



**APPLICATION FORM FOR PROMOTION UNDER CAREER  
ADVANCEMENT SCHEME (CAS) AS PER AICTE REGULATIONS - 2010  
(FOR DEPARTMENTS OF MANAGEMENT & CS&IT)  
(November - 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                      | : |  |
| 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/<br>B.E./B.Tech./Other  |                               |                 |                     |          |                  |               |
| M.A./M.Sc./M.Com./<br>M.E./M.Tech./Other |                               |                 |                     |          |                  |               |
| NET/SLET/SET/<br>GATE                    |                               |                 |                     |          |                  |               |
| Other Degrees<br>(if any)                |                               |                 |                     |          |                  |               |



**25. 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 Department / School:**

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

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

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**37. Any Other relevant information:**

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**Signature of the Candidate**



## ACADEMIC PERFORMANCE INDICATOR (A.P.I.)

### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee. Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

| S.No                               | Nature of Activity  | Maximum Score | Score to be filled by the Candidate | Enclosure No. | Score verified by Screening Committee |
|------------------------------------|---|---------------|-------------------------------------|---------------|---------------------------------------|
| 1.                                 | Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated*                                  | 50            |                                     |               |                                       |
| 2.                                 | Lectures or other teaching duties in excess of the AICTE norms  | 10            |                                     |               |                                       |
| 3.                                 | Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students | 20            |                                     |               |                                       |
| 4.                                 | Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.                 | 20            |                                     |               |                                       |
| 5.                                 | Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.                      | 25            |                                     |               |                                       |
| <b>Total Score:</b>                |   | <b>125</b>    |                                     |               |                                       |
| <b>Minimum API Score Required:</b> |   | <b>75</b>     |                                     |               |                                       |

**Note:** <sup>a</sup>: Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. State Government / University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 above, below which no scores may be assigned in these sub-categories.



**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.

| S.No                               | Nature of Activity   | Maximum Score | Score to be filled by the Candidate | Enclosure No. | Score verified by Screening Committee |
|------------------------------------|--|---------------|-------------------------------------|---------------|---------------------------------------|
| 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>Total Score:</b>                |  | <b>50</b>     |                                     |               |                                       |
| <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  | Faculties of Languages<br>Humanities / Social<br>Sciences / Management   | Max. points for<br>University and<br>college teacher<br>position | Score to be<br>filled by the<br>Candidate | Enclosure<br>No. | Score verified<br>by Screening<br>Committee |
|--------------------|---|--|--|--|---|------------------|---|
| <b>III<br/>(A)</b> | Research<br>Papers<br>published in:   | Refereed Journals *  | Refereed Journals*   | 15 / publication   |   |                  |   |
|                    |   | Non-refereed but<br>recognized and<br>reputable journals and<br>Periodicals having<br>ISBN/ISSN numbers.   | Non-refereed but<br>recognized and reputable<br>journals and periodicals,<br>having ISBN/ISSN<br>numbers.  | 10 / Publication   |   |                  |   |
|                    |   | Seminars/Conference<br>proceedings full<br>papers etc. (Abstracts<br>not be included)  | Conference proceedings as<br>full papers etc. (Abstracts<br>not be included)   | 10 / International<br>Publication                                |   |                  |   |
|                    |   |  |  | 05 / National<br>Publication                                     |   |                  |   |
| <b>III<br/>(B)</b> | Research<br>publications<br>(books,<br>chapters in<br>books, other<br>than refereed<br>journal<br>articles) | Text or Reference<br>Books published by<br>international<br>publishers with an<br>established peer<br>review system  | Text or Reference Books<br>Published by International<br>Publishers with an<br>established peer review<br>system   | 50 /sole author;<br>10 /chapter in an<br>edited book             |   |                  |   |
|                    |   | Subjects Books by<br>National level<br>publishers/State and<br>Central Govt.<br>Publications with<br>ISBN / ISSN numbers.  | Subject Books by /<br>National level<br>publishers/State and<br>Central Govt. Publications<br>with ISBN/ISSN numbers.  | 25 /sole author,<br>and 5/ chapter in<br>edited books            |   |                  |   |
|                    |   | Subject Books by<br>Other local publishers<br>with ISBN/ISSN<br>numbers.   | Subject Books by Other<br>local publishers with<br>ISBN/ISSN numbers.  | 15 / sole author,<br>and 3 / chapter in<br>edited books          |   |                  |   |
|                    |   | Chapters contributed<br>to edited knowledge<br>based volumes<br>published by<br>International<br>Publishers  | Chapters contributed to<br>edited knowledge based<br>volumes published by<br>International Publishers  | 10 /Chapter  |   |                  |   |
|                    |   | Chapters contributed<br>to edited knowledge<br>based volumes<br>published by<br>International publisher<br>Chapters in knowledge<br>based volumes by<br>Indian/National level<br>publishers with ISBN/<br>ISSN no. and with<br>numbers of national &<br>international<br>directories | Chapters in knowledge<br>based volumes in<br>Indian/National level<br>publishers with ISBN<br>/ISSN numbers and with<br>numbers of national and<br>international directories | 5 / Chapter  |   |                  |   |
| <b>Total:</b>      |   |  |  |  |   |                  |   |



