

Application No. \_\_\_\_\_(For Office Use)

***Shri Sumanbhai Rangjibhai Bhabhor Arts College Singvad***

**APPLICATION FORM FOR THE POST OF PRINCIPAL**

*Fill out the form by typing in a Word file OR by handwriting.*

**NOC Number** : \_\_\_\_\_

**Name** : \_\_\_\_\_

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

**Mobile** : \_\_\_\_\_

**Email** : \_\_\_\_\_

Paste  
self-attested  
Recent Passport  
Size Photograph

<b>Subject</b>	
<b>Ph. D. Notification Number</b>	
<b>Ph.D. Degree Month and Year</b>	
<b>Current Designation</b>	
<b>Current Pay Scale</b>	
<b>Research Score of Appendix -2, Table-2 (As per UGC Regulation – 2018)</b>	
<b>Total Experience of Teaching</b>	
<b>Total Research Publication in UGC Approved OR Peer-Reviewed Research Journals</b>	
<b>Last Five Years Total Amount Credited as Salary as per Form No. 16 with deduction (Attach Last two year Form No.16)</b>	<b>Year:</b> <b>Total Amount Credited:</b>
	<b>Year:</b> <b>Total Amount Credited:</b>
	<b>Year:</b> <b>Total Amount Credited:</b>
	<b>Year:</b> <b>Total Amount Credited:</b>
	<b>Year:</b> <b>Total Amount Credited:</b>
	<b>Year:</b> <b>Total Amount Credited:</b>
<b>In which categories have you scored?(Tick Options)</b>	<ul style="list-style-type: none"><li>▪ Research Papers in Journals</li><li>▪ Books/Edited Books/Translation</li><li>▪ Creation of ICT mediated Teaching Learning Courses</li><li>▪ Research Guidance/ Research Project /Consultancy</li><li>▪ Patents/Policy Document/Awards/Fellowship</li><li>▪ Invited Lectures/ Resource Person/ Paper Presentation</li></ul>

## CHECKLIST

એપ્લીકેશન ફોર્મ અને એ.પી.આઈ ની પાછળ નીચેના ક્રમમાં ડોક્યુમેન્ટસ જોડવા.

*Kindly attach documents after the Application and API Form and provide the page number.*

Sr. No.	Documents	Page No.
1.	Identity Proof Copy(Driving License, Pan Card etc)	
2.	S.S.C. Mark sheet Copy	
3.	S.S.C. Credit Certificate Copy	
4.	H.S.C. Mark sheet Copy	
5.	H.S.C. Credit Certificate Copy	
6.	School Leaving Certificate Copy	
7.	Copy of Graduation Mark sheets (All Years / Semesters)	
8.	Copy of Graduation Degree	
9.	Copy of Post-Graduation Mark sheets (All Years / Semesters)	
10.	Copy of Post-Graduation Degree	
11.	Copy of M. Phil. Mark sheet and Degree (if have)	
12.	Copy of Ph.D. Notification, Degree and Certificate	
13.	Copy of NET/SLET Eligibility (if have)	
14.	Copy of Appointments Order/Orders in Previous Job	
15.	Copy of Joining Letter in Previous Job	
16.	Copy of Experience Certificate /CAS/Previous	
17.	Copy of No Objection Certificate from the Employer	
18.	Copy of University Approval as a recognized teacher	
19.	Copy of Vahivati Manjoori from Government after Appointment	
20.	Salary Slip (Last three months)	
21.	Copy of Form No.16 (Last Two Years)	
22.	Copy of Orientation /Refresher Course Certificate	
23.	Copy of Ten Peer-Reviewed Research Papers in Journals (Publications to be considered for assessment)	
24.	Copy of Awards and Recognition	

ઉપરના ડોક્યુમેન્ટસ બાદ એ.પી.આઈ એટલે કે Appendix-2, Table-2(PART-C) ને સંબંધિત ડોક્યુમેન્ટસ જેવા કે પેપર પબ્લીકેશન, બુક પબ્લીકેશન વગેરે Enclosure No.આપી જોડવા.

