AS PER UGC - REGULATIONS 2018

APPLICATION FORM FOR PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHING STAFF OF CENTRE FOR DISTANCE & ONLINE EDUCATION (CDOE)

(November - 2026)

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

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.	**Department**	:	
8.	**Date of Joining**	:	
9.	**Date of Confirmation**	:	
10.	**Date of Last Promotion / Upgradation under CAS** (Enclosure No……..)	:	
11.	**Date of eligibility for promotion for the stage applied**	:	
12.	**Date of initial appointment in MANUU**	:	

13.	**Present Place of Posting**	:	
14.	**Subject / Discipline**	:	
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.

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				

26. Record of Service in MANUU from the date of joining:

Designation	Department	Duration		Experience		Pay Scale / Grade	Encl. No.
		From	To	Year	Month		
.	.					.	
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		

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		

33. Your vision for the development of MANUU - CDOE :

_____

_____

_____

_____

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

_____

_____

_____

_____

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

_____

_____

_____

_____

36. Any Other relevant information:

_____

_____

_____

_____

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 Period ……

(To be filled by the Faculty Concerned and Director, CDOE)

01. Name (in Block Letters) : _____

02. Father's Name : _____

03. Department/Centre/Institution : _____

04. Current Designation & Level of Pay : _____

05. Period of absence from duty (on Medical leave / CCL / Maternity Leave / Study Leave / EL / EoL / Deputation, etc.), during the year (if applicable) : _____

APPENDIX - II

TABLE - 1

ASSESSMENT CRITERIA AND METHODOLOGY FOR TEACHING STAFF OF CENTRE FOR DISTANCE & ONLINE EDUCATION (CDOE) [FACULTY/RDs/ARDs UNDER TEACHING CATEGORY]

ACADEMIC ACTIVITIES

S#	Activity		Maximum Score	Description of work done by the faculty during the Assessment year	Score Claimed	Grading by the Director	Enclosure in support of the claim (Page No.)
1.	**TEACHING FACULTY**						
	A)	Planning and Designing curriculum (programme/ course proposer/ Coordinator)	10/per prog/course				
	B)	Programme Team member	5 for each membership				
	C)	Unit Writing	20/unit				
	D)	Translation	10/unit				
	E)	Vetting	3/unit				
	F)	Editing (Content & Language)	6/unit				
	G)	Proof Reading	3/unit				
	H)	Participating in Design, Graphics of Cover Pages	3/design				
	I)	Preparation of Questions for Assignments, vetting and proof reading	4/assignment				

S#	Activity		Maximum Score	Description of work done by the faculty during the Assessment year	Score Claimed	Grading by the Director	Enclosure in support of the claim (Page No.)
	J)	Evaluation of Assignments	4/assignment				
	K)	Supervision & Evaluation for Term End Answer scripts	5/script				
	L)	Evaluation of Project Work	2/project				
	M)	Conducting workshops for B.Ed. & other programmes	3/ workshop				
	N)	Administrative responsibilities at University / Directorate level	4/duty				
	O)	Organizing/participating in Admission counseling	3/counseling				
	P)	Coordinating implementation of Programme / subject/course	4/course				
	Q)	Academic Counseling/ Classes	4/class				
	R)	Organizing seminars/ conferences/ workshops for the purpose of SLBs	4/event				
	S)	Inspection of LSCs	3/inspection				
		Total:	**100**				
		Grading by the Director:		Good / Satisfactory / Not Satisfactory			

S#	Activity		Maximum Score	Description of work done by the faculty during the Assessment year	Score Claimed	Grading by the Director	Enclosure in support of the claim (Page No.)
	REGIONAL DIRECTORS / ASSISTANT REGIONAL DIRECTORS						
	A)	Establishment of LSCs	20/LSC				
	B)	Appointment of Observers for Term End Examinations	5/duty				
	C)	Conducting Term End Examinations	10/exam				
	D)	Students related co-curricular and field - based activities such as career counseling	5/activity				
	E)	Administrative responsibilities at University/ Directorate level	5/assignment				
	F)	Evaluation of Assignments / Projects	5/assignment				
	G)	Examination and evaluation related duties assigned by the University/ Directorate	5/duty				
	H)	Conducting Practical Examinations	5/exam				
	I)	Organizing/participating in Admission counseling	10/counseling				
	J)	Members in committee(s) at Directorate level	5/committee				
	K)	Writing / Editing books /Articles related to the subject concerned	10/book				

S#	Activity		Maximum Score	Description of work done by the faculty during the Assessment year	Score Claimed	Grading by the Director	Enclosure in support of the claim (Page No.)
	L)	Coordinating implementation of the Programme/subject/course	5/course				
	M)	Academic Counseling/Classes	5/counseling				
	N)	Inspection of LSCs	5/inspection				
		Total:	**100**				
		Grading by the Director:		Good / Satisfactory / Not Satisfactory			
If the average Score is: Above 60% - Good Below 60% but 50% and above - Satisfactory Less than 50% - Not satisfactory							
2.	Involvement in the University students Related activities/research activities:		**Good** - Involved in at least 4 activities. **Satisfactory -** 1 to 3 activities **Not-Satisfactory** - Not involved / undertaken any of the activities.				
	A)	Setting of question papers for Assignments and Projects					
	B)	Evaluation of Assignments/Projects					
	C)	Setting of Question papers for end semester and annual examinations					
	D)	Examination and evaluation related duties assigned by the university/ Directorate					
	E)	Attending evaluation of answer scripts					
	F)	Students related co-curricular and field-based activities such as career counseling					