| Sl.No.   | APIs  | Engineering   | Faculties of Languages<br>Humanities / Social<br>Sciences / Management                    | Max. points for<br>University and<br>college teacher<br>position | Score to be<br>filled by the<br>Candidate | Enclosure<br>No. | Score verified<br>by Screening<br>Committee |
|--|---|---|---|--|---|------------------|---|
| <b>III (C) RESEARCH PROJECTS</b>                                       |   |   |   |  |   |                  |   |
| <b>III<br/>(C) (i)</b>   | Sponsored Projects<br>carried out/ ongoing  | Major Projects<br>amount mobilized<br>with grants above<br>30.0 lakh                    | Major Projects amount<br>mobilized with grants<br>above 5.0 lakh                          | 20 /each Project   |   |                  |   |
|  |   | Major Projects<br>amount mobilized<br>with grants above<br>5.0 lakh up to 30.00<br>lakh | Major Projects Amount<br>mobilized with minimum<br>of Rs.3.00 lakh up to<br>Rs. 5.00 lakh | 15 /each Project   |   |                  |   |
|  |   | Minor Projects<br>(Amount mobilized<br>with grants above<br>50,000 up to 5.00<br>lakh)  | Minor Projects (Amount<br>mobilized with grants<br>above 25,000 up to 3<br>lakh)          | 10 /each Project   |   |                  |   |
| <b>III<br/>(C) (ii)</b>  | Consultancy<br>Projects carried out /<br>ongoing  | Amount mobilized<br>with minimum of<br>Rs.3.00 lakh                                     | Amount mobilized with<br>minimum of Rs. 1.0 lakh  | 10 per every Rs.3.0<br>lakh and Rs.1.0<br>lakh, respectively     |   |                  |   |
| <b>III<br/>(C) (iii)</b>   | Completed projects:<br>Quality Evaluation   | Completed project<br>Report (Acceptance<br>from funding<br>agency)                      | Completed project report<br>(Accepted by funding<br>agency)                               | 20 /each major<br>project and 10 /<br>each minor project         |   |                  |   |
| <b>III<br/>(C) (iv)</b>  | Projects Outcome /<br>Outputs   | Major Policy<br>document of Govt.<br>bodies at Central &<br>State level                 | Major Policy document<br>of Govt. Bodies at<br>Central and State level                    | 30 / each national<br>level output or<br>patent                  |   |                  |   |
|  |   | Patent/ Technology<br>transfer/ Product/<br>Process                                     | Patent/ Technology<br>transfer/ Product/ Process  | 50 /each for<br>International level                              |   |                  |   |
| <b>III (D) RESEARCH GUIDANCE</b>                                       |   |   |   |  |   |                  |   |
| <b>III<br/>(D) (i)</b>   | M.Phil./ME/M.Tech.  | Degree awarded<br>only  | Degree awarded only   | 3 /each candidate  |   |                  |   |
| <b>III<br/>(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<br/>(E) (i)</b>   | Attended Refresher<br>courses,<br>Methodology<br>workshops, Training,<br>Teaching-Learning-<br>Evaluation<br>Technology<br>Programmes, Soft<br>Skills development<br>Programmes, Faculty<br>Development<br>Programmes<br>(Max: 30 points) | (a) Not less than<br>two weeks duration   | (a) Not less than two<br>weeks duration   | 20/each  |   |                  |   |
|  |   | (b) One week<br>duration  | (b) One week duration   | 10/each  |   |                  |   |
| <b>Total:</b>  |   |   |   |  |   |                  |   |



