AS PER UGC - REGULATIONS 2018

APPLICATION FORM FOR PROMOTION UNDER UGC CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHING STAFF OF CENTRE FOR PROFESSIONAL DEVELOPMENT OF URDU MEDIUM TEACHERS (CPDUMT) / CENTRE FOR URDU CULTURE STUDIES (CUCS) / H.K. SHERWANI CENTRE FOR DECCAN STUDIES (HKSCDS) AND ESTABLISHMENT OF CENTRE FOR THE STUDY OF SOCIAL INCLUSION IN UNIVERSITIES (ECSSIU)

(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.	**Date of Joining**	:	
8.	**Date of Confirmation**	:	
9.	**Department**	:	

10.	**Subject / Discipline**	:	
11.	**Present Place of Posting**	:	
12.	**Date of initial appointment in MANUU**	:	
13.	**Date of Last Promotion / Upgradation under CAS** (Enclosure No……..)	:	
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.

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 Centre:

_____

_____

_____

_____

34. Your contribution to the Centre and University:

_____

_____

_____

_____

35. Future Academic Development Plan for self as well as the Centre:

_____

_____

_____

_____

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, CPDUMT/CUCS/ HKS CDS/CWS & ECSSIU)*

01. Name (in Block Letters) : _____

02. Father's Name : _____

03. Centre : _____

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) : _____

_____

* CPDUMT	:-	Centre for Professional Development of Urdu Medium Teachers
CUCS	:-	Centre for Urdu Culture Studies
HKSCDS	:-	Haroon Khan Sherwani Centre for Deccan Studies
CWS	:-	Centre for Women Studies
ECSSIU	:-	Establishment of Centre for the Study of Social Inclusion in Universities

SECTION - I

(1) CATEGORY: 1: TEACHING AND LEARNING RELATED ACTIVITIES

(a) Lectures, Seminars, Tutorials, Practicals, Contact hours (give semester wise details where necessary) if assigned and permitted by the Competent Authority. This part of the Proforma is to be filled by the HoD of the Teaching department concerned.

S.No.	Course/Paper	Level / Programme	Mode of teaching (Lectures, Seminars, Tutorials, Practical's, contact hours)	Percentage of classes taken as per records

Grading: -

75% & above	-	Very Good
Below 75% but 60% & above	-	Good
Less than 60% but 50% above	-	Satisfactory
Less than 50%	-	Unsatisfactory

(b) Key Programme Indicator - I (Quantitative)

Financial Year	No. of programmes in which the applicant is involved				Verified by Director of the Centre concerned	Verified by IQAC	Proof if any Encl No.
	Programme	**No. of programmes assigned**	**No. of programme accomplished**	**Percentage of target achieved (%)**			
	Long-term Programme:						
	(a) Workshops (5 days & above)						
	(b) Orientation programme (5 days & above)						
	Short Term Programme:						
	(a) Workshops (less than 5 days)						
	(b) Seminars						
	(c) Symposiums						
	Conferences:						
	(a) International						
	(b) National						
	Invited Lectures from eminent persons						
	Exhibitions						
	Collaborative Programmes (if any)						
	Any other activities (please specify)						
				Total:			
				Cumulative %			
Overall % If more than 60% - Good 50-60% - Satisfactory <50% - Not Satisfactory							

(2) Involvement in the University Academic related activities / research activities (Qualitative Indicator)

(Note: Number of activities can be within or across the broad categories of activities).

Sl. No.	Activity	Please tick (√) on the activities involved during the academic year & supporting documents	Grading by the Director of the Centre concerned	Verified by the IQAC	Encl. No.
a)	Administrative responsibilities or additional duties performed in the University in addition to the duties in the Centre concerned (e.g. Warden, Coordinator, Members in Committees etc.)				
b)	Examination and evaluation duties assigned by the university or attending the examination paper evaluation.				
c)	Students related co-curricular, extension and filed bases activities such as student clubs, career counseling, study visits, students seminars and other events, cultural, sports, NCC,NSS and community services				
d)	Member of Committees in other Universities or Institution of repute with details				
e)	Preparation of reference and source materials necessary for the programme or other University Courses				
f)	Guiding of students (P.G. or Research programme) in MANUU or other Universities				
g)	Conducting minor or major research project sponsored by national or international agencies.				
h)	At least one single or joint publication in peer-reviewed or UGC list of Journals.				

***Note**: Good :- Involved in at least 3 activities*

Satisfactory:- 1 - 2 activities

Not-satisfactory:- Not involved / undertaken any of the activities

Overall Grading:

Good: Good in teaching/delivery of programmes and satisfactory or good in activity at Sl.No.(2).

OR

Satisfactory: Satisfactory in teaching / delivery of programmes and good or satisfactory in activity at Sl.No.(2).

Not Satisfactory: If neither good nor satisfactory in overall grading.

(3) Personal Development related to Teaching / Programme delivery and Research Activities:

Sl. No.	*Items*	*Please tick (√) on the activities involved during the academic year with supporting documents*	*Encl No.*
1.	Attending Orientation / Refresher / Methodology Courses		
2.	Development of e-contents and MOOCs organizing seminar / conference/ workshop/ presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.		
3.	Additional academic qualification acquired during the period.		

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

Date: ……..

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

SECTION - II
(To be filled by the Director of the Centre concerned)

1. Assessment of work output Numerical grading is to be assigned by Director of the Centre on a scale of 1-10 (One-Ten), where 1 refers to the lowest and 10 to the highest grade.

i. Teaching-Learning and Evaluation:

Sl. No.	Items	Grading by the Director of the Centre concerned	IQAC remarks
1.	Regularity to class (if assigned)		
	Regularity and punctuality in attending the duties		
2.	Punctuality to class (if applicable)		
	Effective coordination with Experts and local Coordinators		
3.	Remedial teaching and clarifying doubts outside the assigned teaching hours (if applicable)		
	Resourcefulness and clarifying doubts to the participants		
4.	Counseling and mentoring of the students (if applicable)		
	Effectiveness in the programme delivery		
5.	Additional teaching guidance and research to support the University as and when required (if applicable)		
	Innovation and Quality improvement brought out in the Centre to improve the functioning of the Centre / Programme delivery		
6.	Examination and Evaluation (Invigilation, Supervision, observer duties, setting up of question papers; moderation, evaluation of internal and external answer scripts, etc.) (if assigned and undertaken)		
	Any relevant work being performed by teaching staff in the Centre may be added		

Signature of the Director

Place:…….. Name in Block Letters:……...……..

Date: …….. Assessment year:……

Signature of the Director, IQAC

SECTION - III (Remarks of the Dean Concerned)

1. Do you agree with the assessment made by the Director of the Centre concerned 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 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.

Date: _____ **Signature of the candidate**

Head of the Department

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 enclose the Proof of Research Paper Published in UGC / SCOPUS/ WoS (Mandatory)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
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	Enclosure No. (Please enclose first & last page showing ISBN No. along with Content of the book)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
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	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

EDITOR OF BOOK

S#	Title of the Book	Name of the Publisher	Month & Year of Publication	Page No.	ISBN Number	PUBLISHER International / National	Whether you are the Main Editor, if no, number of Co-Editors	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

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 enclose the Proof of Research Paper Published in UGC / SCOPUS/ WoS (Mandatory)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
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 International / National	Whether you are the Main Editor, if no, number of Co-Editors	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

ACKNOWLEDGEMENT

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

Date:_____ Signature of the Receiver