

Subject: Standard Operating Procedure (SoP) for promotion from Professor Academic Level 14 to Level 15 (Senior Professor) under CAS as per UGC Regulations.

In pursuance of decision taken in 78th meeting of Board of Governors (BoG) dated 26.03.2025, the agenda item No.B-78.8 has been approved by the BoG regarding Standard Operating Procedure (SOPs) for promotion from Academic Level 14 to Level 15 (Senior Professor) under CAS as per UGC Regulations and the same is notified as under:

- I. A regular faculty member who has served as Professor for 10 Years shall be considered for promotion for Academic Level 14 to Level 15 as per the CAS provided under the UGC Regulations notified vide F.1-2/2017(EC/PS) Dated 18 July 2018 and its subsequent amendments.
- II. Eligibility as per UGC regulations notified vide No.F.1-2/2017(EC/PS) dated 18 July 2018:

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject - experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations. The minimum eligibility for promotion to Senior Professor is as under:

- (i) Ten years' experience as a Professor.
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

- III. Standard Operating Procedure (SOP) for processing of applications for Promotion to Senior Professor:

1. Date of Eligibility:

- (i) To decide the date of eligibility, UGC regulations notified vide F.9-1/1010(PS/MISC)Pt. Vol.II. dated 06.06.2024 shall be followed, which is reproduced below:

"The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify till 31st December 2024 as per the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2010, a choice may be given to them either for being considered for promotions under

the UGC Regulations 2010 (with subsequent amendments) or UGC Regulations 2018. The date of eligibility shall be retained as the date of promotion. On the date of submission of the application, the applicant should fulfill all eligibility criteria required for promotion."

(ii) For the faculty who decides to be governed by UGC 2018 regulations, their promotion to Senior Professor and financial benefits will be admissible from 18 July 2018 or the actual date of eligibility, whichever is later.

(iii) Option once exercised cannot be changed.

2. Process to be followed:

(i) The applicants are required to fill up the application proforma (**Annexure-I**)* for promotion to Senior Professor and will submit to the office of Dean Faculty Affairs through respective Head of the Departments.

(ii) Instructions for filling the Application Form are provided in the form itself which are as under:

- *All credentials will be examined / scrutinized only for the assessment period as mentioned by the applicant in the Application Form*
- *Please enclose the documentary evidence for your claim of Ten best papers and Two Ph D Thesis guided.*
- *Please attach Five (5) sets of Ten best publications (each set to be spiral bound) for the purpose of review by the panel of External Expert.*

For any other instructions, please refer to the Application Form.

(iii) The Screening cum Verification Committee constituted by the Director will evaluate the duly filled proforma submitted by the applicants for evaluating fulfilment of criteria as per UGC guidelines given above at I (i) & I (ii).

(iv) The Senior Librarian will provide assistance in the Screening process for verification of publications/Book etc.

(v) For the purpose of review of the publications, a panel of External Experts will be approved by the Director.

(vi) A set of Ten publications for the assessment period, as submitted by the applicant, will be sent to four external Experts. The external experts will review the publications as per the UGC Regulations. The external expert will write the report on prescribed proforma. Only on receipt of three favourable reports from the experts, the applicant will be eligible to appear for interview before the Selection Committee for promotion. However, if minimum three reports are not favourable, the case of the applicant would not be presented to the Selection Committee for further considerations and the same would be informed to the applicant.

*** Annexure-I**


Application Proformas for those who opt to be governed by UGC Regulations 2010 & subsequent amendments and who fulfil the eligibility criteria before 11.07.2016.

Application Proformas for those who opt to be governed by UGC Regulations 2010 & subsequent amendments and who fulfil the eligibility criteria on/after 11.07.2016 and before 31.12.2024.

Application Proforma for those who opt who opt to be governed by UGC Regulations dated 18.07.2018.

3. Selection Process:

- (i) The promotion will be considered after interaction with a Selection Committee.
- (ii) The Selection Committee will have following constitution:
 - a) Director shall be the Chairperson of the Committee.
 - b) Nominee of UT Administration.
 - c) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned approved by the Director, as per practice of CAS at PEC.
 - d) Head of the Concerned Department (not below the rank of Senior Professor/Professor with minimum ten years' experience). If the same is not available in the Department, Senior Professor / Professor with 10 years of allied department to be co-opted.
 - e) One representative of SC/ST category (not below the rank of a Senior Professor/Professor with minimum ten years experience), if any of applicant representing these categories is the applicant, to be nominated by the Director, if any of the above members of the selection committee do not belong to that category.
 - f) One representative of OBC/Women category (not below the rank of a Senior Professor/Professor with minimum ten years experience), if any of applicant representing these categories is the applicant, to be nominated by the Director, if any of the above members of the selection committee do not belong to that category.
- (iii) ***Four members, including two outside subject experts, shall constitute the quorum.***


Dean Faculty Affairs