

DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi-110042

PROFORMA FOR PROMOTION OF FACULTY MEMBERS AS PER AICTE REGULATIONS, 2019

Application form for promotion of teachers in Delhi Technological University, erstwhile Delhi College of Engineering, Delhi as per AICTE Regulations, 2019 as specified in AICTE gazette notification Regd. No. D.L./33004/99 dt. 1st March 2019

For promotion as: Assistant Professor Stage 1 (Level -10) to Assistant Professor Stage 2 (Level-11)

Assistant Professor Stage 2 (Level-11) to Assistant Professor Stage 3 (Level-12)

Assistant Professor Stage 3 (Level-12) to Associate Professor Stage 4 (Level-13A1)

Associate Professor Stage 4 (Level -13A1) to Professor Stage 5 (Level-14)

PART - A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

Application for promotion from Stage _____ to Stage _____

Period of Assessment for the purpose of promotion: _____

Department: _____

1. Name (in Block Letters) : _____
2. Father's Name (in Block Letters) : _____
3. Mother's Name (in Block Letters) : _____
4. Spouse's Name (in Block Letters) : _____
5. Date of Birth : _____
6. Current Designation & Grade Pay : _____
7. Date of Last Promotion : _____
(Position and Stage)
8. Date of eligibility for promotion : _____
9. Category (SC/ST/OBC/General) : _____

10. Address for correspondence (with Pin Code) : _____
11. Permanent Address (with Pin Code) : _____
12. Telephone Number : R _____ M _____
13. E-Mail : _____
14. Academic Qualifications :

Degree	University / Institute	Year of Passing	Discipline/Specialization	Percentage of marks/CGPA
Graduate Degree (UG)				
Post Graduate Degree (PG)				
Ph.D.				
Other Exams (if any)				

15. Record of academic service prior to joining DTU/DCE

Institution	Designation	Nature of appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of Duties	Pay-Scale / Pay band and AGP	Date of Joining	Date of Leaving	Remarks

16. Record of service in DTU/DCE From Date of joining as permanent faculty

Stage	Designation	Pay band and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Stage I						
Stage II						
Stage III						
Stage IV						
Stage V						
Please clearly specify the period of Leave Without Pay (LWP)						

17. Teaching Experience: P.G. Classes (in Years) : _____
 U.G. Classes (in Years) : _____

18. Research Experience

- i. Total Number of years : _____
- ii. Years spent in M. Phil. / Ph.D. : _____
- iii. Years of Guiding Ph.D. / M. Phil. : _____
- iv. Total No. of papers Published in
- i. International Journals
- ii. National Journals
- iii. Conference Proceedings
 (Not Abstract but Full length paper)

- v. Total No. of Conferences/Seminar/Workshop Attended
- i. International
 - ii. National
 - iii. State Level

19. Awards /Prizes/ Honour's / Recognitions :

20. Fields of Specialization under the Subject/Discipline

a)

b)

21. FDP/Orientation/Refresher Course/Summer School / Winter School/Workshops attended:

(Use separate sheet as enclosures if needed)

Sr. No	Name of Course/Summer/Winter School	Place	Duration	Sponsoring Agency
01				
02				
03				
04				

22. Industrial Training details

Sr. No	Name of Industry	Place	Duration	Sponsoring Agency
01				
02				
03				
04				

23. List of Publications :

S. No.	Title	Name of the Journal, No., Year	Vol.	ISSN/ ISBN Number
01				
02				
03				
04				
05				
06				

Note:

- i. You may use separate sheet, if required.
- ii. Attach the copies of the papers for evaluation for assessment period

24. Details of Eight online modules of MOOCs in SWAYAM.

25. Your contribution in the Department and Institute/University:

26. Any other relevant information:

Date _____
Place _____

Signature of the Candidate
Designation

PART B

CALCULATION OF 360° FEEDBACK SCORE

(Please refer sample pages enclosed with detailed instructions/guidelines before filling this Proforma)

Calculation of Credit Points

Name: _____

Assessment for Academic Year: _____

A. Teaching Process (Max Points 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Supporting Document index No.
1						
2						
Average weightage out of 25 points						

B. Students' feedback (Max Points 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Supporting Document index No.
1				
2				
Average weightage out of 25 points				

C. Departmental Activities (Max Points 20)

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document index No.
1					
2					
Total					

D. Institute Activities (Max Points 10)

S.No.	Semester	Activity	Credit Point	Criteria	Supporting Document index No.
1					
2					

E. ACR maintained at institute level (Maximum Points 10)

S.No.	Year	Activity	Credit Point	Criteria	Supporting Document index No.
1					
2					
Average					

F. Contribution to Society (Maximum Points 10)

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document index No.
1					
2					

Summary

Summary	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Total
	1	2	3	4	5	
A. Teaching Process (Max Points 25)						
B. Students' feedback (Max Points 25)						
C. Departmental Activities (Max Points 20)						
D. Institute Activities (Max Points 10)						
E. ACR maintained at institute level(Max Points 10)						
F. Contribution to Society (Max. Points 10)						
Total						
Grand total						
Grand total Converted to a 10 point scale						

Summary format for training and research publication requirement

(A) Training Courses, Faculty development Programmes (not less than one week duration)/ MOOCs (not less than eight weeks duration MOOCs with E-Certification by NPTEL-AICTE) attended.

S.No.	Programme	Organized by	Duration	Enclosure index no.

(B) Industrial Training / Professional Training (minimum two week duration) attended.

S.No.	Programme	Organized by	Duration	Enclosure index no.

(C) List of research publications in SCI journals / UGC / AICTE approved journals

S.N.	Title	Journal with Vol. Year & Page No.	ISSN/ ISBN No.
1			
2			
3			
4			

(D) Ph.D. Guidance

S.No.	Number Enrolled	Thesis Submitted with month and year	Degree Awarded with month and year

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

S.N.	Details of Enclosure
1	
2	
3.	

Declaration

I certify that the information provided is correct as per record available with the University and/or documents enclosed along with the duly filled Performa.

Certified that all the information, facts and documents submitted with this application are true and correct and if found incorrect/false, my candidature for the same may be cancelled and the decision of the University shall be final and binding.

Date _____
Place _____

Signature of the Candidate
Designation

Signature of Head of Department

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SUMMARY OF 360° FEEDBACK SCORE

(To be filled by the candidate)

1. Name of the Applicant : _____
2. Department : _____
3. Stage applied for : _____
4. Date of Appointment & Post : _____
5. Date of Last Promotion & Post : _____
6. Assessment Period : _____
7. Date of Eligibility : _____
8. Do you fulfill the minimum Training (Including mandatory teacher training) and Research Publications requirements?
: _____

9. 360° feedback Score details during assessment period (as applicable) :

Summary	Academic Year	Academic Year	Academic Year	Academic Year	Academic Year	Total
	1	2	3	4	5	
A. Teaching Process (Max Points 25)						
B. Students' feedback (Max Points 25)						
C. Departmental Activities (Max Points 20)						
D. Institute Activities (Max Points 10)						
E. ACR maintained at institute level(Max Points 10)						
F. Contribution to Society (Max. Points 10)						
Total						
Grand total						
Grand total Converted to a 10 point scale						

10. Minimum 360° feedback Score requirement : _____
11. Eligibility on the basis of the 360° feedback Score : _____

Signature of the Candidate & date
(with comments if any)