



APPLICATION FORM FOR PROMOTION UNDER UGC
CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHING STAFF OF
UGC - HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)
(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

| | | | |
|-----|--|---|--|
| 1. | Name (in Block Letters) | : | |
| 2. | Date of Birth & Age | : | |
| 3. | Father's Name (in Block Letters) | : | |
| 4. | Mother's Name (in Block Letters) | : | |
| 5. | Husband's Name (in case of married women) | : | |
| 6. | Current Designation | : | |
| 7. | Date of Joining | : | |
| 8. | Date of Confirmation | : | |
| 9. | Department | : | |
| 10. | Subject / Discipline (For faculty of Distance Education) | : | |
| 11. | Present Place of Posting | : | |
| 12. | Date of initial appointment | : | |

| | | | |
|-----|---|---|--|
| 13. | Date of Last Promotion (<i>Enclosure No.....</i>) | : | |
| 14. | Date of eligibility for promotion for the stage applied | : | |
| 15. | Please indicate whether you belong to SC/ST/OBC/PWD | : | |
| 16. | Address for Correspondence (with Pin code) | : | |
| 17. | Permanent Address (with Pin code) | : | |
| 18. | Cell Number | : | |
| 19. | Alternate Number | : | |
| 20. | 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 (optional):

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 (optional):

(i) Years of Guiding Ph.D. / M.Phil (optional) ..:

(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 |
|----|---------------|----------|-------------------------------|
| a) | International | | |
| b) | National | | |
| c) | 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 development of MANUU-HRDC :

34. Your contribution to the MANUU-HRDC and University:

35. Future Academic Development Plan for self as well as MANUU-HRDC :

36. Any Other relevant information:

Signature of the Candidate

FOR THE ASSESSMENT YEAR TO

Category I: Academic duties and other activities of Teaching Staff Members of Human Resource Development Centre (HRDC)

Name of the Faculty: _____

Designation: _____

Subject: _____

Assessment Year: _____

| Sl. No. | Activity | Description of work done by the faculty during the Assessment year | Max Score | Score claimed | Enclosure (page no.) in support of Score claimed | Score Assessed by the Screening Committee | Remarks |
|---------|--|--|-----------|---------------|--|---|---------|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| 1. | <u>Academic duties of Teaching Staff of Human Resource Development Centre as per allotment</u> <u>4 Weeks Orientation Programme</u> - Planning of Programme - Designing of the Programme - Mobility of Resource Persons - Evaluation as per UGC norms - Grading - Final report of the programme <u>3 Weeks Refresher Course</u> - Planning of Programme - Designing of the Programme - Mobility of Resource Persons - Evaluation as per UGC norms - Grading - Final report of the programme | | 50 | | | | |

| Sl. No. | Activity | Description of work done by the faculty during the Assessment year | Max Score | Score claimed | Enclosure (page no.) in support of Score claimed | Score Assessed by the Screening Committee | Remarks |
|---------|--|--|-----------|---------------|--|---|---------|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| 2. | <u>Other Teaching Academic duties in excess of the UGC / prescribed norms</u> <u>Special Courses</u> i) Summer School ii) Winter School - Mobility of Resource Persons - Evaluation as per UGC norms - Grading - Final report of the programme | | 10 | | | | |
| 3. | <u>Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students</u> Short term courses PDPs (Professional Development Programmes) - Planning of Programme - Designing of the Programme - Mobility of Resource Persons - Evaluation as per UGC norms - Grading - Final report of the Programme Total Programmes conducted yearly: OC - 10 RCs - 06 PDPs - 04 | | 20 | | | | |

| Sl. No. | Activity | Description of work done by the faculty during the Assessment year | Max Score | Score claimed | Enclosure (page no.) in support of Score claimed | Score Assessed by the Screening Committee | Remarks |
|---------------|---|--|------------|---------------|--|---|---------|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) |
| 4. | <u>Use of participatory and innovative teaching-learning/framing methodologies ; updating of subject/course content, course improvement etc.</u> <u>Institutional Visits</u> Visit Colleges, Libraries, Institutional Organizations | | 20 | | | | |
| 5. | <u>Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.</u> Evaluation/Assessment of Answer Scripts, Question Paper Setting as per allotment | | 25 | | | | |
| Total: | | | 125 | | | | |

Total Max Score: 125
Min. API score required: 75

DECLARATION

I _____ hereby declare that the information/particulars given above are correct to the best of my knowledge and belief.

Date: _____

Signature of the applicant

CERTIFICATION OF DIRECTOR, UGC - HRDC

I certify that the above activities/work declared by the faculty has been actually performed/done according to the responsibility assigned to him/her from time to time as per records available in the HRDC.

Signature of Director, UGC - HRDC

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 | | | |

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: | | | | | | | |

| 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 30.0 lakhs | Major Projects amount mobilized with grants above 5.0 lakhs | 20 /each Project | | | |
| | | (b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs | Major Projects Amount mobilized with minimum of Rs.3.00 lakhs up to Rs. 5.00 lakhs | 15 /each Project | | | |
| III (C) (ii) | Consultancy Projects carried out / ongoing | Amount mobilized with minimum of Rs.10.00 lakh | Amount mobilized with minimum of Rs. 2.0 lakhs | 10 per every Rs.10.0 lakhs and Rs.2.0 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 | | | |
| 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)).

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 | Enclosure 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 | Enclosure No. | Score allotted by the Screening Committee |
|-----|--|-------------|----------------|----------|-------|---|---------------|---------------|---|
| | | | Inter national | National | Local | | | | |
| (1) | (2) | (3) | (4) | | | (5) | (6) | (7) | (8) |
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |

Date:.....

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. |
|-----------|------------------------------------|----------------------------|------------------------------|------------------------|----------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Date:.....

Signature of the Applicant



مولا نا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University, Ministry of Education, Govt. of India)
(Accredited Grade "A" by NAAC)



ACKNOWLEDGEMENT

Received 05 sets of applications under Career Advancement Scheme (May - 2022)

for Stage:_____ to Stage:_____ from _____

Designation:_____ UGC - HRDC in response to CAS notification

dated: 21.05.2022.

Date:_____

Signature of the Receiver