committee or Selection Committee, as the case may be. It is also certified that there is no vigilance case pending/contemplated against him/her as on date.

Place:

Date: **Signature of the Head of the Institution/Department**