



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by Parliament by Act No. 3 of 1997)

APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS)
FOR ALL TEACHERS (REGULAR / DISTANCE MODE COURSES) OF MGAHV
(As per UGC Regulations 2018)

Tick (✓) the appropriate box for PLACEMENT :

From	To	
Assistant Professor & Equivalent (Stage -1 / Academic Level-10)	Assistant Professor (Senior Scale) (Stage -2 / Academic Level-11)	<input type="checkbox"/>
Assistant Professor (Senior Scale) (Stage -2 / Academic Level-11)	Assistant Professor (Selection Grade) (Stage -3 / Academic Level-12)	<input type="checkbox"/>
Assistant Professor (Selection Grade) (Stage -3 / Academic Level-12)	Associate Professor & Equivalent (Stage -4 / Academic Level-13A)	<input type="checkbox"/>
Associate Professor & Equivalent (Stage -4 / Academic Level-13A)	Professor & Equivalent (Stage -5 / Academic Level-14)	<input type="checkbox"/>
Professor & Equivalent (Stage -5 / Academic Level-14)	Senior Professor (Stage -6 / Academic Level-15)	<input type="checkbox"/>

Notification Reference No. _____ Date: _____

Period of Assessment : from _____ to _____

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

PART-A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name of applicant (in capital letters)	
2.	Father's Name	
3.	Mother's Name	
4.	Date of Birth (dd/mm/yyyy)	
5.	Place of Birth (with District & State)	
6.	Gender (Male / Female / Trans Gender)	
7.	Marital Status (Married /Un-married/ Divorcee/Widow/Widower)	
8.	Nationality	

9.	Category in which appointed						
10.	Address for Correspondence (with Pin Code)						
11.	Permanent Address (with Pin Code)						
12.	Telephone No. (with STD), if any						
13.	Mobile No.	1. _____		2. _____			
14.	Email						
15.	Details of first joining in MGAHV (Please tick ✓)	Permanent		Ad-hoc			
		Date					
		Designation					
		Pay					
16.	Present position						
	Designation						
	w.e.f.						
	Name of the Deptt. / Centre / Regional Centre						
	Name of the School / Institution						
	Pay (Pay Band/ Pay Scale / Academic Level)						
	Date of Confirmation Order on Present Post						
18.	Proposed date of fulfilling the eligibility conditions for promotion to the next Stage/ higher position/ Academic Level (for which you are an applicant for promotion under CAS) as per UGC Regulations, 2018, and its subsequent amendments (if any)	Stage : _____, Academic Level: _____					
		Date/ _____ /Month/ _____ /Year/ _____ /					
19.	Academic Qualifications (Graduation onwards):	Basic Pay : _____					
		Examinations	Name of the Board/University	Year of Passing	%ge of marks obtained	Division/ Class/ Grade	Subject
		(1)	(2)	(3)	(4)	(5)	(6)
		Graduation (UG) (B.A./B.Sc./B.Com/B.Mus./ B.P.Ed./Other UG Course)					
		Professional Graduation					

	Post Graduation (PG) (M.A./M.Sc./M.Com/ M.LIB/M.Tech. M.P. Ed./ Other PG Course)								
	Other examination/ Super-Specialization, if any								
20.	If qualified in the UGC/CSIR-NET or NET with JRF or other UGC accredited similar test (enclose copy of the certificate)								
	Subject								
	Year of qualifying								
	Letter No. & Date								
21.	Research experience :								
(a)	M. Phil.* (copy of the certificate should be enclosed):								
	Period of M. Phil. / M.Tech (Please specify)		Years spent in M. Phil.	Name of the Institute/ University	Research Topic (Dissertation)	Date of Notification of result conferring the degree	Encl. No.		
	From	To							
	(1)		(2)	(3)	(4)	(5)	(6)		
(b)	Doctoral work (copy of the certificate should be enclosed):								
	Period of Ph.D./D.Phil (Please specify)		Years spent in Ph.D	Name of the Institute/ University	Research Topic (Dissertation)	Registration No. & Dt.	Date of submission of Ph.D. thesis	Date of notification of result and/ conferring the Ph.D. degree	Encl. No.
	From	To							
	(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)
(c)	Post-Doctoral work (copy of the certificate should be enclosed):								
	Name of the Institute/ University		Area of work with specific topic		Duration	Sponsored by	Remarks, if any		Encl. No.
	(1)		(2)		(3)	(4)	(5)		(6)
(d)	Other (Please specify) ----- (copy of the certificate should be enclosed)								
22.	Field(s) of Specialization under the Subject / Discipline :								
(a)									
(b)									
23.	Details of Refresher / Orientation / Training Programme(s)/Research Methodology Course attended (Only UGC Recognised) : (Attached certificates)								
	Name of the Programme/Course attended	Place	Duration		Discipline/ Broader Area	Name of the Academic Staff College/Human Resource Development Centre/Institution	Sponsoring Agency		
			From	To					
	(1)	(2)	(3)	(4)	(5)	(6)		(7)	

24. Records of Position(s) held till date (*copy of relevant experience certificates should be enclosed*);, if applicable

