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

APPLICATION FORM FOR PROMOTION UNDER UGC
CAREER ADVANCEMENT SCHEME (CAS)
(March - 2019)

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.	**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** *(For faculty of Distance Education)*	:	
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

ACADEMIC PERFORMANCE INDICATOR (A.P.I.)

	Direct teaching hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

CATEGORY - I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.No	Nature of Activity	Post	Maximum Score	Actual Score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
a	Direct Teaching	Assistant Professor	70	Actual hours spent per academic year ÷ 7.75			
		Associate Professor	60	Actual hours spent per academic year ÷ 7.75			
		Professor	60	Actual hours spent per academic year ÷ 7.75			
b	Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment	Assistant Professor	20	Actual hours spent per academic year ÷ 10			
		Associate Professor	20	Actual hours spent per academic year ÷ 10			
		Professor	10	Actual hours spent per academic year ÷ 10			
			Total				

S.No	Nature of Activity	Post	Maximum Score	Actual Score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
c	Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.	Assistant Professor	10	Actual hours spent per academic year ÷ 10			
		Associate Professor	15	Actual hours spent per academic year ÷ 10			
		Professor	20	Actual hours spent per academic year ÷ 10			
			Total (a+b+c)				

Note:

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical's /Project Supervision/Field Work.

2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.

3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

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

Based on the teacher's self-assessment, category II API scores are proposed for Professional development, co-curricular and extension activities; related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II(A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for promotion of Assistant Professor for higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

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.

Category II	Nature of Activity	Maximum API Score	Actual score	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
a	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/ talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10			
b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii) Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10			
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10			
	Total	**45**				

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 as per the extant guidelines issued by the UGC:-

Category	Activity	Faculty of Science / Engineering/ Agriculture/ Veterinary Science/	Faculties of Languages/ Humanities Arts / Social Sciences / Library/ Physical Education / Management	Max. score for University/ college teacher*	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 Per publication			
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC#	10 Per publication			
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number	Text/Reference Books, published by International Publishers, with ISBN/ISSN number.	30 per Book for Single Author			
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications.	20 per Book for Single Author			
		Subject Books, published by Other local publishers, with ISBN/ISSN number.	Subject Books, published by Other local publishers, with ISBN/ISSN number.	15 per Book for Single Author			
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number.	International –10 per Chapter National – 5 per Chapter			
III (C) RESEARCH PROJECTS							
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project			
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakh	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project			
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project			
			Total				

Cate gory	Activity	Faculty of Science / Engineering/ Agriculture/ Veterinary Science/	Faculties of Languages /Humanities Arts /Social Sciences/ Library/ Physical education/ Management	Max. score for University/ college teacher*	Score to be filled by the Candidate	Enclosure No.	Score verified by Screening Committee
III (C) (ii)	Consultancy Projects	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			
III (C) (iii)	Projects Outcome / Outputs	Patent/ Technology transfer/ Product/ Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UN ICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5			
III (D) RESEARCH GUIDANCE							
III (D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate			
III (D) (ii)	Ph.D	Degree awarded/Thesis submitted	Degree awarded/Thesis submitted	15/10 per Candidate			
III E FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS							
III (E) (i)	Fellowships/ Awards	International Award/ Fellowship from the academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship			
		National Award/ Fellowship from the academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship			
		State/University level Award from the academic bodies	State/University level Award from academic bodies/associations	5 Per Award			
III (F) (ii)	Invited lectures / papers presented	International	International	7 per lecture / 5 per paper presented			
		National level	National level	5 per lecture / 3 per paper presented			
		State/University level	State/University level	3 per lecture / 2 per paper presented			
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period						
	Development of e-learning delivery process/material			10 per module			
			Total				

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

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

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

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ACKNOWLEDGEMENT

Received 05 sets of applications under Career Advancement Scheme (March - 2019) for

Stage:_____ to Stage:_____ from _____

Designation_____ Dept./Centre_____ in response

to notification dated: 15.03.2019.

Date:_____   Signature of the Receiver