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**AS PER UGC - REGULATIONS 2018**

**APPLICATION FORM FOR UPGRADATION / PROMOTION UNDER**

**UGC - CAREER ADVANCEMENT SCHEME (CAS)**

[February - 2024]

**Application for promotion from Level\_\_\_\_\_\_\_\_\_\_\_\_ to Level\_\_\_\_\_\_\_\_\_\_\_\_**

**PART A**

|  |  |  |
| --- | --- | --- |
| Period of Assessment for Promotion | : | From……………………..… to ………………….…… |
| Date of appearing before the last Selection Committee under CAS (if appeared):………………… | | |
| Total Academic/Research Scores as per Appendix II, Table 2 (UGC Regulations 2018):…………. | | |

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** *(in Block Letters)* | : |  |
|  | **Date of Birth & Age** | : |  |
|  | **Father’s Name** *(in Block Letters)* | : |  |
|  | **Mother’s Name** *(in Block Letters)* | : |  |
|  | **Husband’s Name** (in case of married women) | : |  |
|  | **Current Designation** | : |  |
|  | **Department** | : |  |
|  | **Date of Joining** | : |  |
|  | **Date of Confirmation** | : |  |
|  | **Date of Last Promotion / Upgradation under CAS** (Enclosure No………………..) | : |  |
|  | **Date of eligibility for promotion for the stage applied** | : |  |
|  | **Date of initial appointment in MANUU** | : |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present Place of Posting** | : |  |
|  | **Subject / Discipline** *(For faculty of Distance Education)* | : |  |
|  | **Please indicate whether you belong to SC/ST/OBC/PWD** | : |  |
|  | **Address for Correspondence** (with Pin code) | : |  |
|  | **Permanent Address** (with Pin code) | : |  |
|  | **Cell Number** | : |  |
|  | **Alternate Number** | : |  |
|  | **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. |
|  |  |  |  |  |  |
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**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 |
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**26. Record of Service in MANUU from the date of joining:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Designation | Department | Duration | | Experience | | Pay Scale / Grade | Encl. No. |
| From | To | Year | Month |
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| **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 |
|  | **International** |  |  |
|  | **National** |  |  |
|  | **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 |
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**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 |
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**33. Your vision for the Department / School:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**36. Any Other relevant information:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of the Candidate**

**PART-B**

As per clause 6.0 VII.A read with 6.4.I and Appendix-II of the UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 adopted by the Academic Council vide Resolution No. 32.4.09 dated 04.10.2018 and Executive Council Resolution No. 71.4.2 dated 27.08.2018

**SECTION - I**

**SELF ASSESSMENT CUM PERFORMANCE APPRAISAL FORM**

For the Academic year ……………………

**(To be filled by the Faculty Concerned and Head of the Department)**

|  |  |  |
| --- | --- | --- |
| 1. Name (in Block Letters) | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Father’s Name | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Department/Centre/Institution | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Current Designation & Level of Pay | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Period of absence from duty (on Medical leave/CCL/ Maternity Leave/ Study Leave/ EL/ EoL/ Deputation, etc.), during the year (if applicable) | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**(1) Teaching, Involvement in the University Students related activities/ Research Activities\*:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Year** | **Semester** | **Teaching** | | | **Claimed by the candidate** | **Grading by the Head of the Department** | **Verified by the IQAC** | **Encl. No.** |
| **Total Classes Assigned** | **Number of Classes Taught** | **Teaching (Number of Classes Taught/ Total Classes Assigned) X100%** |
|  | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
|  | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
|  | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
|  | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
|  | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |
|  | Odd Sem. |  |  |  |  |  |  |  |
| Even Sem. |  |  |  |  |  |  |  |

***Note****:* 80% & above - Good

Below 80% but 70% & above - Satisfactory

Less than 70% - Not satisfactory

**(2) Involvement in the University students related activities/research activities:**

| *S. No.* | *Activity* | *Please tick*  *(√) on the activities involved during the academic year & supporting documents* | *Grading by the Head of the Department* | *Verified by the IQAC* | *Encl. No.* |
| --- | --- | --- | --- | --- | --- |
| (a) | Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. |  |  |  |  |
| (b) | Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. |  |  |  |  |
| (c) | Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. |  |  |  |  |
| (d) | Organizing seminars/ conferences/ workshops, other college/university activities. |  |  |  |  |
| (e) | Evidence of actively involved in guiding Ph.D. students. |  |  |  |  |
| (f) | Conducting minor or major research project sponsored by national or international agencies. |  |  |  |  |
| (g) | At least one single or joint publication in peer reviewed/UGC list of Journals. |  |  |  |  |

