



**APPLICATION FORM FOR PROMOTION UNDER UGC  
 CAREER ADVANCEMENT SCHEME (CAS) FOR TEACHING STAFF OF  
 DIRECTORATE OF DISTANCE EDUCATION (D.D.E.)  
 (January - 2021)**

Application for promotion from Stage \_\_\_\_\_ to Stage \_\_\_\_\_

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

Date of appearing before the last Selection Committee (if appeared):.....

Total Academic/Research Scores as per Category - III:.....

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1.	<b>Name</b> (in Block Letters)	:	
2.	<b>Date of Birth &amp; Age</b>	:	
3.	<b>Father's Name</b> (in Block Letters)	:	
4.	<b>Mother's Name</b> (in Block Letters)	:	
5.	<b>Husband's Name</b> (in case of married women)	:	
6.	<b>Current Designation</b>	:	
7.	<b>Date of Joining</b>	:	
8.	<b>Date of Confirmation</b>	:	
9.	<b>Department</b>	:	
10.	<b>Subject / Discipline</b> (For faculty of Distance Education)	:	
11.	<b>Present Place of Posting</b>	:	
12.	<b>Date of initial appointment</b>	:	

13.	Date of Last Promotion ( <i>Enclosure No.....</i> )	:	
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
<b>a)</b>	<b>International</b>		
<b>b)</b>	<b>National</b>		
<b>c)</b>	<b>State Level</b>		

**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 MANUU - DDE :**

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**34. Your contribution to the MANUU - DDE and University:**

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**35. Future Academic Development Plan for self as well as MANUU - DDE :**

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**36. Any Other relevant information:**

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**Signature of the Candidate**

**FOR THE ASSESSMENT YEAR ..... TO .....**

**Category I: Academic duties and other activities of Teaching Staff Members of Directorate of Distance Education (D.D.E.)**

Name of the Faculty: \_\_\_\_\_

Designation: \_\_\_\_\_

Subject: \_\_\_\_\_

Assessment Year: \_\_\_\_\_

Sl. No.	Activity	Description of work done by the faculty during the Assessment year	Max Score	Score claimed	Enclosure (page no.) in support of Score claimed	Score Assessed by the Screening Committee	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.	<p><b><u>Academic duties of Directorate of Distance Education Teaching Staff as per allotment</u></b></p> <p>Structure Design, Development and Delivery of SLM: It includes writing of units, translation, content editing, copy editing and graphics designing, developing and component for distance learners, course / programme coordination, etc.</p> <p>Identification and allotment of land for the University, Coordinating in establishing RCs/SRCs, identification and activation of Study Centres/Examination Centres/Practical Centres. Consultation and coordination with Registrar/Director/COE/ and other regulating authorities and planning related activities, etc.</p>		50				

Sl. No.	Activity	Description of work done by the faculty during the Assessment year	Max Score	Score claimed	Enclosure (page no.) in support of Score claimed	Score Assessed by the Screening Committee	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
2.	<p><b><u>Other Teaching Academic duties in excess of the UGC / prescribed norms</u></b></p> <p>Preparation of Assignments, extension lectures, seminars and workshops. Faculty appointed as Regional Coordinators of different Regional Centres for assisting, placing order for printing / despatch of books, etc.</p>		10				
3.	<p><b><u>Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students</u></b></p> <p><i>Study centre related services:</i> Guiding counsellors, training of distance education functionaries, preparing handbooks for different disciplines, arranging counselling / pre-counselling classes, preparing admission merit list, inspection of study centres, etc.</p> <p><i>Student support services:</i> HR services for student support and attending all types of queries of students, etc.</p>		20				



Sl. No.	Activity	Description of work done by the faculty during the Assessment year	Max Score	Score claimed	Enclosure (page no.) in support of Score claimed	Score Assessed by the Screening Committee	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
4.	<p><b><u>Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.</u></b></p> <p>Developing and designing audio visual component for distance learners, course revision for improvement, etc.</p> <p>Need base survey/feedback for audio/video lessons and management of Study Centers, conduct of coordinators meetings, etc.</p>		20				
5.	<p><b><u>Examination duties (invigilation; question paper setting, evaluation / assessment of answer scripts) as per allotment.</u></b></p> <p>Observation at examination centers, paper setting, evaluation of assignments and answer scripts, etc.</p> <p>Conduction of term end Examination/ Entrance Tests, identification of observers and surprise visits during counselling/examinations, etc.</p>		25				
<b>Total:</b>			<b>125</b>				

Total Max Score : 125  
Min. API score required: 75

**DECLARATION**

I \_\_\_\_\_ hereby declare that the information/particulars given above are correct to the best of my knowledge and belief.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of the applicant**

**CERTIFICATION OF DIRECTOR, DIRECTORATE OF DISTANCE EDUCATION (D.D.E.)**

I certify that the above activities/work declared by the faculty has been actually performed/done according to the responsibility assigned to him/her from time to time as per records available in the Directorate.

