मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)

APPLICATION FORM FOR UPGRDATION/PROMOTION UNDER
UGC - CAREER ADVANCEMENT SCHEME (CAS)
(Relaxation as per UGC Public Notice)
[JANUARY - 2020]

Application for promotion from Stage_____ to Stage_____

Period of Assessment for Promotion : From…………………...… to …………………………

Date of appearing before the last Selection Committee (if appeared):……………………………

Total Academic/Research Scores as per Category III:…………………

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	**Name** *(in Block Letters)*	:	
2.	**Date of Birth & Age**	:	
3.	**Father's Name** *(in Block Letters)*	:	
4.	**Mother's Name** *(in Block Letters)*	:	
5.	**Husband's Name** (in case of married women)	:	
6.	**Current Designation**	:	
7.	**Date of Joining**	:	
8.	**Date of Confirmation**	:	
9.	**Department**	:	
10.	**Subject / Discipline** *(For faculty of Distance Education)*	:	
11.	**Present Place of Posting**	:	
12.	**Date of initial appointment**	:	

13.	Date of Last Promotion *(Enclosure No………………..)*	:	
14.	Date of eligibility for promotion for the stage applied	:	
15.	Please indicate whether you belong to SC/ST/OBC/PWD	:	
16.	Address for Correspondence (with Pin code)	:	
17.	Permanent Address (with Pin code)	:	
18.	Cell Number	:	
19.	Alternate Number	:	
20.	Email Address	:	

21. Academic Qualifications:

Examination	Name of the Board/ University	Year of Passing	% of Marks obtained	Division	Subjects studied	Enclosure No.
SSC						
10+2						
B.A./B.Sc./B.Com/ B.E./B.Tech./other						
M.A./M.Sc./M.Com./ M.E./M.Tech./Other						
NET/SLET/SET/ GATE						
Other Degrees (if any)						

22. Research Degree(s):

Degree	Title	Date of Award	University	Enclosure No.
M.Phil.				
Ph.D.				
D.Sc. / D.Litt.				

- In case of M.Phil./Ph.D. Examination, an attested copy of the degree & the result notification for the same be attached.

23. Knowledge of Urdu: Whether you possess the knowledge of Urdu reading, writing and speaking (Please tick YES/NO). If Yes, proof must be furnished (Encl No…………….)

Reading	Yes	No
Writing	Yes	No
Speaking	Yes	No

24. Degrees/Certificates acquired after joining services of MANUU:

Examination	University	Year	% of marks obtained	Division & Distinction	Enclosure No.

25. Record of Academic Service prior to joining MANUU:

Name of Employer/ Institution	Designation	Duration		Nature of appointment (Regular/Temp/ Adhoc/Part-time	Scale of Pay	Nature of Duties	Enclosure No.
		From	To				

26. Record of Service in MANUU from the date of joining:

Designation	Department	Duration		Experience		Pay Scale / Grade	Encl. No.
		From	To	Year	Month		

Please clearly specify the period of Leave without Pay :

27. Teaching experience:

PG Classes (in Years):………… Period: From ……………….. To…………………..

UG Classes (in Years):………… Period: From ……………….. To…………………..

28. Research Experience excluding years spent in acquiring M.Phil./Ph.D. degrees (in years): ☐

(i) Years of Guiding Ph.D. / M.Phil..:……………………….

(ii) Total No. of Papers Published: (Not Abstract. Please attach full Papers only)

        a) International Journals……………………….

        b) National Journals……………………………

        c) State Level Journals…………………………..

(iii) Total No. of Conferences/Seminars/Workshops Attended & Papers Presented:

		Attended	Attended and Presented papers
a)	International		
b)	National		
c)	State Level		

29.   Awards/Prizes/Honours/Recognitions:

1. _____

2. _____

30. Field of Specialization under the Subject/Discipline

1. _____

2. _____

31. Orientation Programme / Refresher Course attended (Only UGC Recognized):

Name of the Course	Organizing Agency	Duration of Course		No. of Days	Enclosure No.
		From	To		

32. Any Other Training Program/Summer School/QIP/FIP/MDP/FDP etc attended:

Name of the Course	Organizing Agency	Duration of Course		No. of Days	Enclosure No.
		From	To		

33. **Your vision for the Department / School:**

_____

_____

_____

34. **Your contribution to the Department / School/ Discipline and University:**

_____

_____

_____

_____

35. **Future Academic Development Plan for self as well as Department / School:**

_____

_____

_____

_____

36. **Any Other relevant information:**

_____

_____

_____

_____

Signature of the Candidate

ACADEMIC PERFORMANCE INDICATOR (A.P.I.)

