AS PER UGC REGULATIONS - 2018

APPLICATION FORM FOR UPGRADATION / PROMOTION UNDER
UGC - CAREER ADVANCEMENT SCHEME (CAS) [FOR PHYSICAL EDUCATION & SPORTS]
(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**	:	

13.	**Date of Last Promotion** ***(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:

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 Table - 5 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. 49.04.10 dated 07.01.2025 and Executive Council Resolution No.103.6.1 dated 14.02.2025

ASSESSMENT YEAR: _____

SECTION - I

(To be filled by the Candidate and Head of the Department)

1) Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend

Semester	No.of days assigned	No.of days attended	% of attendance	Grade claim by the Candidate	Grading by the Director	Encl.No.
Odd Semester						
Even Semester						

Grading Criteria:

Good	:	90 & above
Satisfactory	:	Above 80 but below 90
Not Satisfactory	:	Less than 80

2) Organizing Intra College / School competition

S#	Details of Competition	Name of Discipline	Number of Discipline	Grade claim by the Candidate	Grading by the Director	Encl.No.

Grading Criteria:

Good	:	Intra College Competition in more than 5 disciplines
Satisfactory	:	Intra College Competition in 3 - 5 disciplines
Unsatisfactory	:	Neither Good nor Satisfactory

3) Institution participating in external competitions

S#	Details of External Competition	Level of Competition (National/State/ District)	Name of disciplines	Number of disciplines	Grade claim by the Candidate	Grading by the Director	Encl. No.

Grading Criteria:

Good	:	National level competition in at least one discipline plus State / District level competition in at least 3 disciplines.
Satisfactory	:	State level competition in at least one discipline plus District level competition in at least 3 disciplines.
Unsatisfactory	:	Neither Good nor Satisfactory

4) Up gradation of sports and physical training infrastructure with scientific and technological inputs

S#	Details of Up-gradation of Sports and Physical Training infrastructure with scientific and technological inputs	Grading claim by the Candidate	Grading by the Director	Encl.No.
Development and maintenance of Playfields and Sports and Physical Education facilities				
S#	**Details of Development and maintenance of play fields and sports and physical education facilities**	**Grading claim by the Candidate**	**Grading by the Director**	**Encl.No.**

Grading Criteria: Good / Satisfactory / Non - Satisfactory to be assessed by the Promotion Committee

5) (i)	At least one student of the institution participating in national/state/university (for college / school levels only) teams. Organizing state/national/inter university/ inter college level competition.						
S#	**Details of Competitions Organized**		**Level of Competitions (National/State/Inter Univ./Inter College)**		**Grading claim by the Candidate**	**Grading by the Director**	**Encl.No.**

(ii)	Being invited for coaching at state / national level.				
S#	**Details, if invited as Coach**	**Level of Coaching (National / State)**	**Grading claim by the Candidate**	**Grading by the Director**	**Encl.No.**

(iii)	Organizing at least three workshops in a year.					
S#	**Particulars of Workshops organized**	**Sponsoring Agency (if any)**	**Organizing year**	**Grading claim by the Candidate**	**Grading by the Director**	**Encl.No.**

(iv)	Publications of at least one research paper in UGC - CARE journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.						
	i) Published at least One Research Paper in UGC - CARE list of Journals.						
S#	**Title with Page No. & Vol.No. including date of publication**	**Name of Journal**	**ISSN No.**	**Whether listed in the UGC - CARE list of Journals (YES / NO)**	**Grading claim by the Candidate**	**Grading by the Director**	**Encl.No.**

	ii) Assistance in College, Administration and Governance related work including work done during admissions, examinations and extracurricular college activities.					
S#	**Details of work assigned**	**Nature of Work**	**Duration**	**Grading claim by the Candidate**	**Grading by the Director**	**Encl.No.**

Grading Criteria:

Good: Involved in any two activities.
Satisfactory: 1 activity
Unsatisfactory: Not involved / undertaken any of the activities.

Overall Grading:

Good: Good in Item 1 and satisfactory / good in any two other items.
Satisfactory: Satisfactory in Item 1 and satisfactory / good in any two other items.
Unsatisfactory: If neither good nor satisfactory in overall grading.

SECTION - II
(To be filled by the Candidate)

OVERALL GRADING

S#	Activities	Grading						Overall Grading
		Assessment Year - I	Assessment Year - II	Assessment Year - III	Assessment Year - IV	Assessment Year - V	Assessment Year - VI	
1.	Attendance calculated in terms of percentage of days attended to the total number is days he is expected to attend							
2.	Organizing intra College / School competition							
3.	Institution participating in external competitions							
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs							
5.	Development and maintenance of play fields and sports and physical education facilities							
6.	At least one student of the institution participating in the national/state/university(for college levels only) teams. Organizing state/national/inter university/ inter college level competition							
7.	Being invited for coaching at state/ national level							
8.	Organizing at least three workshops in a year							
9.	Publications of at least one research paper in UGC - CARE journal							
10.	Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.							

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 is liable to be rejected summarily without assigning any reason thereof.

Date: _____ **Signature of the Candidate**

The particulars given in this application have been checked and verified from office records and found to be correct.

Remarks of the Director:

Signature of Director of Physical Education / Registrar

SECTION - III

(To be filled by the Director / Registrar)

OVERALL GRADING

S#	Activities	Grading						Overall Grading
		Assessment Year - I	Assessment Year - II	Assessment Year - III	Assessment Year - IV	Assessment Year - V	Assessment Year - VI	
1.	Attendance calculated in terms of percentage of days attended to the total number is days he is expected to attend							
2.	Organizing intra College / School competition							
3.	Institution participating in external competitions							
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs							
5.	Development and maintenance of play fields and sports and physical education facilities							
6.	At least one student of the institution participating in the national/state/university(for college levels only) teams. Organizing state/national/inter university/ inter college level competition							
7.	Being invited for coaching at state/ national level							
8.	Organizing at least three workshops in a year							
9.	Publications of at least one research paper in UGC - CARE journal							
10.	Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.							
Overall Grading								

Date: _____ **Signature of Director of Physical Education / Registrar**

SECTION - IV

(Remarks of the Director)

Do you agree with the assessment made by the candidate with respect to the work output and the various attributes in Section - I. In case you do not agree please record your comments.

Signature of the Director / Registrar

Name in Block Letters: _____

Place: _____

Date: _____

ACKNOWLEDGEMENT

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

Date:_____ Signature of the Receiver