S#	Activity		Maximum Score	Description of work done by the faculty during the Assessment year	Score Claimed	Grading by the Director	Enclosure in support of the claim (Page No.)
	G)	Conducting Minor or major research project sponsored by national or international agencies	**Note**- Number of activities can be within or across the broad categories of activities.				
	H)	At least one single or joint publication in peer-review or UGC list of Journals or chapter in a book with ISBN					
	I)	Flying squads for Examinations					
	J)	Conducting Term End Examinations					
	K)	Conducting Practical Examinations					
	L)	Members in committee(s) at Directorate level					

Overall Grading for Serial no.2:
Good: Good in activity 1 and satisfactory or good at S. No.2.
OR
Satisfactory: Satisfactory in teaching and Good in activity at S. No. 2.
Not Satisfactory: If neither Good not Satisfactory in overall grading.

Note:- For the purpose of assessing the grading of Activity at Serial No. 1and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, study Leave, Extraordinary leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such Leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following the procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institutions.

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

Date: ……..

Signature of the Director, CDOE **Signature of the Director, IQAC**

SECTION - II (Remarks of the Pro Vice - Chancellor or Vice - Chancellor)

1. Do you agree with the assessment made by the Director, DDE with respect to the work output and the various attributes in Part - A & B. In case you do not agree with the grading of the Director, CDOE please record your comments.

Signature

Place:……..

Date:…….

PART - C

Academic / Research Score: (As per UGC Regulations 2018, Appendix II, and Table 2: Methodology for University and College Teachers for calculating Academic / Research Score.)

1. Research Papers in Peer-Reviewed or UGC Listed Journals

Sl. No.	Title of the Research Paper	Name of the Journals	ISSN No.	Vol., PP No. & Year	Impact Factor*	No. of Authors	Type of Authorship (First Author/ Corresponding Author/ Principal/Co-Author	Sr. No. in UGC listed Journals	Claimed Score	IQAC Verified Score	Encl. No.
								Total:			

**Impact factor to be determined as per Thomson Reuters list.*

2. Publications (other than Research Papers)

Sl. No.	Title of the Books	Author	Co-Authors (s)	Name of the Publisher, Month, Year	ISBN/ ISSN	Claimed Score	IQAC Verified Score	Encl. No.
(a) Books authored which are published by :								
International Publishers								
National Publishers								
Chapter in Edited Book								

Editor of Books by International Publisher								
Editor of Books by National Publisher								
(b) Translation works in Indian and Foreign Languages by qualified faculties								
Chapter or Research Paper								
Book								
					Total:			

Note: Attach front, index and back pages justifying the claim showing the ISBN/ ISSN Number

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.

Sl. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.
(a) Development of Innovative Pedagogy				
(b) Design of New Curricula and Courses				

(c) MOOCs				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05marks/credit)				
MOOCs (developed in 4 quadrant) per module/lecture				
Content writer/subject matter expert for each module of MOOCs (at least one quadrant)				
Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)				
(d) E-Content				
Development of e-Content in 4 quadrants for a complete course/e-book				
e-Content (developed in 4 quadrants) per module				
Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				

Editor of e-content for complete course/paper/ e-book				
Total:				

*Each activity should be claimed by the applicant with supporting documents.

4. (a) Research Guidance:

i) Ph.D. awarded / Thesis submitted*

Sl. No.	Name of the Scholar	Title of Thesis	Awarded/ Thesis submitted	Supervisor / Co-supervisor	University	Month and Year	Claimed Score	IQAC Verified Score	Encl. No.

*Submit Ph.D. Notification / Certificate of Submission

ii) M.Phil. / P.G. dissertation*

Sl. No.	Name of the Scholar	Title of The Dissertation/Thesis	M.Phil./P.G.	University	Month and Year	Claimed Score	IQAC Verified Score	Encl. No.

*Submit M.Phil. / P.G. Notification / Certificate of Submission

(b) Research Projects Completed:

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
					From	To			
Sl. No.	Title of the Project (Less than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
					From	To			

(c) Research Projects Ongoing:

Sl. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
					From	To			
Sl. No.	Title of the Project (Less than 10 lakhs)	Names of PI and co-PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	IQAC Verified Score	Encl. No.
					From	To			

(d) Consultancy

Sl. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	IQAC Verified Score	Encl. No.
				From	To			

5. (a) Patents

Sl. No.	Details of Patent	International / National	Year	Claimed Score	IQAC Verified Score	Encl. No.
			Total:			

(b) * Policy Document (Submitted to an International body/ organization like UNO / UNESCO / World Bank / International Monetary Fund, etc. or Central Government or State Government)

Sl. No.	Details of Policy Document	International / National / State	Year	Claimed Score	IQAC Verified Score	Encl. No.
			Total:			

(c) Awards/ Fellowship

Sl. No.	Name of the Award / Fellowship	Awarding Institute/ Organization	International/ National/	Date Awarded	Claimed Score	IQAC Verified Score	Encl. No.

