AS PER UGC REGULATIONS - 2018

APPLICATION FORM FOR UPGRADATION / PROMOTION UNDER
UGC - CAREER ADVANCEMENT SCHEME (CAS) [FOR LIBRARY STAFF]
(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:

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
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 Department / School:

_____

_____

_____

_____

34. Your contribution to the Department / School/ Discipline and University:

_____

_____

_____

_____

35. Future Academic Development Plan for self as well as Department / School:

_____

_____

_____

_____

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 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

ACKNOWLEDGEMENT

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

Date:_____ Signature of the Receiver