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**AS PER UGC - REGULATIONS 2016**

**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** | : |  |

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| --- | --- | --- | --- |
|  | **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.)**

|  |  |
| --- | --- |
|  | Direct teaching hours per week |
| Assistant Professor | 16 |
| Associate Professor | 14 |
| Professor | 14 |

Based on the teacher’s self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

| **S.No** | **Nature of Activity** | **Post** | **Maximum Score** | **Actual Score** | **Score to be filled by the Candidate** | **Enclosure No.** | **Score verified by Screening Committee** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| a. | Direct Teaching | Assistant Professor | 70 | Actual hours spent per academic year ÷ 7.75 |  |  |  |
| Associate Professor | 60 | Actual hours spent per academic year ÷ 7.75 |  |  |  |
| Professor | 60 | Actual hours spent per academic year ÷ 7.75 |  |  |  |
| b. | Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment | Assistant Professor | 20 | Actual hours spent per academic year ÷ 10 |  |  |  |
| Associate Professor | 20 | Actual hours spent per academic year ÷ 10 |  |  |  |
| Professor | 10 | Actual hours spent per academic year ÷ 10 |  |  |  |
| **Total** | | | | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Nature of Activity** | **Post** | **Maximum Score** | **Actual Score** | **Score to be filled by the Candidate** | **Enclosure No.** | **Score verified by Screening Committee** |
| c. | Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc. | Assistant Professor | 10 | Actual hours spent per academic year ÷ 10 |  |  |  |
| Associate Professor | 15 | Actual hours spent per academic year ÷ 10 |  |  |  |
| Professor | 20 | Actual hours spent per academic year ÷ 10 |  |  |  |
|  | **Total (a+b+c)** | | | |  |  |  |

**Note**:

|  |  |
| --- | --- |
| 1. | Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical’s /Project Supervision/Field Work. |
| 2. | University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories. |
| 3. | In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers. |

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

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

Based on the teacher’s self-assessment, category II API scores are proposed for Professional development, co-curricular and extension activities; related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II(A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for promotion of Assistant Professor for higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cate gory II** | **Nature of Activity** | **Maximum API Score** | **Actual score** | **Score to be filled by the Candidate** | **Enclosure No.** | **Score verified by Screening Committee** |
| a. | Student related co-curricular, extension and field based activities.   1. Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) 2. Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) 3. Extension and dissemination activities (public /popular lectures/ talks/seminars etc.) | **15** | Actual hours spent per academic year ÷  10 |  |  |  |
| b. | Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.   1. Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)   (ii) Participation in Board of Studies, Academic and Administrative Committees | **15** | Actual hours spent per academic year ÷  10 |  |  |  |
| c. | Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution) | **15** | Actual hours spent per academic year ÷  10 |  |  |  |
|  | **Total** | **45** | |  |  |  |