***Note****: Good - Involved in at least 3 activities*

*Satisfactory-1-2 activities*

*Not-satisfactory-Not involved / undertaken any of the activities*

*Note: Number of activities can be within or across the broad categories of activities.*

**Overall Grading:**

**Good**: Good in teaching and satisfactory or good in activity at Sl.No.(2). Or

**Satisfactory**: Satisfactory in teaching and good or satisfactory in activity at Sl.No.(2).

**Not Satisfactory**: If neither good nor satisfactory in overall grading.

**Note**: For the purpose of assessing the grading of activity at Serial No. (1) i.e. Teaching all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

**(3) Personal Development related to Teaching and Research Activities:**

| *Sl. No.* | *Items* | *Please tick*  *(√) on the activities involved during the academic year with supporting documents* | *Encl*  *No.* |
| --- | --- | --- | --- |
| 1. | Attending orientation/ refresher/ methodology courses |  |  |
| 2. | Development of e-contents and MOOC’s organizing seminar / conference/ workshop/ presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc. |  |  |
| 3. | Additional academic qualification acquired during the period. |  |  |

Place:…………….. **Signature of the faculty**

Date: …………….. **Signature of the Head of the Department/Institution**

**Signature of the Director, IQAC**

**SECTION-II**

**(To be filled by the Head of the Department)**

1. Assessment of work output Numerical grading is to be assigned by Head of the Department and Dean concerned on a scale of 1-10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade.
2. **Teaching-Learning and Evaluation:**

| *Sl. No.* | *Items* | *Grading by the Head of the Department/ Centre, etc.* | *IQAC remarks* |
| --- | --- | --- | --- |
| 1. | Regularity to class |  |  |
| 2. | Punctuality to class |  |  |
| 3. | Remedial teaching and clarifying doubts outside the assigned teaching hours |  |  |
| 4. | Counselling and mentoring of the students |  |  |
| 5. | Additional teaching guidance and research to support the University as and when required |  |  |
| 6. | Examination and Evaluation (invigilation, supervision, observer duties; setting up of question papers; moderations, evaluation of internal and external answer scripts, etc.) |  |  |

**Signature of the Head of the Department/Centre/Institution**

Place:…………….. Name in Block Letters:………………...……..

Date: …………….. Assessment year:…………………………..

**Signature of the Director, IQAC**

**SECTION - III (Remarks of the Dean of the School)**

1. Do you agree with the assessment made by the Head of the Department with respect to the work output and the various attributes in Part-I & II. In case you do not agree with the grading of the Head of the Department please record your comments.

|  |
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|  |

**Signature of the Dean of the School concerned**

Place:……………..

Date: ……………..

**PART-C**

**Academic / Research Score: (As per UGC Regulations 2018, Appendix II, and Table 2: Methodology for University and**

**College Teachers for calculating Academic / Research Score.)**

1. **Research Papers in Peer-Reviewed or UGC Listed Journals**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Research Paper | Name of the Journals | ISSN No. | Vol. No., Page No. & Year | Impact Factor\* | No. of Authors | Type of Authorship (First Author/ Corresponding Author/ Principal/Co-Author | Sr. No. in UGC listed Journals | Claimed Score | IQAC Verified Score | Encl. No. |
|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Total:** | | | | | | | | |  |  |  |

*\*Impact factor to be determined as per Thomson Reuters list.*

**2.** **Publications (other than Research Papers)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Books | Author | Co-Authors (s) | Name of the Publisher, Month, Year | ISBN/ ISSN | Claimed Score | IQAC Verified Score | Encl. No. |
| 1. **Books authored which are published by :** | | | | | | | | |
| **International Publishers** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **National Publishers** | | | | | | | | |
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| **Chapter in Edited Book** | | | | | | | | |
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| **Editor of Books by International Publisher** | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |
| **Editor of Books by National Publisher** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1. **Translation works in Indian and Foreign Languages by qualified faculties** | | | | | | | | |
| **Chapter or Research Paper** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Book** | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |
| **Total:** | | | | | |  |  |  |

