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**AS PER UGC REGULATIONS - 2018**

**APPLICATION FORM FOR UPGRADATION / PROMOTION UNDER**

**UGC - CAREER ADVANCEMENT SCHEME (CAS) [FOR LIBRARY STAFF]**

(February - 2024)

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

**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)**

1. **Regularity of attending library (calculated in terms of percentage of days attended to the total numbers of days he/she is expected to attend). While attending to the library, the individual is expected to undertake, inter alia, following items of work:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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. |
| i. | Library Recourse and Organization and Maintenance of books, journals and reports. |  |  |  |  |
| ii. | Provisions of Library reader services such as literature retrieval services to researchers and analysis of report. |  |  |  |  |
| iii. | Assistance towards updating institutional website. |  |  |  |  |

***Note****:* 90% & above - **Good**

Below 90% but 80% & above - **Satisfactory**

Less than 80% - **Not 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. |
| (2) | Conduct of Seminars/Workshops related to library activity or on specific books or genre of books. |  |  |  |  |
| **Good**: - 1 National level seminar/workshop+1 State/Institution level workshop/seminar  **Satisfactory -** 1 National level seminar/workshop or 1 state level seminar / workshop + 1 institutional level  seminar workshop or 4 institution seminar/workshop  **Unsatisfactory -** Not falling in above two categories | | | | | |
| (3) | If library has a computerized database then  OR  If library does not have a computerized database |  |  |  |  |
| **Good**: 100% of physical books and journals in computerized database  **Satisfactory**: At least 99% of physical books and journals in computerized database  **Unsatisfactory**: Not falling under good or unsatisfactory  **OR**  **Good**: 100% Catalogue database made up to date  **Satisfactory**: 90% Catalogue database made up to date  **Unsatisfactory**: Catalogue database not upto mark  *(To be verified in random by the CAS Promotion Committee)* | | | | | |
| (4) | Checking inventory and extend of missing books |  |  |  |  |
| **Good**: Checked inventory and missing books less than 0.5%  **Satisfactory**: Checked inventory and missing books less than 1%  **Unsatisfactory**: Did not check inventory  **OR**  Checked inventory and missing books 1% or more | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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. |
| 5(i) | Digitization of books database in institution having no computerization database. |  |  |  |  |
| (ii) | Promotion of library networks |  |  |  |  |
| (iii) | Systems in place for dissemination of information relating to books and other resources |  |  |  |  |
| (iv) | Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities |  |  |  |  |
| (v) | Design and off short-term courses for users |  |  |  |  |
| (vi) | Publications of at least one research paper in UGC approved journals |  |  |  |  |
| **Note: Good**: Involved in any two activities  **Satisfactory**: At least one activity  **Unsatisfactory**: Not involved / undertaken any of the activities  **Overall Grading:**  **Good**: Good in Item 1 and satisfactory/good in any two other items including Item 4.  **Satisfactory**: Satisfactory in Item 1 and Satisfactory/ good in any other two items including Item 4.  **Not Satisfactory**: If neither good nor satisfactory in overall grading | | | | | |

**Note**:

1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of the Department of the concerned department, project completion.
3. The system of tracking user grievance and the extend of grievance redressal details may also be made available to the CAS promotion committee.

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

Date: …………….. **Signature of the University Librarian/HoD**

**Signature of the Director, IQAC**



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# ACKNOWLEDGEMENT

# Received 04 sets of applications under Career Advancement Scheme (February - 2024) for Level:­­\_\_\_\_\_\_\_\_\_­­­­\_\_­ to Level:\_\_\_\_\_\_\_­­­­\_\_­\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ posted at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in response to notification dated: 28.02.2024.

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