GARGI COLLEGE
SIRI FORT ROAD : NEW DELHI – 110049

General instructions for CAS applicants

1. Before filling the application form the applicants are advised to read carefully all the provisions and methods of calculations category wise and assure themselves regarding all the clauses to avoid any kind of technical problem.

2. The information should be provided in the ascending order of years proposed to be assessed.

3. Candidates shall offer themselves for assessment for promotion, only if they fulfil the minimum API / Research scores indicated in the respective UGC's amendments / regulations, by submitting an application prescribed by the College.

4. The applicant must ensure that all the prescribed conditions are fulfilled before submitting their applications.

5. Incomplete application or application without supporting documents, in any respect, will not be processed.

6. Only the documents relevant to the promotion period should be attached to avoid unnecessary confusion.

7. The assessment shall be strictly based on the documents enclosed, which are subject to verification.

****

Supporting documents for the promotion under CAS required for API Score

1. Proof of ISBN/ISSN number of Journal/ Conference Proceeding in which research paper is published.
2. Copies of Certificates of Refresher course, Orientation Programme attended.
3. Copies of Certificates of Workshops/Summer School/Winter School of at least one (1) week duration.
4. Copies of certificates related to National/International Conference/ Seminar/ Workshops etc. attended.
5. Copies of evidences of session chaired/ Invited Lectures/talk given in National / International Conferences, Workshops, Schools, and Seminars etc.
6. Copies of evidence of Text/Subject book or reference book or chapter(s) in an edited book written.
7. Proof of Major/Minor Research project sanction letter (ongoing/completed).
8. Patent if any.
9. Number of M. Phil. /M.Tech./M.Sc./Ph. D. students (submitted/awarded).
10. Notification of M. Phil. /M.Tech./M.Sc./Ph.D. students.
11. Any other relevant document as mentioned in the form.