**Note**: Attach front, index and back pages justifying the claim showing the ISBN/ ISSN Number

1. **Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Activity\* | Claimed Score | IQAC Verified Score | Encl. No. |
| 1. **Development of Innovative Pedagogy** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **Design of New Curricula and Courses** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **MOOCs** | | | | |
| **Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05marks/credit)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **MOOCs (developed in 4 quadrant) per module/lecture** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Content writer/subject matter expert for each module of MOOCs (at least one quadrant)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **E-Content** | | | | |
| **Development of e-Content in 4 quadrants for a complete course/e-book** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **e-Content (developed in 4 quadrants) per module** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)** | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| **Editor of e-content for complete course/paper/ e-book** | | | | |
|  |  |  |  |  |
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| **Total:** | |  |  |  |

\*Each activity should be claimed by the applicant with supporting documents.

**4. (a) Research Guidance**

**i) Ph.D. awarded / Thesis submitted\***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Scholar | Title of Thesis | Awarded/ Thesis submitted | Supervisor / Co-supervisor | University | Month and Year | Claimed Score | IQAC Verified Score | Encl. No. |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

\*Submit Ph.D. Notification/Certificate of Submission

**ii) M.Phil./ P.G. dissertation\***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Scholar | Title of The Dissertation/Thesis | M.Phil./P.G. | University | Month and Year | Claimed Score | IQAC Verified Score | Encl. No. |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\*Submit M.Phil./P.G. Notification/Certificate of Submission

**(b) Research Projects Completed**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Project (More than 10 lakhs) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | | Claimed Score | IQAC Verified Score | Encl. No. |
| From | To |
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| Sl. No. | Title of the Project (Less than 10 lakhs) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | | Claimed Score | IQAC Verified Score | Encl. No. |
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1. **Research Projects Ongoing:**

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| Sl. No. | Title of the Project (More than 10 lakhs) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | | Claimed Score | IQAC Verified Score | Encl. No. |
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| Sl. No. | Title of the Project (Less than 10 lakhs) | Names of PI and co-PI | Funding Agency | Grant Sanctioned | Duration | | Claimed Score | IQAC Verified Score | Encl. No. |
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1. **Consultancy**

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| Sl. No. | Title and Nature of the Project | Agency to it is offered | Grant Component | Duration | | Claimed Score | IQAC Verified Score | Encl. No. |
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**5. (a) Patents**

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| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of Patent | International / National | Year | Claimed Score | IQAC Verified Score | Encl. No. |
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| **Total:** | | | |  |  |  |

**(b) \* Policy Document (Submitted to an International body/ organization like UNO / UNESCO / World Bank / International Monetary Fund, etc. or Central Government or State Government)**

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| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of Policy Document | International / National / State | Year | Claimed Score | IQAC Verified Score | Encl. No. |
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| **Total:** | | | |  |  |  |

**(c) Awards/ Fellowship**

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| Sl. No. | Name of the Award / Fellowship | Awarding Institute/ Organization | International/ National/ | Date Awarded | Claimed Score | IQAC Verified Score | Encl. No. |
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**6. \* Invited lectures / Resource Person / paper presentation in Seminars / Conferences/ full paper in Conference Proceedings (Papers presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)**

**6(A)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Invited as Resource Person | Name of the Seminar / Conference | Topic of the Lecture | Organizer/ Institute | Duration | International (Abroad)/ International (within country)/ National / State/ University Level | Claimed Score | IQAC Verified Score | Encl. No. |
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**6 (B)**

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| Sl. No. | Invited as Paper Presenter | Name of the Seminar / Conference | Title of the Paper | Organizer/ Institute | Duration | International (Abroad)/ International (within country)/ National / State/ University Level | Claimed Score | IQAC Verified Score | Encl. No. |
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| **Total:** | | | | | | |  |  |  |

**Note**:

* Paper presented if part of edited book or proceeding then it can be claimed only once.
* For joint supervision of research students, the formula shall be 70% of the total score for supervisor and co-supervisor. Supervisor & co-supervisor, both shall get 7 marks each.
* **\*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited Lectures / Resource Person / Paper Presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned**.
* The research score shall be from the minimum of three categories out of six categories.

