DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi-110042

Eligibility, Guidelines for Filling up the
Application Form for promotion of faculty members as per AICTE Regulations, 2019
In
Engineering and Management

Every teacher promoted to any position here onwards with effect from publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWYAM as per the AICTE teacher training policy preferably within first year of service. The requirement of completing these modules as envisioned in this gazette is applicable to all incumbent teachers also while applying for promotion/ selection to next higher cadre only once in the career.

Sr. No.	Promotion of teachers	Training Requirement	Requirements related to experience, publications and 360º feedback
1.	Assistant Professor(Senior Scale)/equivalent cadres from Stage 1 to Stage 2	**Completion of following training requirements at the level of Assistant Professor:** (i) Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio. **OR** (i) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE **OR** (i) Completed two such eight weeks' duration MOOCS courses with E-Certification by NPTEL-AICTE. **AND** (ii) Completed minimum two weeks of relevant Industrial Training / Professional Training.	**To have acquired in the cadre of Assistant Professor** **Set 1** (i) Experience in (years)- 4, (ii) Research publications in SCI journals /UGC/AICTE approved list of journals-2 (iii) Avg. 360º feedback score (out of 10) - 8 to 10 <center>**OR**</center> **Set 2** (i) Experience in (years)- 5, (ii) Research publications in SCI journals /UGC/AICTE approved list of journals-1 (iii) Avg. 360º feedback score (out of 10) - 8 to 10 <center>**OR**</center> **Set 3** (i) Experience in (years)- 5, (ii) Research publications in SCI journals /UGC/AICTE approved list of journals-2 (iii) Avg. 360º feedback score (out of 10) - 5 to < 8 <center>**AND**</center>**Recommendation of the selection committee constituted in accordance with AICTE regulation 2019**

| 2. | Assistant Professor(Selection Grade)/equivalent cadres from Stage 2 to Stage 3 | **Completion of following training requirements at the level of Assistant Professor (Senior Scale):**

(i) Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE /UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.
OR
(i) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE
OR
(i) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND
(ii)Completed minimum two weeks of relevant Industrial Training / Professional Training | **To have acquired in the cadre of Assistant Professor (Senior Scale)**

Set 1

(i) Experience in (years)- 4,
(ii) Research publications in SCI journals /UGC/AICTE approved list of journals-1
(iii) Avg. 360 feedback score (out of 10) - 8 to 10

OR
Set 2

(i) Experience in (years)- 4,
(ii) Research publications in SCI journals /UGC/AICTE approved list of journals-2
(iii) Avg. 360 feedback score (out of 10) - 5 to < 8
AND
Recommendation of the selection committee constituted in accordance with AICTE regulation 2019 |
| 3. | Associate Professor (Stage 3 to Stage 4) | **1. Completion of following training requirements at the level of Assistant Professor (Selection Grade):**
(i) Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other Institute of National Importance / Design Studio.
OR
(i) One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR
(i) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE. | **To have acquired in the cadre of Assistant Professor (Senior Scale)**

Set 1

(i) Experience in (years)- 3,
(ii) Research publications in SCI journals /UGC/AICTE approved list of journals-1
(iii) Avg. 360 feedback score (out of 10) - 8 to 10

OR
Set 2

(i) Experience in (years)- 3,
(ii) Research publications in SCI journals /UGC/AICTE approved list of journals-2
(iii) Avg. 360 feedback score (out of 10) - 5 to < 8

AND

Recommendation of the selection committee constituted in accordance with AICTE regulation 2019 |

		AND (ii) Completed minimum two weeks of relevant Industrial Training / Professional Training. **2. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.**	

4.	Associate Professor (Stage 4) to Professor /equivalent cadres (stage 5)	**Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.**	Should have satisfied any one of the below mentioned sets:
			
			Set 1
			
			1. To have acquired in the cadre of Associate Professor:
			
			  (i) Experience in (years)- 3,
			
			  (ii) Research publications in SCI journals /UGC/AICTE approved list of journals-6
			
