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: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee. Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S.No	Nature of Activity	Maximum Score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
1.	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated[a]	50			
2.	Lectures or other teaching duties in excess of the UGC norms	10			
3.	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20			
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20			
5.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25			
	Total Score:	**125**			
	Minimum API Score Required:	**75**			

Note: [a]: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.

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

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only be one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

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 as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20			
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15			
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, 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

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sl.No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
III (A)	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication			
		Non-refereed but recognized and reputable journals and Periodicals having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	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	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.	Subject 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.	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	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	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter			
				Total:			

Sl.No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
III (C) RESEARCH PROJECTS							
III (C) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project			
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs.3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project			
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs	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)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project			
III (C) (iv)	Projects Outcome / Outputs	Patent/ Technology transfer/ Product/ Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level			
III (D) RESEARCH GUIDANCE							
III (D) (i)	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate			
III (D) (ii)	Ph.D	Degree awarded	Degree awarded	10 /each Candidate			
		Thesis submitted	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	(a) Not less than two weeks duration	20/ each			
		(b) One week duration	(b) One week duration	10/ each			
				Total:			

Sl.No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in				
		a) International conference	a) International conference	10 each			
		b) National	b) National	7.5 / each			
		c) Regional/State level	c) Regional/State level	5 / each			
		d) Local –University/ College level	d) Local –University/ College level	3 / each			
III (E) (iii)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each			
		(b) National level	(b) National level	5			
				Total:			

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points. ** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

DECLARATION

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	Score Claimed	Page No.	Score allotted by the Screening Committee
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(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