**APPLICANT CLAIMED SCORE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of Total Claimed Score** | | | | | | | | |
| **ASSESSMENT PERIOD**  From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Claimed Score | | | | | | | **TOTAL SCORE** |
| **01** *(Research Papers)* | **02**  *(Books / Chapters/ Translation Work)* | **03**  *(Creation of ICT mediate teaching learning pedagogy & content & development of new and innovative courses and curricula)* | **04**  *(Research Guidance, Research Projects Completed, Research Projects Ongoing, Consultancy)* | **05**  **(a & c)** *(Patents, Awards / Fellowships)* | **05 (b)** *(Policy Document)* | **06**  *(Invited Lecturers / Resource Person / Paper presentation in Seminars / Conferences / Full Papers in Conference Proceedings ( Paper presented in Seminars/ Conferences and also published as full papers in Conference proceedings will be counted only once)* |
| Score Claimed ***(to be filled by the candidate)*** |  |  |  |  |  |  | |  |
| Score allotted by the Screening Committee |  |  |  |  |  |  | |  |

**DECLARATION**

I hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief. If anything is found false at any stage, my candidature are liable to be rejected summarily without assigning any reason thereof.

Place:

Date: **Signature of the applicant**

**Head of the Department**

**IQAC VERIFIED SCORE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summary of Total** | | | | | | | | |
| **ASSESSMENT PERIOD**  From \_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Verified Score | | | | | | | Total Verified Score |
| 1 | 2 | 3 | 4 | 5  (a &c) | 5  (b) | 6 |
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**Director, IQAC**

**LIST OF RESEARCH PAPERS / ARTICLES PUBLISHED IN JOURNALS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S#** | **Title of the Research Paper** | **Name of the Journal** | **Month & Year** | **Volume & Issue No.** | **Page No.** | **ISSN No.** | **Principal Author / Co-Author** | **Whether Listed in UGC approved / UGC - CARE / SCOPUS / WoS list of Journals** | **Please enclose the Proof of Research Paper Published in UGC / SCOPUS/ WoS** (Mandatory) | **Score Claimed** | **Enclosure No.** |
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Date:………………….. **Signature of the Applicant**

**LIST OF BOOKS AUTHORED OTHER THAN JOURNALS [SOLE BOOK]**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S#** | **Title of the Book** | **Name of the Publisher** | **Month & Year of Publication** | **ISBN Number** | **PUBLISHER** | **Whether you are the Main Author, if no, number of Co-authors** | **Score Claimed** | **Enclosure No.** (Please enclose first & last page showing ISBN No. along with Content of the book) |
| **International / National** |
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Date:………………….. **Signature of the Applicant**

**LIST OF CHAPTERS IN EDITED BOOK**

|  |  |  |  |  |  |  |  |  |  |  |
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| **S#** | **Name of the Book** | **Title of the Chapter in Book**  (Proof with Content & Page No.) | **Name of the Publisher** | **Month & Year of Publication** | **Page No.** | **ISBN Number** | **PUBLISHER** | **Whether you are the Main Author, if no, number of Co-authors** | **Score Claimed** | **Enclosure No.** (Please enclose first & last page showing ISBN No. along with Content of the book) |
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Date:………………….. **Signature of the Applicant**

**EDITOR OF BOOK**

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Date:………………….. **Signature of the Applicant**

**TRANSLATION WORK IN INDIAN & FOREIGN LANGUAGES BY QUALIFIED FACULTIES**

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| **S#** | **Title of the Research Paper / Chapter** | **Name of the Journal / Book** | **Month & Year** | **Volume No.** | **Page No.** | **ISSN / ISBN No.** | **Principal Author / Co-Author** | **Whether Listed in UGC approved & UGC - CARE / SCOPUS / WoS list of Journals** | **Please enclosed the Proof of Research Paper Published in UGC / SCOPUS/ WoS** (Mandatory) |
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Date:………………….. **Signature of the Applicant**

**BOOKS TRANSLATED**

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| **S#** | **Title of the Book** | **Name of the Publisher** | **Month & Year of Publication** | **Page No.** | **ISBN Number** | **PUBLISHER** | **Whether you are the Main Editor, if no, number of Co-Editors** | **Score Claimed** | **Enclosure No.** (Please enclose first & last page showing ISBN No. along with Content of the book) |
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Date:………………….. **Signature of the Applicant**



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# ACKNOWLEDGEMENT

# Received 04 sets of applications under Career Advancement Scheme (February - 2024) for Academic Level:­­\_\_\_\_ to Academic Level:­­\_\_\_\_ from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept./Centre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in response to notification dated: 28.02.2024.

# Date:­\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Receiver