**Signature of Director, DDE**

**FOR THE ASSESSMENT YEAR ..... TO .....**

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT**  
**RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher’s self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

<b>S.No</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>	<b>Score to be filled by the Candidate</b>	<b>Enclosure No.</b>	<b>Score verified by Screening Committee</b>
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20			
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15			
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15			
<b>Minimum API Score Required:</b>		<b>15</b>			

### **CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sl.No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
<b>III (A)</b>	Research Papers published in:	Refereed Journals *	Refereed Journals*	15 / publication			
		Non-refereed but recognized and Periodicals having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication			
<b>III (B)</b>	Research publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books published by international publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book			
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter in edited books			
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3 / chapter in edited books			
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter			
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 / Chapter			
<b>Total:</b>							

Sl.No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
<b>III (C) RESEARCH PROJECTS</b>							
<b>III (C) (i)</b>	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project			
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs.3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project			
<b>III (C) (ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively			
<b>III (C) (iii)</b>	Completed projects : Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project			
<b>III (C) (iv)</b>	Projects Outcome / Outputs	Patent/ Technology transfer/ Product/ Process	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent /50 /each for International level			
<b>III (D) RESEARCH GUIDANCE</b>							
<b>III (D) (i)</b>	M.Phil.	Degree awarded only	Degree awarded only	3 /each candidate			
<b>III (D) (ii)</b>	Ph.D	Degree awarded	Degree awarded	10 /each Candidate			
		Thesis submitted	Thesis submitted	7 /each candidate			
<b>III(E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>							
<b>III (E) (i)</b>	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each			
		(b) One week duration	(b) One week duration	10/each			
<b>Total:</b>							

Sl.No.	APIs	Engineering/Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
<b>III (E) (ii)</b>	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in				
		a) International conference	a) International conference	10 each			
		b) National	b) National	7.5 / each			
		c) Regional/State level	c) Regional/State level	5 / each			
		d) Local -University/ College level	d) Local -University/ College level	3 / each			
<b>III (E) (iii)</b>	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each			
		(b) National level	(b) National level	5			
<b>Total:</b>							

\*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points. \*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

### DECLARATION

I, \_\_\_\_\_ hereby declare that the particulars furnished above are true to my best of knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Signature of the applicant

Date: \_\_\_\_\_

**FORMAT FOR LIST OF RESEARCH PAPERS/ARTICLES PUBLISHED IN JOURNALS**

<b>S#</b>	<b>Title of the Research Paper/Articles</b>	<b>Name of the Journal</b>	<b>ISSN No.</b>	<b>Impact Factor (if applicable)</b>	<b>Refereed / Reputed Journal</b>	<b>Principal Author / Co-Author</b>	<b>Whether Listed in UGC approved list of journals, if yes enclose the proof</b>	<b>Score Claimed</b>	<b>Enclosure No.</b>	<b>Score allotted by the Screening Committee</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>	<b>(11)</b>
1.										
2.										
3.										
4.										
5.										

**Signature of the Applicant**

**FORMAT FOR LIST OF BOOKS/CHAPTERS IN BOOKS OTHER THAN JOURNALS**

S#	Title of the Book/ Chapter in Book with Page No.	ISBN Number	Publisher			Whether you are the Main Author, if no number of Co-authors	Score Claimed	Enclosure No.	Score allotted by the Screening Committee
			Inter national	National	Local				
(1)	(2)	(3)	(4)			(5)	(6)	(7)	(8)
1.									
2.									
3.									
4.									
5.									

Date:.....

Signature of the Applicant



## PROFORMA FOR BEST FIVE PUBLICATIONS

Name of the applicant:.....

Department:.....

Assessment Period:.....

Stage applied: **Stage 4 to Stage 5**

S#	Title of the Book / Article	Year of Publication	Name of the Publisher	ISBN / ISSN No.	Enclosure No.
1.					
2.					
3.					
4.					
5.					

Date:.....

**Signature of the Applicant**

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
(A Central University established by an Act of Parliament in 1998)  
(Accredited "A" Grade by NAAC)



## ACKNOWLEDGEMENT

Received 05 sets of applications under Career Advancement Scheme  
for Stage:\_\_\_\_\_ to Stage:\_\_\_\_\_ from \_\_\_\_\_  
Designation:\_\_\_\_\_ posted at:\_\_\_\_\_ in response to  
CAS notification dated: 06.01.2021.

Date:\_\_\_\_\_

Signature of the Receiver