

No. MANUU / ER-I (B) / F.208 / 2025 - 26 / 544

01<sup>st</sup> July, 2025

## परिपत्र / CIRCULAR

SAMARTH e-Gov Suite is an initiative of the Ministry of Education. It aims to transform the University operations allowing Universities to achieve operational excellence and improve productivity while meeting stakeholder's expectations. The **updatation of Profile** on SAMARTH portal is mandatory for better governance and to ensure transparency in the maintenance of academic record of the employees.

All the Teaching Faculty & Other Academic Staff are requested to ensure that their Profiles viz., Personal details, Educational qualifications, Service, SAR, Research, Knowledge & E-Learning etc., details are **updated on SAMARTH portal** latest by **21.07.2025 (Monday)**.

This is to mention that the University is set to call for application forms for **promotion** under **Career Advancement Scheme (CAS)** for Stage - 2 / Level - 11, Stage - 3 / Level - 12, Stage - 4 / Level - 13A, Stage - 5 / Level - 14 in due course of time on priority basis. Hence, the updation of profile is mandatory for all the Faculty members & Other Academic Staff. In case of non-updation of their profile, they shall not be able to fill up their application forms for promotion under CAS on SAMARTH portal. **Updatation of Profile is mandatory for all the faculty members including Professors.**

Further, in case of non receipt of SAMARTH User ID & Password or any technical issue, the faculty members may contact CIT, MANUU on the given link: [Faculty/Staff | Maulana Azad National Urdu University | MANUU](#)

### Copy to:

1. All the Faculty Members
2. All the Other Academic Staff / Library / Physical Education Staff covered under Teaching
3. All the Deans of the Schools
4. All the Head of the Departments
5. All the Directors of CDOE / HKSCDS / MMTTC / ABCSSI
6. All the Principals of CTE's / Polytechnics / Satellite Campus / ASCW
7. Office of the Vice - Chancellor / Registrar / OSD - I / OSD - II
8. Director, CIT  $\Rightarrow$  with a request to upload on the University website
9. Concerned file

कुलसचिव / REGISTRAR

01/07/2025

**DETAILS REQUIRED TO BE FILLED & UPLOAD BY THE FACULTY MEMBERS ON SAMARTH PORTAL**

Content		Documents to be uploaded on SAMARTH
1. Personal Details	1.1.1 - Biographical	All the required details to be updated.
	1.2.1 - Contacts	
	1.3.1 - Family details	All the dependant family members shall be updated and a copy of Aadhaar card shall be uploaded for all the dependant family members.
2. Educational Qualifications	2.1.1 - Educational Qualifications	The copies of the Educational Certificates such as Provisional Certificate, Degree & Marks sheet) to be uploaded.
	2.2.1- Qualifications and Examination	
5. Service	5.1.1 - Photo & Signature	Latest Photo ( <i>with white background</i> ) and Signature to be uploaded in JPG / PNG / JPEG format.
6. SAR	6.1.1 - Teaching Experience ( <i>Within Organization</i> )	The supporting documents such as Offer of Appointment / Appointment order / Experience certificate shall be uploaded.
	6.1.2 - Teaching Experience ( <i>Outside the Parent Organization</i> )	
	6.2.1 - Administrative Experience ( <i>Within Organization</i> )	
	6.2.2 - Administrative Experience ( <i>Outside the Parent Organization</i> )	
	6.3.1 - Teaching Activities	Supporting documents should be uploaded.
	6.3.2 - Involvement in University Student Related Activities / Research Activities	
	6.3.3 - Exam Duty	
	6.4 - MoUs Undertaken	
	6.5 - Collaborations	
	6.6 - Membership	
	6.7 - Association with Professional bodies	
	6.8 - Library Experience (to be filled by Library Staff)	

**Note:** All the above documents / file are to be uploaded in PDF / JPG / JPEG format and should not be more than 500KB.



Content		Documents to be uploaded on SAMARTH
7. Research	7.1 - Research Projects	Supporting documents such as Project Award order & Project Completion Certificate should be uploaded.
	7.2.1 - Ph.D. Guidance details 7.2.2 - M.Phil. / PG Guidance details	Documents such as Notification / Press Note / Result Notification to be uploaded.
	7.3.1 - Fellowships & 7.3.2 - Academic Fellowships	Supporting documents should be uploaded.
	7.4.1 - Foreign Translation	
	7.5 - Honour & Awards	
	7.6.1 - Participation in Extension Activities ( <i>Other Research Activities</i> )	
	7.7 - Financial Support 7.7.1 - For Organizational Membership 7.7.2 - For Publication 7.7.3 - For Events	
	7.8.1 - Seed Money for Research	
	7.9.1 - Consultancy Details	
8. Knowledge	8.1.1 - Research Publications	The Full Paper indicating the Name of the Journal, Month & Year, Volume & Issue, ISSN No. & Content Page along with the proof of Research Paper published in UGC - CARE / Scopus / WoS shall be uploaded.
	8.2.1 - Publications other than Journals	The Publication indicating the Title, Name of the Publisher, Month & Year, Volume & Issue, ISSN / ISBN No. & Content Page along with first & last page of the book shall be uploaded.
	8.3.1 - Project Output - Patent Details	Required details shall be uploaded along with supporting documents.
	8.4.1 - E-content/Course Development	
	8.5.1 Policy Documents	
9. E - Learning	9.1.1 - E-Learning	Required details shall be uploaded along with supporting documents.
	9.2.1 - Professional Development Programmes	
	9.3.1 - Talk / Poster / Paper presented	
	9.4.1 - Seminar / Conference / Exhibition / Workshops / Webinar Details	

**Note:** All the above documents / file are to be uploaded in PDF / JPG / JPEG format and should not be more than 500KB.