**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 as per the extant guidelines issued by the UGC:-

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cate gory** | **Activity** | **Faculty of Science / Engineering/**  **Agriculture/**  **Veterinary Science/** | | **Faculties of Languages/**  **Humanities Arts / Social Sciences / Library/ Physical Education / Management** | **Max. score for**  **University/**  **college teacher\*** | **Score to be filled by the Candidate** | **Enclosure No.** | **Score verified by Screening Committee** |
| **III (A)** | Research Papers  published in: | Refereed Journals as notified by the UGC# | | Refereed Journals as notified by the UGC# | 25 Per publication |  |  |  |
| Other Reputed Journals as notified by the UGC# | | Other Reputed Journals as notified by the UGC# | 10 Per publication |  |  |  |
| **III (B)** | Publications other than Journal / Articles (Books / Chapters in Books) | Text/Reference, Books published by International Publishers, with ISBN/ISSN number | | Text/Reference Books, published by International Publishers, with ISBN/ISSN number. | 30 per Book for Single Author |  |  |  |
| Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications. | | Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications. | 20 per Book for Single Author |  |  |  |
| Subject Books, published by Other local publishers, with ISBN/ISSN number. | | Subject Books, published by Other local publishers, with ISBN/ISSN number. | 15 per Book for Single Author |  |  |  |
| Chapters in Books, published by National and International level publishers, with ISBN/ISSN number. | | Chapters in Books, published by National and International level publishers, with ISBN/ISSN number. | International -10 per Chapter National - 5 per Chapter |  |  |  |
| **III (C) RESEARCH PROJECTS** | | | | | | | |  |
| **III (C) (i)** | Sponsored Projects | | (a) Major Projects with grants above `30 lakhs | Major Projects with grants above `5 lakhs | 20 per Project |  |  |  |
| (b) Major Projects with grants above `5 lakhs up to `30 lakh | Major Projects with grants above `3 lakhs up to `5 lakhs | 15 per Project |  |  |  |
| (c) Minor Projects with grants above `1 lakh up to `5 lakhs | Minor Projects with grants above `1 lakh up to `3 lakhs | 10 per Project |  |  |  |
| **III (C) (ii)** | Consultancy Projects | | Amount mobilized with minimum of `10 lakhs | Amount mobilized with minimum of `2 lakhs | 10 per every `10 lakhs and `2 lakhs,  respectively |  |  |  |
| **III (C)**  **(iii)** | Projects  Outcome / Outputs | | Patent/  Technology transfer/ Product/ Process | Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies | 30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government - 20, State Govt.-10 Local bodies - 5 |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cate gory** | **Activity** | | **Faculty of Science / Engineering /**  **Agriculture /**  **Veterinary Science** | **Faculties of Languages /**  **Humanities Arts / Social Sciences / Library / Physical Education / Management** | **Max. score for**  **University /**  **college teacher\*** | **Score to be filled by the Candidate** | **Enclosure No.** | **Score verified by Screening Committee** |
| **III (D) RESEARCH GUIDANCE** | | | | | | | | |
| **III (D) (i)** | M.Phil. | Degree awarded | | Degree awarded | 5 per candidate |  |  |  |
| **III (D) (ii)** | Ph.D. | Degree awarded / Thesis submitted | | Degree awarded / Thesis submitted | 15/10 per  Candidate |  |  |  |
| **III (E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS** | | | | | | | | |
| **III (E) (i)** | Fellowships/ Awards | International Award/ Fellowship from the academic bodies | | International Award / Fellowship from academic bodies/associations | 15 per Award / 15 per Fellowship |  |  |  |
| National Award/ Fellowship from the academic bodies | | National Award/Fellowship from academic bodies/associations | 10 per Award / 10 per Fellowship |  |  |  |
| State/University level Award from the academic bodies | | State/University level Award from academic bodies/associations | 5 Per Award |  |  |  |
| **III (E) (ii)** | Invited lectures / papers presented | International | | International | 7 per lecture /  5 per paper presented |  |  |  |
| National level | | National level | 5 per lecture /  3 per paper presented |  |  |  |
| State/University level | | State/University level | 3 per lecture /  2 per paper presented |  |  |  |
| **The score under this sub-category shall be restricted to 20%** of the minimum fixed for Category III for any assessment period | | | | |  |  |  |
| **III (F)** | Development of e-learning delivery process / material | | | | 10 per module |  |  |  |
| **Total** | | | | | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)**  [Fellowships, Awards & Invited Lecturers delivered in Conference / Seminar] | **III (F)**  [Development of e-learning delivery process / material] | **Total Score** |
| Score Claimed  *(to be filled by candidate)* |  |  |  |  |  |  |  |
| Score allotted by the Screening Committee |  |  |  |  |  |  |  |

**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.

Date:\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the applicant

**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. |  |  |  |  |  |  |  |  |  |  |  |

**Signature of the Applicant**

**Annexure - “C”**

**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** |
|  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |

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

**Annexure - “D”**

**LIST OF CHAPTERS IN EDITED BOOK**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**

**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