AS PER AICTE (DIPLOMA) REGULATIONS - 2019

APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)

(FOR POLYTECHNIC STAFF)

(November - 2026)

Application for promotion from Level_____ to Level_____

Period of Assessment for Promotion : From……..… to ……..……

Date of appearing before the last Selection Committee under CAS (if appeared):……

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.Tech..:……

(ii) Total No. of Papers Published: (Not Abstract. Please attach full Papers only)

a) Journals (SCI/Scopus/UGC/AICTE)……

b) Conference Papers Published in Journals (SCI/Scopus/UGC/AICTE)……...

(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/FDP/MOOCs attended:

Name of the Course	Organizing Agency	Duration of Course		No. of Days	Enclosure No.
		From	To		

32. Industrial Training Program completed:

Name of the Industry/ Agency/Firm etc	Duration of Course		No. of Weeks	Enclosure No.
	From	To		

33. Any Other Training Program/ Summer School/QIP/FIP/MDP etc attended:

Name of the Course	Organizing Agency	Duration of Course		No. of Days	Enclosure No.
		From	To		

34. Your vision for the Polytechnic / School:

_____

_____

_____

35. Your contribution to the Polytechnic / School/ Discipline and University:

_____

_____

_____

36. Future Academic Development Plan for self as well as Polytechnic / School:

_____

_____

_____

37. Any Other relevant information:

_____

_____

_____

Signature of the Candidate

CALCULATION OF 360° FEEDBACK SCORE

The 360° Degree Score shall be determined on the basis of following parameters:

a. Teaching Process (Maximum Point 25)
b. Student's Feedback (Maximum Point 25)
c. Departmental Activities (Maximum Point 20)
d. Institute Activity (Maximum Point 10)
e. ACR (10 Point)
f. Contribution to Society (Maximum Point 10)

The candidates shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale.

a. Teaching Process (Maximum Point 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code/Name. No. of scheduled classes, classes actually held. The total shall be reduced to 25 points scale.

b. Student's Feedback (Maximum Point 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Point 20)

This section summarizes all the responsibilities assigned by the Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/c, Time Table I/c, NBA-AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity upto a maximum of 20.

d. Institute Activity (Maximum Point 10)

This section summarizes all the responsibilities assigned by the Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of the Department, Warden, Training and Placement Officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity upto a maximum of 10.

e. ACR (10 Point)

ACRs maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Point 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/official communication from the Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

Note: The activities mentioned in above criterion are indicative. Principal/Director/HoD may add or remove some of the activities at department and institute level as per the requirement of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

CALCULATION OF CREDIT POINTS

(Sample Calculations)

Name	:	
Present Position	:	
Academic Year	:	
Teaching Process	:	

A. Teaching Process (Maximum Point 25)

S#	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/2018-19	CET-100	42	39		
2	1/2018-19	CET-200	39	38		
3	2/2018-19	MED-100	41	39		
4	2/2018-19	BSE-100	42	41		
		Total	**164**	**157**	**23.93**	

B. Students' feedback (Maximum Point 25)

S#	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
1	1/2018-19	CET-100	22.3	
2	1/2018-19	CET-200	21.8	
3	2/2018-19	MED-100	19.6	
4	2/2018-19	BSE-100	22.8	
		Total	**86.5**	

C. Departmental Activities (Maximum credit 20)

S#	Activity	Criteria
1.	Lab I/C	3 Point/ semester
2.	Examination I/C	3 Point/ semester
3.	Consultancy	3 Point/ semester
4.	Timetable I/C	3 Point/ semester
5.	NBA work	3 Point/ event
6.	NAAC Work	3 Point/ event
7.	AICTE Work	3 Point/ Semester
8.	Lab Establishment	3 Point/ event
9.	Organizing Members of Departmental Work	3 Point/ Semester
10.	NIRF Work	3 Point/ event
11.	IQAC Work (AQAC)	3 Point/ event
12.	Coordinators like Internship/ Innovations and Incubation/ Hackathon/MoUs/ Placement/ Techfest/Alumni	3 Point/ Semester or 3 Point/event
13.	Any other Departmental Activity	3 Point/ Semester or 3 Point/event
	Total:	

D. Institute Activities (Maximum Credit 10)

S#	Activity	Criteria
1.	HoD/Dean	4 Point/ semester
2.	Coordinator appointed by Head of Institute/ Dean of the School	2 Point / semester
3.	Organizing members of Conference	2 Point/ event
4.	Organizing members of FDP/ Workshop/Seminar	2 Point/ event
5.	Resource persons/Entrance Test Observers/ ET coordinators/ Invigilators	2 Point/ event
6.	Proctor/Provost/DSW/Deans/Assistant Wardens/ Assistant DSW/Assistant Proctor/CPIO/Assistant CPIO/Centre Superintendent etc.	4 Point / semester
7.	Organizing members of University events	2 Point/ event
8.	Organizing members of University Committees	2 Point / semester
9.	Coordinator appointed by the Dean of the School	2 Point / semester
10.	Polling Officer/Counting Officer/ Election Officers/Returning Officers appointed at Institute level	2 Point/ event
11.	Organizing members of Sports Committee	2 Point / semester
12.	Any other activity at Institute / School level	2 Point / semester or 2 Point/event

