

**APPLICATION FORM FOR UPGRADATION / PROMOTION UNDER**

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

(May - 2022)

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

**PART A**

|  |  |  |
| --- | --- | --- |
| Period of Assessment for Promotion  | : | From……………………..… to ………………….…… |
| Date of appearing before the last Selection Committee (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** | : |  |
|  | **Date of Joining** | : |  |
|  | **Date of Confirmation** | : |  |
|  | **Department** | : |  |
|  | **Subject / Discipline** | : |  |
|  | **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**

**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

**SELF ASSESSMENT CUM PERFORMANCE APPRAISAL FORM**

For the Assessment year ……………………

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Activity | Please specify on the activities involved during the academic year & supporting documents | Grading by the University Librarian/ Head of the Department | Verified by the IQAC | Encl. No. |
| 1. | Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend. |  |  |  |  |
|  90 and above - **Good** Above 80 but below 90 - **Satisfactory** Less than 80 - **Not Satisfactory** |
| 2. | Organizing Intra College Competition |  |  |  |  |
| **Good** - Intra College Competition in more than 5 disciplines **Satisfactory -** Intra College Competition in 3 - 5 disciplines **Unsatisfactory -** Neither good nor satisfactory  |
| 3. | Institution participating in external competitions |  |  |  |  |
| **Good** - National level competition in at least one discipline plus State / District level competition  in at least 3 disciplines. **Satisfactory -** State level competition in at least one discipline plus district level competition in at least  3 disciplines OR District level competition in at least 5 disciplines.**Unsatisfactory -** Neither good nor satisfactory  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Activity | Please specify on the activities involved during the academic year & supporting documents | Grading by the University Librarian/Head of the Department | Verified by the IQAC | Encl. No. |
| (4) | Up gradation of sports and physical training infrastructure with scientific and technological inputs.  |  |  |  |  |
| Development and maintenance of playfields and sports and physical education facilities. |  |  |  |  |
| **Good / Satisfactory / Not - Satisfactory :- To be assessed by the Promotion Committee.**  |
| (5) | i) | At least one student of the institution participating in national/state/university(for college levels only) teams/ Organizing state/national/inter university/ inter college level competition. |  |  |  |  |
| ii) | Being invited for coaching at state / national level. |  |  |  |  |
| iii) | Organizing at least three workshops in a year |  |  |  |  |
| iv) | Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities. |  |  |  |  |
| **Good**: Involved in any two activities. **Satisfactory**: 1 activity **Unsatisfactory**: Not involved / undertaken any of the activities.--------------------------------------------------------------------------------------------------------------------------------**Overall Grading:** **Good**: Good in Item 1 and satisfactory / good in any two other items.**Satisfactory**: Satisfactory in Item 1 and Satisfactory / good in any other two items. **Not Satisfactory**: If neither good nor satisfactory in overall grading. |

**Note**:

1. It is recommended to use ICT technology to monitor the attendance of sports & physical education and compute the criteria of assessment.
2. The institution must obtain student feedback. The feed-back must be shared with the concerned Director of Physical and Education & Sports and also the CAS Promotion Committee.
3. The system of tracking user grievance and the extent of grievance redressal details may also be made available to the CAS promotion committee.

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

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

**Signature of the Director, IQAC**



# ACKNOWLEDGEMENT

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

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