



**APPLICATION FORM FOR PROMOTION UNDER CAREER  
ADVANCEMENT SCHEME (CAS) AS PER AICTE REGULATIONS - 2019  
(FOR POLYTECHNIC STAFF)**

(November - 2019)

Application for promotion from Level \_\_\_\_\_ to Level \_\_\_\_\_

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

Date of appearing before the last Selection Committee (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.  | 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 ( <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/<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)                |                               |                 |                     |          |                  |               |



**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:**

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

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

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**37. Any Other relevant information:**

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**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/<br>Name | No. of Scheduled<br>Classes | No. of actually<br>held classes | Points earned | Enclosure<br>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                              |               |                  |
| <b>Total</b> |           |                      | <b>164</b>                  | <b>157</b>                      | <b>23.93</b>  |                  |

### B. Students' feedback (Maximum Point 25)

| S#           | Semester  | Course Code/<br>Name | Average Student feedback<br>on the scale of 25 | Enclosure<br>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   |                  |
| <b>Total</b> |           |                      | <b>86.5</b>                                    |                  |



**C. Departmental Activities (Maximum credit 20)**

| <b>S#</b> | <b>Activity</b>  | <b>Criteria</b>                    |
|-----------|--|------------------------------------|
| 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 |
|           | <b>Total:</b>  |                                    |



**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 |               |
| <b>Average</b> |         |          | <b>37/4=9.25</b> |               |               |



**F. Contribution to Society (Maximum Credit 10)**

| <b>S#</b> | <b>Activity</b>      | <b>Criteria</b> |
|-----------|----------------------|-----------------|
| 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 Bharat 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 ANNEXURE)**

|                  |   |  |
|------------------|---|--|
| 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.                              |          |                   |                          |                              |                      |               |
| <b>Total Point (out of 25):</b> |          |                   |                          |                              |                      |               |

**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.                              |          |                  |   |               |
| <b>Total Point (out of 25):</b> |          |                  |   |               |



**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.                              |          |          |                      |   |               |
| <b>Total Point (out of 20):</b> |          |          |                      |   |               |

**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.                              |          |          |                      |   |               |
| <b>Total Point (out of 10):</b> |          |          |                      |   |               |

**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.                           |      |          |                      |                            |               |
| <b>Total Credit Points :</b> |      |          |                      |                            |               |

**F. Contribution to Society (Maximum Credit Points 10)**

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



**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)<br><br>(To be filled by Head/Dean) |               |   |   |   |   |   |
| F.  | Contribution to society (Max Points 10)                |               |   |   |   |   |   |
| <b>Total (Max Points 100)</b>                               |  |               |   |   |   |   |   |
| <b>Total on 10 Point scale</b>                              |  |               |   |   |   |   |   |
| <b>Average 360° feedback Score of the Assessment period</b> |  |               |   |   |   |   |   |

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 |  |
| <b>Overall Assessment out of 10:</b> |   |  |







مولانا 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 Level: \_\_\_\_\_ to Level: \_\_\_\_\_ from \_\_\_\_\_

Designation \_\_\_\_\_ Dept./Centre \_\_\_\_\_ in

response to notification dated: 28.11.2019.

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

Signature of the Receiver