दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI
स्थापना शाखा -VI
Establishment Branch -VI
कमरा नंबर -108, पुराना परीक्षा खंड, दिल्ली विश्वविद्यालय, दिल्ली-110007
Room No.108, Old Examination Block, University of Delhi, Delhi-110007

Ref. No. Estab (T)/VI/001/2026/Misc./ 2926
Delhi: the 13th November, 2026
23466

All the Deans/Director/Heads/PICs
of Faculties/Departments/Centres,
University of Delhi,
Delhi-110007.

Sir/Madam,

This has reference to the Non-Submission of the APAR Forms by the teaching faculty of the departments.

In this regard, the undersigned is directed to inform you that the UGC Regulations 2018 provides that ***"A teacher shall be promoted if he/she gets a satisfactory or good grade in the Annual Performance Assessment Reports"*** which is self-explanatory. The University vide Notification Ref. No. Estab-IV/017/2018-2020/9 dated 27/08/2020 had adopted and notified UGC Regulations 2018 to circulate among the concerned faculty members regarding submission of the Annual Performance Assessment Reports (APAR) on an annual basis in the prescribed proforma (copy enclosed).

Further, the last date for submission of the APAR in the prescribed proforma (copy enclosed) as indicated in the notification dated 27/08/2020 is 30th June falling at the end of the respective academic year. This is forwarded with a request to circulate the same amongst the faculty members for information and necessary action please.

This is issued with the approval of the Competent Authority.

Yours faithfully,

13/11/26
Assistant Registrar (Estab.-T)

Encl: A/a

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II,Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

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

ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM. M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:

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

iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes 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 the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports 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 Appendix II,Table 1), and;

ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

i) Assistant Professors who has 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 Programmes / 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 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

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 prescribed in Appendix II, Table 1) and;

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

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

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

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

3) 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 development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II,Table 1, and has a research score of at least 70 as per Appendix II,Table 2.

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

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

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

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

3) 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.

4) Evidence of having successfully guided doctoral candidate.

5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II,Table 1, and at least 110 research score, as per Appendix II,Table 2.

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

दिल्ली विश्वविद्यालय

University of Delhi

Ref. No. : Estab-IV/017/2018-2020/9 Date: 27.08.2020

NOTIFICATION

Subject: Promotion of teachers under Career Advancement Scheme (CAS-2018).

Following are notified herewith for the information of all the concerned:

- Detailed guidelines for promotion of teachers in the University and its Colleges under CAS 2018 as per UGC Regulations 2018 and adopted by University accordingly. (The Annexures and Tables referred in these guidelines are as per the Notification No. CNC-II/093/1(12)/2019-20/251dated 03.10.2019 relating to adoption of UGC Regulations 2018).
- APAR proforma for Assistant Professors (Stage I and Stage II) to be filled annually by the concerned applicant.
- PBAS proforma for Assistant Professors (Stage I and Stage II) to be filled for promotion by the concerned applicant for promotion to Assistant Professor (Stage II and Stage III).
- APAR proforma for Others (Assistant Professor - Stage III and above) to be filled annually by the concerned applicant.
- PBAS proforma for Others (Assistant Professor - Stage III and above) to be filled for promotion by the concerned applicant for promotion to Associate Professor and above.
- Option Proforma to be filled by consideration under CAS 2010 or CAS 2018 in accordance with UGC Regulations 2018.

(The above mentioned proformas and documents are annexed.)

Important Note:

1. The UGC Regulations 2018 prescribe counting of Ad hoc or Temporary or Contractual service (by whatever nomenclature it may be called) and therefore, experience on account of ad hoc, temporary, contractual services of the concerned applicant shall also be required to be accounted for the purpose of direct recruitment and promotions in addition to the regular service of the applicant, subject to the provisions of Clause 10.0(f) of the UGC Regulations 2018.

2. The cases where ad hoc services or any other service other than the regular service has been counted for promotions, that have already been made operational, shall not be reopened.

27/8/2020

3. For the cases of promotions, which have been made operational, without inclusion of ad hoc services of the applicant, the concerned applicant shall be required to apply under the CAS 2018 Scheme for assessment, if the candidate wishes to get the concerned service accounted for. On assessment by a duly constituted Screening Committee, if the applicant is found to be eligible as per the provisions of CAS 2018 for the date of eligibility arrived at after counting of ad hoc/temporary/contractual service, the date of eligibility would accordingly be shifted after administrative approval.

4. With respect to the pending cases, the applicant will have the option to be considered under CAS 2010 or CAS 2018 in terms of relevant provisions of UGC Regulations 2018. The option proforma has already been notified.

   The applicants opting for assessment under CAS 2010 shall be assessed as per criteria laid out in the UGC Regulations 2018 as adopted by the University, on the basis of proforma already notified. No new proforma is being notified.

This issues with the approval of competent authority.

DEPUTY REGISTRAR
(RECRUITMENT)

Copy to:

1. Joint Registrar (Colleges) for circulation to the colleges for compliance.
2. Deputy 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)

as notified and in the column for APAR gradings, the remarks "Not Applicable" may be indicated.

The proforma for promotion under CAS 2018 and related issues have been notified vide university notification nos. Estab-IV/017/2018-2020/09 dated 27.08.2020 and Estab-IV/017/2018-2020/09 dated 21.09.2020.

iii. As per the notification dated 27.08.2020, there is requirement for filling up of APAR proforma on an annual basis by the teachers. Accordingly, the respective administrative branches dealing with the service matters of the teachers may make provision for the same. The last date for submission of the APAR as indicated in the notification dated 27.08.2020 is 30th June falling at the end of the respective academic year.

iv. The Counting of past service for different schemes shall be done as prescribed in the UGC Regulations for the respective schemes.

