



# MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI  
VASUNDHARA ENCLAVE DELHI-110096

Date: 07.10.2021

## **NOTICE**

### **CAS-2018**

The University of Delhi has notified Career Advancement Scheme (CAS-2018) for promotions of teachers vide Notification No. Estab-IV/017/2018-2020/9 dated 27.08.2020. Interested faculty members fulfilling the eligibility criteria as prescribed in the said regulations are required to submit the prescribed performa along with all the supporting documents to the undersigned latest by **22<sup>nd</sup> October, 2021**. The guidelines issued by University of Delhi are also available at the following link: -

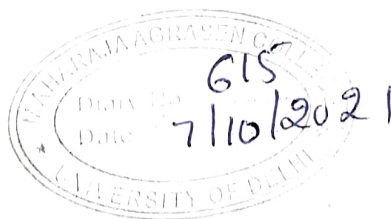
[http://www.du.ac.in/du/uploads/27082020\\_CAS-colour.pdf](http://www.du.ac.in/du/uploads/27082020_CAS-colour.pdf)

Further all interested faculty members are required to ensure that the application form is submitted after completing various formalities as mentioned in the attached instructions.

*Sanjeev*  
7/10/2021

**Prof. Sanjeev Kumar Tiwari**  
**Principal (Offtg)**

Enclosure: as above



### **Copy to: -**

1. Mr. Nishant- to email faculty members
2. Mr. Vinay, System & Network Admin – for college website



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University of Delhi

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## **INSTRUCTIONS TO THE APPLICANTS TO SUBMIT APPLICATIONS FOR PROMOTION UNDER CAS 2018**

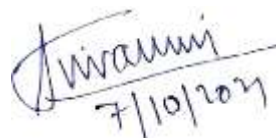
This document only provides indicative procedural requirements and is required to be read in conjunction with the CAS 2018 rules and SOP issued by the University of Delhi and UGC.

- Candidates should submit duly filled APAR forms for each year in the assessment period.
- Candidates should submit duly filled PBAS form for the assessment period.
- It should be noted that there are two different formats of APAR and PBAS forms
  - (i) First format to be filled by Assistant Professor (Stage I & II)
  - (ii) Second format for Assistant Professor Stage III and above.
- Candidates must attach copy of proof for all the information filled in APAR and PBAS forms. It shall be the responsibility of the applicant to provide proof/ evidence for the entries made in APAR and PBAS forms.
- The information provided in different sections of APAR and PBAS forms should be strictly in chronological order.
- All pages in APAR and PBAS forms along with annexures should be duly numbered on top right-hand corner of the pages.
- The page number of the proof should be clearly mentioned in the relevant sections of APAR and PBAS forms.
- All pages in APAR and PBAS forms along with annexures should be self-attested.
- The soft copy of all research papers mentioned in section B.3 of PBAS form should be submitted in a USB pen drive for plagiarism check. The name of each file in the pen drive should start with serial number of the paper as mentioned in PBAS form.

*Divyanshu*  
7/10/2024

**Important points for submitting proof for information given in Section B.3 of PBAS form**

- For Research publications
  - i. Papers published only in research journals (referred/ peer- reviewed/ UGC- Care listed) shall be considered.
  - ii. For each research paper, following proofs should be submitted:
    - Copy of complete research paper (containing list of author(s), Journal name, ISSN number, Year, Volume number and page number)
    - Proof of referred/ peer- reviewed/ UGC- Care listed journal
    - Proof of impact factor (only Thomson Reuters)
- For Books/ Edited Books/ Chapters in edited book
  - i. Copy of cover page of book
  - ii. Copy of Pages containing the name of the author(s)/ editor(s), name and address of publisher, Year of publication, 'list of content' page and ISBN number.
  - iii. Copy of first page of chapter for 'chapter in edited book' (showing name of the chapter and author(s))

  
7/10/2024

**Prof. Sanjeev Kumar Tiwari**  
**Principal (Offg)**