CATEGORY I: PROCUREMENT, ORGANISATION AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

S.No	Nature of Activity	Maximum Score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
1.	Library resources organization and maintenance. of books, journals, reports; Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	50			
2.	ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management	10			
3.	Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc	20			
4.	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20			
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	25			
	Total Score:	**125**			
	Minimum API Score Required:	**75**			

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.No	Nature of Activity	Maximum Score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
1.	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes) (Various level of extramural and intramural programme); extension, library-literary work through different channels	20			
2.	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15			
3.	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15			
	Minimum API Score Required:	**15**			

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl.No.	APIs	Activity	Maximum point	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
III (A)	Research Papers published in:	Refereed Journals	15 / publication			
		Non-refereed but recognized and reputable journals and Periodicals having ISBN/ISSN numbers.	10 / Publication			
		Conference proceedings as full papers etc. (Abstracts not be included)	10 / Publication			
III (B)	Research publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books published by international publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book			
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books			
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books			
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter			
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories	5 / Chapter			
III (C) RESEARCH PROJECTS						
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project			
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15 /each Project			
		(c) Minor Projects amount mobilized with grants above 50,000 up to 5.0 lakhs	10 /each Project			
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively			
III (C) (iii)	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	20 /each major project and 10 / each minor project			
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/ Process	30 / each national level output or patent /50 /each for International level			
			Total:			

Sl.No.	APIs	Activity	Maximum point	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
III (D) (i)	M.Phil.	Degree awarded only	3 /each candidate			
III (D) (ii)	Ph.D	Degree awarded	10 /each Candidate			
		Thesis submitted	7 /each candidate			
III(E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS						
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20/each			
		(b) One week duration	10/each			
III (E) (ii)	Papers in Conferences/ Seminars/workshops etc.*	Participation and Presentation of research papers (oral/poster) in				
		a) International conference	10 each			
		b) National	7.5 / each			
		c) Regional/State level	5 /each			
		d) Local –University/ College level	3 / each			
III (E) (iii)	Invited lectures or presentations for conferences/ symposia	(a) International	10 /each			
		(b) National level	5			
			Total:			

* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publications (III(a)) and not under presentations (III(e)(ii)).

Notes: The API for joint publications will be have to be calculated in the following manner: of the total score for the relevant category of publications by the concerned teacher, the first /Principal author and the corresponding authors/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

<u>**DECLARATION**</u>

I, _____ hereby declare that the particulars furnished above are true to my best of knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Signature of the applicant

Date: _____

FORMAT FOR LIST OF RESEARCH PAPERS/ARTICLES PUBLISHED IN JOURNALS

S#	Title of the Research Paper/Articles	Name of the Journal	ISSN No.	Impact Factor *(if applicable)*	Refereed / Reputed Journal	Principal Author / Co-Author	Whether Listed in UGC approved list of journals, if yes enclose the proof	Score Claimed	Page No.	Score allotted by the Screening Committee
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.										
2.										
3.										
4.										
5.										

Signature of the Applicant

FORMAT FOR LIST OF BOOKS/CHAPTERS IN BOOKS OTHER THAN JOURNALS

S#	Title of the Book/ Chapter in Book with Page No.	ISBN Number	Publisher			Whether you are the Main Author, if no number of Co-authors	Score Claimed	Page No.	Score allotted by the Screening Committee
			Inter national	National	Local				
(1)	(2)	(3)		(4)		(5)	(6)	(7)	(8)
1.									
2.									
3.									
4.									
5.									

Signature of the Applicant

PROFORMA FOR BEST FIVE PUBLICATIONS

Name of the applicant:...........................

Department:...........................

Assessment Period:...........................

Stage applied: **Stage 4 to Stage 5**

S#	Title of the Book / Article	Year of Publication	Name of the Publisher	ISBN / ISSN No.	Enclosure No.
1.					
2.					
3.					
4.					
5.					

Date:

Signature of the Applicant

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ACKNOWLEDGEMENT

Received 05 sets of applications under Career Advancement Scheme (January - 2020) for

Stage:_____ to Stage:_____ from _____

Designation_____ Dept./Centre_____ in response

to notification dated: 03.01.2020.

Date:_____   Signature of the Receiver