Further, for promotion under CAS 2010 and CAS 2018, the service rendered in the respective grade/pay scale shall be considered for the respective promotion. For instance, service in the AGP of Rs 7000/- or in Academic Level 11 shall be considered for promotion to the next stage and so on and so forth.

The provisions for counting of past service in the UGC Regulations 2018, unlike the preceding UGC Regulations issued in this respect, make provision for counting of service of less than 01 year and that such temporary/adhoc/contractual service may be referred by any other nomenclature. Accordingly, vide notification dated 27.08.2020 and 21.09.2020, the University has notified the mechanism for counting of past service, temporary or adhoc or contractual or post-doctoral in nature, under the CAS 2018.

v. The provisions in CAS 2018 make it mandatory for the teachers to fill APAR on an annual basis for each year, which would be collated at the time of relevant promotion.

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 gradings 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, 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 gradings, 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 gradings for the purpose of promotion, in accordance with the

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:

13. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

14. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
D.Sc/D.Lit.				

15. Courses taught at various levels during the academic year (Name the course giving details):

(a) Undergraduate:

(b) Postgraduate:

16. Field of Specialization under the Subject/Discipline:

17. Details of Course/Programmes/Workshop/MOOCs attended or completed.

17.1 Details of refresher/orientation course/research methodology/workshop/syllabus up-gradation/ teaching –learning-evaluation/technology programmes/Faculty Development Programme

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2 MOOCs completed with e-certification

S.No.	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification no.

17.3 Contribution towards development of e-content/MOOCs in 4- quadrants

S.No.	Details of E-contents/ MOOCs in 4-quadrants	Quadrants developed	No. of Modules	Course	Sponsoring agency	Year	Level (UG/PG/Other)

17.4 Contribution towards conduct of MOOCs

S.No.	Details of MOOC	Subject	Sponsoring agency	Level (UG/PG/Other)	E-certification no.

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to "Detailed Guidelines" for completing Part B)

SECTION B.1:
TEACHING, LEARNING, EVALUATION RELATED ACTIVITIES

1. Teaching Activity (Details of Lectures, Tutorials, Practicals, and other teaching related activities)

Grading Criteria:

1. 80% & above – Good
2. Below 80% but 70% & above – Satisfactory
3. Less than 70% - Not Satisfactory

S. No.	Year/ Semester	Course/ paper	Level (PG/UG)	Teaching Mode	Lectures/ Tutorials/Practicals/ Other related activities		% of Assigned Classes Taught
					Classes Assigned	Classes Taught	
Grading							

SECTION B.2
ADMINISTRATIVE SUPPORT, PARTICIPATION IN STUDENT'S CO-CURRICULAR AND EXTRA- CURRICULAR ACTIVITIES, PERSONAL DEVELOPMENT RELATED TO TEACHING AND RESEARCH ACTIVITIES.

2. Student related activities/ Research Activities

Grading criteria:

Good - Involved in at least 3 activities
Satisfactory - 1-2 activities
Not-satisfactory - Not involved / undertaken any of the activities

(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/coordinator, Warden etc.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

S.No.	Nature of Activity	Designation	Institution/Department	Period	
				From	To

(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, NCC, NSS and community services.

S.No.	Nature of Activity	Level (UG/PG)	Institution/Department	Period	
				From	To

(d) Organising seminars/ conferences/workshops, other college/university activities.

S.No.	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

(e) Evidence of actively involved in guiding Ph.D students.

Level of Guidance	Registered	Thesis/ Dissertation Submitted	Degree Awarded
Ph.D.			

(f) Conducting minor or major research project sponsored by national or international agencies.

S.No.	Title	Period		Major/Minor	Sponsoring/ Funding Agency
		From	To		

(g) At least one single or joint publication in peer- reviewed or UGC list of Journals.

S. No.	Title of the Paper	Journal Name	Year	Vol. No.	Page No.	ISSN No.	Impact Factor	Whether SCOPUS Indexed	Authorship	Reference number of UGC - CARE List

Note:
Impact factor to be determined as per Thomson Reuters list
The Authorship is to be filled as follows:

- One of Two Authors
- For more than two Authors:
  - First/Principal/Corresponding Author
  - Joint Author

OVERALL GRADING FOR B.2

No. of Activities covered*	
Overall grading	

*Note:
Number of activities can be within or across the broad categories of activities.

(Please attach supporting documents as per requirement)

SUMMARY OF GRADING FOR THE ACADEMIC YEAR

S.No.	Activity	Section	Gradation (To be given/verified by HoD)
1.	Teaching Activity	B.1	
2.	Student Related /Research Activity	B.2	

Overall Grading for the Academic Year for the Section B.1 and B.2* _____

*Note: Overall Grading for the Academic Year is to be defined as follows:

Good: Good in teaching and satisfactory or good in activity in Section B.2. Or
Satisfactory: Satisfactory in teaching and good or satisfactory in activity in Section B.2.
Not Satisfactory: If neither good nor satisfactory in overall grading

PART-C: OTHER RELEVANT INFORMATION

(a) Membership/Fellowship of Learned bodies / Societies:

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

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

(d) Future Plans (In approximately 150 words):

LIST OF ENCLOSURES: (*Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary*)

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19
10.	20

PART D - DECLARATION

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded 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.

Date:

Place:

Signature & Designation of the Applicant

Certified that..... has been working as .....in this Department since .....

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

Head of the Department/Centre