6. * Invited lectures / Resource Person / paper presentation in Seminars / Conferences/ full paper in Conference Proceedings (Papers presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)

6(A)

Sl. No.	Invited as Resource Person	Name of the Seminar / Conference	Topic of the Lecture	Organizer/ Institute	Duration	International (Abroad)/ International (within country)/ National / State/ University Level	Claimed Score	IQAC Verified Score	Encl. No.
						Total:			

6 (B)

Sl. No.	Invited as Paper Presenter	Name of the Seminar / Conference	Title of the Paper	Organizer/ Institute	Duration	International (Abroad)/ International (within country)/ National / State/ University Level	Claimed Score	IQAC Verified Score	Encl. No.
						Total:			

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for supervisor and co-supervisor. Supervisor & co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

APPLICANT CLAIMED SCORE

Summary of Total Claimed Score								
Entire Assessment Period From _____ to _____	Claimed Score							Total Score
	01 *(Research Papers)*	**02** *(Books / Chapters/ Translation Work)*	**03** *(Creation of ICT mediate teaching learning pedagogy & content & development of new and innovative courses and curricula)*	**04** *(Research Guidance, Research Projects Completed, Research Projects Ongoing, Consultancy)*	**05 (a & c)** *(Patents, Awards / Fellowships)*	**05 (b)** *(Policy Document)*	**06** *(Invited Lecturers / Resource Person / Paper presentation in Seminars / Conferences / Full Papers in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full papers in Conference proceedings will be counted only once)*	
Score Claimed ***(to be filled by the candidate)***								
Score allotted by the Screening Committee								

DECLARATION

I hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief. If anything is found false at any stage, my candidature are liable to be rejected summarily without assigning any reason thereof.

Place:_____

Date: _____ **Signature of the candidate**

IQAC VERIFIED SCORE

Summary of Total								
Entire Assessment Period From _____to _____	Verified Score							Total Verified Score
	1	2	3	4	5 (a &c)	5 (b)	6	

Director, IQAC

LIST OF RESEARCH PAPERS / ARTICLES PUBLISHED IN JOURNALS

S#	Title of the Research Paper	Name of the Journal	Month & Year	Volume No.	Page No.	ISSN No.	Principal Author / Co-Author	Whether Listed in UGC approved / UGC - CARE / SCOPUS / WoS list of Journals	Please enclosed the Proof of Research Paper Published in UGC / SCOPUS/ WoS (Mandatory)	Score Claimed	Enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1.											
2.											
3.											
4.											
5.											

Date:……..

Signature of the Applicant

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 International / National	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)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1.								
2.								
3.								
4.								
5.								

Date:……..

Signature of the Applicant

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)
							International / National			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
1.										
2.										
3.										
4.										
5.										

Date:……..

Signature of the Applicant

EDITOR OF BOOK

S#	Title of the Book	Name of the Publisher	Month & Year of Publication	Page No.	ISBN Number	PUBLISHER	Whether you are the Main Editor, if no, number of Co-Editors	Score Claimed	Enclosure No. (Please enclose first & last page showing ISBN No. along with Content of the book)
						International / National			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1.									
2.									
3.									
4.									
5.									

Date:……..

Signature of the Applicant

TRANSLATION WORK IN INDIAN & FOREIGN LANGUAGES BY QUALIFIED FACULTIES

S#	Title of the Research Paper / Chapter	Name of the Journal / Book	Month & Year	Volume No.	Page No.	ISSN / ISBN No.	Principal Author / Co-Author	Whether Listed in UGC approved & UGC - CARE / SCOPUS / WoS list of Journals	Please enclosed the Proof of Research Paper Published in UGC / SCOPUS/ WoS (Mandatory)	Score Claimed	Enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1.											
2.											
3.											
4.											
5.											

Date:……..

Signature of the Applicant

BOOKS TRANSLATED

S#	Title of the Book	Name of the Publisher	Month & Year of Publication	Page No.	ISBN Number	PUBLISHER	Whether you are the Main Editor, if no, number of Co-Editors	Score Claimed	Enclosure No. (Please enclose first & last page showing ISBN No. along with Content of the book)
						International / National			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1.									
2.									
3.									
4.									
5.									

Date:……..

Signature of the Applicant

ACKNOWLEDGEMENT

Received 04 sets of applications under the UGC - Career Advancement Scheme *(November - 2026)* for Academic Level:_____ to Academic Level:_____ from _____ Designation_____ posted at_____ in response to notification dated: 17.11.2026.

Date:_____ Signature of the Receiver