| Sl.No.           | APIs   | Engineering   | Faculties of Languages<br>Humanities/ Social<br>Sciences/ Management     | Max. points for<br>University and<br>college teacher<br>position | Score to be<br>filled by the<br>Candidate | Enclosure<br>No. | Score verified<br>by Screening<br>Committee |
|------------------|--|---|--|--|---|------------------|---|
| III<br>(E) (ii)  | Papers in<br>Conferences/<br>Seminars/<br>workshops etc.**           | Participation and<br>Presentation of<br>research papers<br>(oral/poster) in | Participation and<br>Presentation of research<br>papers (oral/poster) in |  |   |                  |   |
|                  |  | a) International<br>conference  | a) International<br>conference   | 15 each  |   |                  |   |
|                  |  | b) National   | b) National  | 10 each  |   |                  |   |
|                  |  | c) Regional/State level   | c) Regional/State level  | 5 /each  |   |                  |   |
|                  |  | d) Local - University /<br>College level                                    | d) Local - University /<br>College level                                 | 3 / each   |   |                  |   |
| III<br>(E) (iii) | Invited lectures or<br>presentations for<br>conferences/<br>symposia | (a) International   | (a) International  | 10 /each   |   |                  |   |
|                  |  | (b) National level  | (b) National level   | 5 / each   |   |                  |   |
| <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)).

Note: 1. It is incumbent on the Coordination Committee proposed in these Regulations and the to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA & B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.

2. The API for joint publications will have to be calculated in the following manner; of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.

#### 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: \_\_\_\_\_



**Annexure - "B"**

**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<br><i>(if applicable)</i> | Refereed / Reputed Journal | Principal Author / Co-Author | Score Claimed | Encl. No. | Score allotted by the Screening Committee |
|-----|--------------------------------------|---------------------|----------|---|----------------------------|------------------------------|---------------|-----------|---|
| (1) | (2)                                  | (3)                 | (4)      | (5)                                     | (6)                        | (7)                          | (9)           | (10)      | (11)                                      |
| 1.  |                                      |                     |          |   |                            |                              |               |           |   |
| 2.  |                                      |                     |          |   |                            |                              |               |           |   |
| 3.  |                                      |                     |          |   |                            |                              |               |           |   |
| 4.  |                                      |                     |          |   |                            |                              |               |           |   |
| 5.  |                                      |                     |          |   |                            |                              |               |           |   |

**Signature of the Applicant**



Annexure - "C"

**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 | Encl. No. | Score allotted by the Screening Committee |
|-----|--|-------------|----------------|----------|-------|---|---------------|-----------|---|
|     |  |             | Inter national | 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



مولا نا آزاد نیشنل اردو یونیورسٹی  
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 (November - 2019) for

Stage: \_\_\_\_\_ to Stage: \_\_\_\_\_ from \_\_\_\_\_

Designation \_\_\_\_\_ Department/Centre \_\_\_\_\_ in

response to notification dated:28.11.2019.

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

Signature of the Receiver