			  (iii) Avg. 360 feedback score (out of 10) - 8 to 10
			
			2.Total Experience in (years) :15
			3. Ph.D. guided -1
			 OR **Set 2**
			
			1. To have acquired in the cadre of Associate Professor:
			
			  (i) Experience in (years)- 3,
			
			  (ii) Research publications in SCI journals /UGC/AICTE approved list of journals-6
			
			  (iii) Avg. 360 feedback score (out of 10) - 5 to < 8
			
			2.Total Experience in (years) :15
			3. Ph.D guided -1
			 OR **Set 3**
			
			1. To have acquired in the cadre of Associate Professor:
			
			  (i) Experience in (years)- 3,
			
			  (ii) Research publications in SCI journals /UGC/AICTE approved list of journals-4
			
			  (iii) Avg. 360 feedback score (out of 10) - 8 to 10
			
			2.Total Experience in (years) :16
			3. Ph.D. guided – Nil
			 AND **Recommendation of the selection committee constituted in accordance with AICTE regulation 2019**

Instructions for Filling up Part B of the Performa

CALCULATION OF 360° FEEDBACK SCORE
(Sample Calculations)

Calculation of Credit Points

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his/her score on a 10 point scale.

Name _____

Assessment for Academic Year: 2018-19

A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes (S)	No. of actually held classes (H)	Points earned (H/S)*25	*Supporting Document index No.
1	Odd/ 2018-19	EC 205/ Signals & Systems	42	39	23.21	1. Attendance record Annexure A Page No… 2. Copy of Time Table- Annexure A Page. No.
2	Odd/ 2018-19	EC 301/ Digital Communication	39	38		1. Attendance record Annexure A Page No… 2. Copy of Time Table- Annexure A Page. No.
3	Even/ 2018-19	EC404/ Wireless Communication	41	39		1. Attendance record Annexure A Page No… 2. Copy of Time Table- Annexure A Page. No.
4	Even / 2018-19	EC 304/ Digital Signal processing	42	41		1. Attendance record Annexure A Page No… 2. Copy of Time Table- Annexure A Page. No.
		Total	**164**	**157**	**23.93**	

* Note: Required Documents are: 1. Attendance register or ERP Record for Classes Scheduled and held 2. Copy of Time Table

B.   Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	*Supporting Document index No.
1.	Odd/ 2018-19	EC 205/ Signals & Systems	22.3	Annexure B Page No…
2.	Odd/ 2018-19	EC 301/ Digital Communication	21.8	Annexure B Page No…
3.	Even/ 2018-19	EC404/ Wireless Communication	19.6	Annexure B Page No…

S. No.	Semester	Activity	Credit Point	Criteria	*Supporting Document index No.
4.	Even / 2018-19	EC 304/ Digital Signal processing	22.8		Annexure B Page No…
	Average weightage out of 25 points		**21.63**		

* Note: Required Document is : Feedback record obtained from ERP for all Courses taught in the period of evaluation

C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	*Supporting Document index No.
1	Odd/ 2018-19	Lab I/C	3	3 Point/ semester	Annexure C Page No…
2	Odd/ 2018-19	Consultancy	3	3 Point/ semester	Annexure C Page No…
3	Odd/ 2018-19	Timetable I/C or member of time table committee	3	3 Point/ semester	Annexure C Page No…
4	Odd/ 2018-19	NBA/NAAC/ISO work	3	3 Point/activity	Annexure C Page No…
5	Even/ 2018-19	Organizing and conduction of workshop/ expert lectures/training for students	3	3 Point/activity	Annexure C Page No…
6	Even / 2018-19	Instructional Co-curricular activities for students such as field studies/ Educational tours/industrial training	3	3 Point/activity	Annexure C Page No…
7	Even/ 2018-19	Participation in committees concerned with any aspect of departmental management such as admission committee, library, member of BOS, SRC, DRC, technical committee member outside DTU, Departmental magazine/ newsletter/ pamphlet/ booklet	3	3 Point/activity	Annexure C Page No…
8.		Sponsored Project	3	3 Point/project	Annexure C Page No…
		Total	21		

