

**APPLICATION FORM FOR UPGRDATION / PROMOTION UNDER**

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

[May - 2022]

**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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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** | : |  |
|  | **Date of Joining** | : |  |
|  | **Date of Confirmation** | : |  |
|  | **Department** | : |  |
|  | **Subject / Discipline** *(For faculty of Distance Education)* | : |  |
|  | **Present Place of Posting** | : |  |
|  | **Date of initial appointment** | : |  |

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| --- | --- | --- | --- |
|  | **Date of Last Promotion *(Enclosure No………………..)*** | : |  |
|  | **Date of eligibility for promotion for the stage applied** | : |  |
|  | **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:**

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| --- | --- | --- | --- | --- | --- |
| 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: 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** |  |  |  |

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

**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 Paperspublished 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 anedited book |  |  |  |
| Subjects Books by National level publishers/State and Central Govt. Publications withISBN/ISSN numbers. | 25 /sole author,and 5/ chapter inedited books |  |  |  |
| Subject Books by Other local publishers with ISBN/ISSN numbers. | 15 / sole author,and 3 / chapter inedited 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 Projectscarried 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 andRs.2.0 lakhs,respectively |  |  |  |
| **III (C) (iii)** | Completed projects :Quality Evaluation | Completed project Report (Acceptance from funding agency) | 20 /each majorproject and 10 /each minorproject |  |  |  |
| **III (C) (iv)** | ProjectsOutcome / Outputs | Patent/Technology transfer/ Product/ Process | 30 / each nationallevel output orpatent /50 /eachfor Internationallevel |  |  |  |
| **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 /eachCandidate |  |  |  |
|  |  | 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 developmentProgrammes, FacultyDevelopmentProgrammes **(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 Presentationof 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 orpresentations forconferences/ 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.

**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”**

**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**

**Annexure - “C”**

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



# ACKNOWLEDGEMENT

# Received 05 sets of applications under Career Advancement Scheme (May - 2022) for Stage:­­\_\_\_\_\_\_\_\_\_­­­­\_\_­ to Stage:\_\_\_\_\_\_\_­­­­\_\_­\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ posted at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in response to notification dated: 21.05.2022.

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