



DELHI TECHNOLOGICAL UNIVERSITY

Formerly Delhi College of Engineering

Shahabad Daulatpur, Main Bawana Rd., Delhi - 110042

No. DTU/IQAC/2023/CAS/154/14/19

Dated: 11/08/2026

NOTIFICATION

This is in continuation of Circular No. F.1/2-980/Estt./2024/DTU/CAS/1305 dated 31.07.2026 regarding seeking applications from eligible faculty members for promotion under CAS due upto 31.07.2026.

In this regard, all the eligible faculty members are hereby informed to submit their CAS application along with check list. The copy of the check list is attached herewith. Now onwards this check list will be a part of "CAS Application Performa" for all CAS cases to be taken up in future.

This issues with the approval of the Competent Authority.

Encl. Check List


(Binod Doley)

Registrar

11/8/2026

No. DTU/IQAC/2023/CAS/154/14/19

Dated: 11/08/2026

Copy to: -

1. S.O. to V.C., for kind information to the Hon'ble Vice Chancellor.
2. PA to Registrar, for kind information to the Registrar.
3. Dean, Faculty Affairs, DTU.
4. Director, IQAC.
5. All HoD's (for wide circulation to all faculty members of their respective departments).
6. Head, Computer Centre with the request to upload the same on University website.
7. Director/HoD, USME, East Delhi Campus, DTU.
8. Guard file.



(Dr. R. Kaushik)
Dy. Registrar (Estt.)

Check List

(Along with CAS Performa)

1. Ensure that all the documents are properly page-numbered and indexed.
2. Enclose the Appointment Letter along with the Taken on Strength Letter.
3. Enclose the Last Promotion Letter (if applicable).
4. Enclose the following mandatory documents (as applicable):
 - Industrial Training Certificate along with permission from DTU (if applicable).
 - Refresher Course/FDP Certificates.
 - Eight AICTE SWAYAM/MOOC Module Certificates along with permission from DTU (if applicable).
5. Enclose the Ph.D. Degree Certificate (if applicable).
6. Enclose the first page of each research publication along with proof of impact factor/indexing or the date of acceptance.
7. Enclose the ML/CCL approval letter (only for female faculty members, if applicable).
8. Ensure that the APAR for the entire assessment period has been submitted to the reporting officer

Academic Year	Date of submission to reporting officer
e.g., 20xx-20xx	
20xx-20xx	
20xx-20xx	

9. Ensure that attendance has been duly verified, including the details of the total classes scheduled and classes held, at the end of each course attendance sheet.
10. Submit the details of the courses taught to the Controller of Examinations (COE), through the HOD, in the prescribed format issued by the Examination Branch for the purpose of teacher feedback under 360-degree feedback for CAS purpose

Undertaking / Declaration

I declare that I have completed all the requirements mentioned in the prescribed checklist. All the required documents have been duly arranged, page-numbered, indexed, and enclosed with this application as per the prescribed checklist. I understand that any deficiency, omission, or discrepancy in the submitted documents may result in delay in processing or rejection of my application.

Date: _____

Signature of the Faculty Member

Name: _____

Signature of HoD