* Note: 1. Required Document is office order issued by the HOD/Appropriate Authority
      2. Any other relevant activity/ event assigned by HOD/ Appropriate Authority

D. Institute Activities (Max Credit 10)

S. No	Semester	Activity	Credit Point	Criteria	*Supporting Document index No.
1	Odd/ 2018-19	HoD /Dean/Director/Chief Warden/Hostel Warden/In-charge Guest House etc.	4	4 Point/semester	Page. No…. Annexure D
2	Odd/ 2018-19	Coordinator/co-coordinator/ deputy appointed by Head of Institute	2	2 Point/semester	Page. No…. Annexure D
3	Odd/ 2018-19	Organized Conference	2	2 Point/event	Page. No…. Annexure D

S.No.	Semester	Activity	Credit Point	Criteria	*Supporting Document index No.
4	Odd/ 2018-19	Organized FDP/Conference/Workshop/Training Program	2	1 point /event	Page. No…. Annexure D
5	Odd/ 2018-19	Participation in Institutional Governance responsibilities	2	2 Point/ responsibility	Page. No…. Annexure D
6	EVEN/ 2018-19	Participation in committees concerned with any aspect of institutional management/ for Students Welfare, Counseling and Discipline	2	2 Point/committee	Page. No…. Annexure D
7	Even/ 2018-19	Participation in committees concerned with any aspect of institutional management such as admission committee, Convocation, library, sports member of magazine/ newsletter/ pamphlet/ booklet published etc.	3	3 point	Annexure C Page No…
		Total			

* Note: Required Document is office order issued by the appropriate office authority

E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	**9**	**8**	**7**	**5**

S.No.	Year	Activity	Credit Point	Criteria	*Supporting Document index No.
1	2018-19	ACR	9	Excellent	
2	2019-20	ACR	8	Very Good	
3	---	ACR	9	Excellent	
4	---	ACR	10	Extraordinary	
Average			**36/4 =9**		

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	*Supporting Document index No.
1	Odd/ 2018-19	Induction Program	5		Page. No…. Annexure F
2	Odd/ 2018-19	Unnat Bharat Abhiyan, Desh ke Mentor	5		Page. No…. Annexure F
3	Odd/ 2018-19	Yoga Classes	5		Page. No…. Annexure F
4	EVEN/ 2018-19	Blood Donation	5		Page. No…. Annexure F
	EVEN/ 2018-19	Community work related to outreach activities			Page. No…. Annexure F

5	EVEN/ 2018-19	Awareness Activity for Environment protection and related activities	5		Page. No…. Annexure F
6	EVEN/ 2018-19	National Service Scheme (NSS), NCC or any other similar activity	5		Page. No…. Annexure F
7	EVEN/ 2018-19	Reviewer of SCI/SCIE/SSCI/Scopus indexed journals	5		Page. No…. Annexure F
8	EVEN/ 2018-19	Communities work such as values of national integration/flood relief/draught relief for any disaster	5		Page. No…. Annexure F
9	EVEN/ 2018-19	USIP	5		Page. No…. Annexure F
10	EVEN/ 2018-19	Election duty	5		Page. No…. Annexure F
		Total	**30**		Page. No…. Annexure F

* Note: Duly issued document by the appropriate office authority

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						

STUDENT'S FEEDBACK FORM
(To be used by Institutions)

Academic year		Name of the Faculty	
Course		**Semester**	
		Date of the feedback	

For getting filled in through student

S. No.	Description	Very Poor (1)	Poor (2)	Good (3)	Very Good (4)	Excellent (5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College / Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of: (a) Technical content/ course content (b) Communication skills (c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill (i) Practical demonstration (ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	Total					