Sl. No.	Name of Employer/ Institution	Status of the Institution (whether Central Govt./ State. Govt. Autonomous	Designation	Period		Nature of appointment (Regular/Adhoc)	Duties assigned by organization/ Institution	Scale of Pay / Pay Band and Grade Pay/Level & Index	Reason for leaving, if any	Remarks	Encl. No.		
				From	To								
				Period		Experience							
					From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

25. Records of Position(s) held after joining in MGAHV from date of joining as regular teacher (*copy of relevant experience certificates should be enclosed*):

Sl. No.	Stage/ Level	Designation	Date of Actual Joining	Remarks	Encl. No.
(1)	(2)	(3)	(6)	(10)	(11)
Please clearly specify the period of Leave Without Pay (LWP)					

26.	Total length of service on the date of submission of this application (<i>Please mention the date</i>):	
	a	Lecturer/Assistant Professor (Stage -1 / Academic Level-10) / Equivalent Grade Year(s)Month(s)Days
	b	Lecturer(Senior Scale)/Assistant Professor (Stage -2 / Academic Level-11) / Equivalent Grade Year(s)Month(s)Days
	c	Lecturer(Selection Grade)/Assistant Professor (Stage – 3 / Academic Level-12) / Equivalent Grade Year(s)Month(s)Days
	d	Reader(Stage-3)/Associate Professor & Equivalent (Stage -4 / Academic Level-13A) / Equivalent Grade Year(s)Month(s)Days
	e	Professor & Equivalent (Stage -5 / Academic Level-14) / Equivalent Grade Year(s)Month(s)Days
27.	Number of M.Phil / Ph.D(s) awarded under your guidance :	
	Name of the Candidate	Topic/ Deptt.
28.	Any other relevant information:	

PART-B

TABLE – 1

(To be submitted year-wise separately for every year of assessment)

ASSESSMENT CRITERIA AND METHODOLOGY

(As per Appendix-II of UGC Regulation 2018)

ASSESSMENT YEAR:

Note: *PBAS /APAR for every year of Assessment must be submitted by the applicant along with this form. If already submitted earlier, please enclose the self-attested photocopy of the same.*

TABLE – 2

ACADEMIC/RESEARCH SCORE

(As per Appendix-II of UGC Regulation 2018)

ASSESSMENT YEAR:

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' PhD award letter/certificate, etc.)

1. Research Papers in Peer-Reviewed or UGC listed Journals (please attach separate sheet, if applicable) :

Sl. No.	Provide details as below				Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences: 08 per					
					Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines: 10 per paper					
	Title	Journal Name	Publication (Month and/or Year)	Vol. No. and/or Issue No	Page No.	ISSN No.	First/Corr/Co/Sole author (Fr/Cr/Co/So)	Whether Peer reviewed, if any (Y/N)	Score claimed	Score to be verified by HoD/Director
1	2	3	4	5	6	7	8	9	10	11
Total										

2a) Publications (other than Research papers) (please attach separate sheet, if applicable)

Sl. No.	Books authored which are published by: International publishers: 12 each, National Publishers: 10 each, Chapter in Edited Book: 05 each, Editor of Book by International Publisher: 10 each, Editor of Book by National Publisher: 08 each									
	Title with Page No.	Publisher Name	Level (Intl./National)	Year of Publication	ISBN /ISSN Number	Webpage in which listed	First/Corr/Co/Sole author (Fr/Cr/Co/So)	Whether Peer reviewed, if any (Y/N)	Score claimed	Score to be verified by HoD/Director
1	2	3	4	5	6	7	8	9	10	11
Total										

2b) Publications(Translation works in Indian and Foreign Languagesbyqualified faculties)

Chapter or Research paper: 03 each			
Book: 08 each			
Sl. No.	Particulars	Score claimed	Score to be verified by HoD/Director
Total			

3 Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative course and curricula

(a) Development of Innovative pedagogy: 05 each creation			
(b) Design of new curricula and courses: 02 each curricula / course			
Sl. No.		Score claimed	Score Verified by HoD/Director
Total			

3c) Contribution in MOOCs

(i) Development of complete MOOCs in 4 quadrants (4 credit course) : 20 each (<i>In case of MOOCs of lesser credits 05 marks per credit</i>)			
(ii) MOOCs (developed in 4 quadrant) per module/lecture: 05 each per			
(iii) Content writer/subject matter expert for each module of MOOCs: 02 each (<i>at least one quadrant</i>)			
(iv) Course Coordinator for MOOCs (4 credit course): 08 each (<i>In case of MOOCs of lesser credits 02 marks/credit</i>)			
Sl No.		Score claimed	Score verified by HoD/Director
Total			

3d) E-Content

(i) Development of e-Content in 4 quadrants for a complete course/e-book: 12 each			
(ii) e-Content (developed in 4 quadrants) per module: 05 each			
(iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant): 02 each			
(iv) Editor of e-content for complete course/ paper /e-book: 10 each			
Sl. No.		Score claimed	Score verified by HoD/Director
Total			