E. ACRs maintained at institute level (Maximum Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	**9**	**8**	**7**	**5**

S#	Year	Activity	Credit Point	Criteria	Enclosure No.
1.	2018-19	ACR	10	Extraordinary	
2.		ACR	8	Very Good	
3.		ACR	9	Excellent	
4.		ACR	10	Extraordinary	
Average			**37/4=9.25**		

F. Contribution to Society (Maximum Credit 10)

S#	Activity	Criteria
1.	Induction Program	5 Point/event
2.	Unnat Bharat Abhiyan	5 Point/event
3.	Yoga Classes	5 Point/event
4.	Blood Donation	5 Point/event
5.	Plantation Drive	5 Point/event
6.	Swach Bahrat Abhiyan	5 Point/event
7.	NSS/NCC	5 Point/event
8.	Fit India Movement	5 Point/event
9.	Mentoring	5 Point/event
10.	Plastic Ban	5 Point/event
11.	Any other activity	5 Point/event

PART - B

360° FEEDBACK SCORE OF AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AD PERSONEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION - (DEGREE/DIPLOMA) REGULATIONS - 2019.

CALCULATION OF CREDIT POINTS *(AS PER ANNUXURE)*

Name	:	
Present Position	:	
Academic Year	:	
Teaching Process	:	

A. Teaching Process (Maximum Point 25)

S#	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Credit Point claimed	Enclosure No.
1.						
2.						
3.						
4.						
5.						
				Total Point (out of 25):		

B. Students' feedback (Maximum Point 25)

S#	Semester	Course Code/Name	Average Student feedback on the scale of 25 Credit Points	Enclosure No.
1.				
2.				
3.				
4.				
5.				
		Total Point (out of 25):		

C. Departmental Activities (Maximum credit Points 20)

S#	Semester	Activity	Credit Point claimed	Criteria (3 Point/ Semester or 3 Point/event	Enclosure No.
1.					
2.					
3.					
4.					
5.					
Total Point (out of 20):					

D. Institute Activities (Maximum Credit 10)

S#	Semester	Activity	Credit Point claimed	Criteria (4 Point/ Semester) and (4 Point/ Semester or 3 Point/event	Enclosure No.
1.					
2.					
3.					
4.					
Total Point (out of 10):					

E. ACRs maintained at School level (Maximum Credit Points 10) - To be filled by the Head/Dean

S#	Year	Activity	Credit Point claimed	Criteria (As per Annexure)	Enclosure No.
1.					
2.					
3.					
4.					
Total Credit Points :					

F. Contribution to Society (Maximum Credit Points 10)

S#	Semester	Activity	Credit Point	Criteria (5 Point/event)	Enclosure No.
1.					
2.					
3.					
4.					
Total Point (out of 10):					

SUMMARY

Summary		Academic Year					
		1	2	3	4	5	6
A.	Teaching Process (Max Points 25)						
B.	Students' feedback (Max Points 25)						
C.	Departmental Activities (Max Points 20)						
D.	Institute Activities (Max Points 10)						
E.	ACR (Max Points 10) **(To be filled by Head/Dean)**						
F.	Contribution to society (Max Points 10)						
Total (Max Points 100)							
Total on 10 Point scale							
Average 360° feedback Score of the Assessment period							

Place:……

Date:…….

Signature of the candidate

Signature of the Head of the Department **Signature of Dean of the School**

ANNUAL CONFIDENTIAL REPORTS

(For Faculty members of School of Technology)

Report for the year/period ending _____

PERSONAL DATA

1.	Name	:	
2.	Department	:	
3.	Date of Birth	:	
4.	Present Position	:	
5.	Employee ID No.	:	
6.	Date of Joining	:	
7.	Period of absence from duty on leave, training, etc., during the period of report	:	
8.	Description of work on which engaged during the period	:	

RECORD ASSESSMENT WITH ONE OF THE FOLLOWING WORD:

EXTRAORDINARY/EXCELLENT/VERYGOOD/GOOD/SATISFACTORY

1.	Personality	
2.	Capacity for sustained work	
3.	Tact and ability to work with others	
4.	Knowledge of work	
5.	Initiative to adopt new methods of teaching and research	
6.	Power to inspire confidence in students	
7.	Responsibility	
8.	Commitment to Assigned duties	
9.	Contribution towards University/School	
10.	Assessment of Integrity, if anything adverse has come to your notice please specify it also	
	Overall Assessment out of 10:	

REPORTING OFFICER

(Including a statement on Integrity, Character and of any special qualification of the faculty member not reported overleaf)

Statement of the Head of the Department:-

Signature:……

Name:…….

Designation: ……..

Date:……

APPROVING AUTHORITY

Remarks of the Dean of the School (if any):-

Signature:……

Name:…….

Designation:……..

Date:…….

ACKNOWLEDGEMENT

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

Date:_____ Signature of the Receiver