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**AS PER UGC - REGULATIONS 2010 & 2013**

**APPLICATION FORM FOR UPGRDATION / PROMOTION UNDER**

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

[FEBRUARY - 2024]

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

|  |  |  |
| --- | --- | --- |
| 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 Category III:………………… | | |

**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**

**FOR THE ASSESSMENT YEAR …………… TO …………..**

**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 allocateda | 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.

**FOR THE ASSESSMENT YEAR …………… TO …………..**

**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 by 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** |  |  |  |

**FOR THE ASSESSMENT PERIOD FROM …………… TO …………..**

**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:** | | | | |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 lakhs | Major Projects amount  mobilized with grants above `5 lakhs | 20 /each Project |  |  |  |
| (b) Major Projects amount mobilized with grants above  `5 lakhs up to `30 lakhs | Major Projects Amount  mobilized with minimum of `3 lakhs up to `5 lakhs | 15 /each Project |  |  |  |
| (c) Minor Projects (Amount mobilized with grants above `50,000 upto `5 lakh) | Major Projects Amount  mobilized with minimum of `25,000 up to `3 lakhs | 10 /each Project |  |  |  |
| **III (C) (ii)** | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of `10 lakh | Amount mobilized with minimum of `2 lakhs | 10 per every `10 lakhs and `2 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 / each |  |  |  |
| **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)).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Summary of Total Score** | | | | | | |
| **Category - III**  (Research and Academic Contributions) | **III (A)** [Research Papers] | **III (B)** [Books / Chapters] | **III (C)** [Research Projects] | **III (D)** [Research Guidance] | **III (E)**  [Training & Conference/Seminar/ Workshop Papers] | **Total Score** |
| **Score Claimed**  *(to be filled by candidate)* |  |  |  |  |  |  |
| Score allotted by the Screening Committee |  |  |  |  |  |  |
| Score allotted after capping  *(as per 2013 Regulations)* |  |  |  |  |  |  |

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annexure - “B”**

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S#** | **Title of the Research Paper** | **Name of the Journal** | **Month & Year** | **Volume No.** | **ISSN No.** | **Refereed / Reputed Journal** | **Principal Author / Co-Author** | **Whether Listed in UGC approved list of Journals / SCOPUS / WoS. If “Yes” enclose the proof** | **Score Claimed** | **Enclosure No.** | **Score allotted by the Screening Committee** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** | **(10)** | **(11)** | **(12)** |
| 1. |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |

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

**Annexure - “C”**

**LIST OF BOOKS OTHER THAN JOURNALS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S#** | **Title of the Book** | **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) | **Score allotted by the Screening Committee** |
| **International / National / Local** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |

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

**Annexure - “D”**

**CHAPTERS IN BOOKS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S#** | **Name of the Book** | **Title of the Chapter in Book**  (Proof with Content & Page No.) | **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) | **Score allotted by the Screening Committee** |
| **International / National / Local** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** | **(10)** |
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Date:………………….. **Signature of the Applicant**

**PROFORMA FOR BEST FIVE PUBLICATIONS**

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

Department:……………………………………………………..

Assessment Period:……………………………………………..

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

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| **S#** | **Title of the Book / Article** | **Year of Publication** | **Name of the Publisher** | **ISBN / ISSN No.** | **Enclosure No.** |
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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 Stage:­­\_\_\_\_\_\_\_\_\_­­­­\_\_­ to Stage:\_\_\_\_\_\_\_­­­­\_\_­\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept./Centre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in response to notification dated: 28.02.2024.

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