4a) Research Guidance

Sl. No.	No. of Student(s) (Enclose separate sheet consisting name of students and mention page no. of enclosure)	Ph.D. Degree awarded: 10 per Degree Thesis Ph.D. Degree submitted: 05 per Thesis						
		Name of the Department/ Institution	No. & Year				Score claimed	Score verified by HoD/Direct
			Thesis/Dissertation Submitted		Degree Awarded			
		No.	Year	No.	Year			
Ph.D								
M.Phil/ PG								
Total								

4b) Research Projects Completed

Sl. No.	More than 10 lakhs: 10 each, Less than 10 lakhs: 05 each						
	Title of Project	Funding Agency	Duration	Total Grant	PI / Co-PI	Score claimed	Score verified by HoD/Director
Total							

4c) Research Projects Ongoing

Sl. No.	More than 10 lakhs: 05 each Less than 10 lakhs: 02 each						
	Title of Project	Funding Agency	Duration	Total Grant	PI / Co-PI	Score claimed	Score verified by HoD/Director
Total							

4d) Consultancy

Sl. No.	Consultancy: 03 each consultancy							
	Title	Status (Ongoing / completed)	Sponsor (Res) / Client (Consultancy)	Duration	Grant (Rs. Lakhs)	PI / Co-PI	Score claimed	Score verified by HoD/Director
Total								

5a) Patents (if applicable)

Sl. No.	International: 10 each National: 07 each							
	Title	Sponsoring Agency	PI / Co-PI	Whether Patent / Technology transfer / Product / Process	Date	Level (International /National)	Score claimed	Score verified by HoD/Director
Total								

5b) *Policy Document (Submitted to an International body / organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

Sl. No.	International: 10 each, National: 07 each, State: 04 each							
	Title	Sponsoring Agency	PI / Co-PI	Whether Patent / Technology transfer / Product / Process	Date	Level (International /National)	Score claimed	Score Verified by HoD/Director
Total								

5c) Awards/Fellowship

Sl. No.	International: 07 each National: 05 each						
	Name of Award / Fellowship	Name of Academic Body/ Agency		Level (Int'l/Nat'l/Univ.)	Year / Period	Score claimed	Score Verified by HoD/Director
Total							

6) Invited lectures / Resource Person / Paper presentation in Seminars/ Conferences/full paper in Conference Proceedings**(Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**

Sl. No.	International (Abroad): 07 each, International (within country): 05 each National: 03 each, State/University: 02 each							
	No. of Lectures/Paper	Title of Conf./Seminar etc.	Role (Inv. Lect /Paper)	Programme and Institution	Level (Int'l/Nat'l/ State/ University)	Date(s)	Score claimed	Score verified by HoD/Director
Total								

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

i)	Paper in refereed journals without impact factor	5 Points
ii)	Paper with impact factor less than 1	10 Points
iii)	Paper with impact factor between 1 and 2	15 Points
iv)	Paper with impact factor between 2 and 5	20 Points
v)	Paper with impact factor between 5 and 10	25 Points
vi)	Paper with impact factor >10	30 Points

- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be **claimed only once**.
- For **joint supervision** of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both **shall get 7 marks** each.
- For the purpose of calculating **research score** of the teacher, the combined research score from the categories of 5(b), *Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have **an upper capping of 30%** of the total research score of the teacher concerned.
- The research score shall be from the minimum of **three categories** out of six categories.

DECLARATION

I, _____ hereby solemnly certify that all the information, facts and documents provided in/with this application by me is true and correct to the best of my knowledge and belief. I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time. I also certify that the papers published by me do not fall under the category of plagiarism.

I understand that if any of the information given by me in this application form is found to be incorrect/false, or I have concealed/misrepresented any information, my candidature is liable to be cancelled at any stage without assigning any reason therefor.

I confirm that I shall abide by the decision(s) of the University with regard to my application/promotion.

(Note : Applicant should ensure that List of enclosures is attached and their Nos. duly mentioned.)

Place _____

Signature of the applicant _____

Date _____

Designation _____

Name of Department/Centre _____

CERTIFICATE

Certified that Mr./Ms./Dr. _____ has been working as _____
_____ in the Department/Centre since _____. The particulars given in
this application by the applicant i.e. _____ have been checked
and verified from the office records and are found to be correct and may be considered for promotion
under Career Advancement Scheme (CAS) to the next Stage _____ /Level _____ since
he/she fulfils the eligibility and performance criteria as laid down in Clause 6.3 of the UGC
Regulations, 2018.

Place _____ **Signature of the HEAD/DIRECTOR** _____
(with office seal)

Date _____ **Department /Centre of** _____

FORWARDED BY

Remarks (if any) _____

Place _____ **Signature of the DEAN** _____
(with office seal)

Date _____ **School of** _____

To
The Registrar,
MGAHV, Wardha

OBSERVATIONS / RECOMMENDATIONS OF
PRELIMINARY INQUIRY COMMITTEE

Dated : _____

Committee Members

Sr. No.	Members Name	Signature
1	Chairperson	
2	Member	
3	Member	
4	Member Secretary	

To

**The Registrar,
MGAHV, Wardha**