*After attaching the necessary documents, please also attach the documents related to Appendix – 2, Table – 2 (PART – C), and provide the enclosure number.*

# APPLICATION FORM FOR THE POST OF PRINCIPAL

*Fill out the form by typing in a Word file OR by handwriting.*

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## PART-A

1. Name(in Block Letters) : \_\_\_\_\_
2. Father's Name(in Block Letters) : \_\_\_\_\_
3. Mother's Name(in Block Letters) : \_\_\_\_\_
4. Date of Birth and Age : \_\_\_\_\_
5. Gender : Male / Female / Other
6. Nationality : \_\_\_\_\_
7. Category(General/BC/MBC/DNC/SC/ST) : \_\_\_\_\_
8. Current Designation : \_\_\_\_\_
9. Current Pay Scale & Grade Pay : \_\_\_\_\_
10. Date of Confirmation of Present Post : \_\_\_\_\_
11. Date of Initial Appointment and Stage  
With Pay Scale at BU/Other Institutions : \_\_\_\_\_
12. Address for Correspondence : \_\_\_\_\_  
(With PIN Code) \_\_\_\_\_  
\_\_\_\_\_
16. Permanent Address(With PIN Code) : \_\_\_\_\_
17. Mobile Number : \_\_\_\_\_

18. Landline Telephone Number(with code) : \_\_\_\_\_

19. E-mail ID : \_\_\_\_\_

20. Academic Qualifications

A. Academic Qualifications(other than research degrees)

Degree/ Certificate	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division/Class/Grade

B. Academic Qualifications: Research Degrees

Degree	Title of Dissertation /Thesis	Date of Award	Name of the University
M. Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			
Others			

21. Position(s) held prior to joining this University, if any:

Designation	Name of the Employer	Date of Joining	Date of Leaving	Gross Salary with AGP/Scale of Pay/Total Pay	Reason for Leaving

22. Posts held after Appointment at the University:

Designation	Department/ School	Period		Pay Scale/Academic Grade Pay/Total Pay
		From	To	

23. Period of Teaching and/ or Research Experience (excluding the period of time taken for obtaining Ph.D. Degree)

Teaching and/or Research Experience	Period		Total Experience (in years)
I. Level of Classes	From	To	
PG Classes			
UG Classes			
Total(I)			
II. Research Experience	From	To	
M. Phil.			
Ph.D.			
Total (II)			
Total (I + II)			

24. Research Publications

(a) Number of Publications

International Level Journals	National Level Journals	State Level Journals	Total

(b) List of publications published to be considered for assessment.

S. No.	Title of the Article	Name of the Journal	Volume No.	Issue No.	Pages	IF/HI	DOI

25. Number of Conference / Seminar / Workshop Attended and Papers Presented

Level	Participated	Participated and Papers Presented	Total
International			
National			
State			
Total			

26. Awards / Prizes/ Honours / Recognitions

1.

2.

27. Fields of Specialization/Areas of Research Interest in the Subject/Discipline

a)

b)

28. Orientation/Refresher Course(s)/Other Courses Attended:

Title of the Course	Place	Duration(No. of Weeks/Days)	Period

**PART – B: CALCULATION FORM**  
**ACADEMIC PERFORMANCE INDICATORS**  
**(ACTIVITY)**

**BRIEF NOTE:** Based on the teacher's self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self- assessment grades, scores and or publications 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 weightage without changing the minimum total scores required.

**ACADEMIC / RESEARCH ACTIVITY**

**As per UGC Regulations 2018, Appendix II and Table II**

Methodology for University and College Teachers for calculating Academic / Research Score

Sl. No.	ACADEMIC/ RESEARCH ACTIVITY	Faculty of Sciences / Engineering /Agriculture /Medical/ Veterinary Sciences	Faculty of Languages / Humanities / Arts/ Social Sciences/ Library/ Physical education/Commerce /Management & other related discipline	Claimed by the Candidate	Verified by the Committee	Remarks	*Encl. No.
1	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper				
2	<b>Publications (other than Research papers)</b>						
	<b>(a)Books authored which are published by:</b>						
	International publishers	12	12				
	National Publishers	10	10				
	Chapter in Edited Book	05	05				
	Editor of Book by International Publisher	10	10				
	Editor of Book by National Publisher	08	08				
	<b>(b)Translation works in Indian and Foreign Languages by qualified faculties</b>						
	Chapter or Research paper	03	03				
	Book	08	08				
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>						
	<b>(a) Development of innovative pedagogy</b>	05	05				

	<b>(b)Design of new curricula and courses</b>	02 per curricula/ course	02 per curricula/ course				
<b>(c)MOOCs</b>							
	Development of complete MOOCsin4 quadrants (4 credit course) (in case of MOOCs of lesser Credits 05marks/credit	20	20				
	MOOCs(developed in 4 quadrant)per module/lecture	05	05				
	Content writer / subject matter expert for each module of MOOCs of (at least one quadrant)	02	02				
	Course Coordinator for MOOCs (4 credit course) (in case of MOOCs of lesser credits 02 marks/credit)	08	08				
<b>(d)E-Content</b>							
	Development of e-Contentin4 quadrants For a complete course / e-book	12	12				
	e-Content(developed in 4 quadrants) per module	05	05				
	Contribution to development of e- content module in complete course/paper /e-book(at least one quadrant)	02	02				
	Editor of e-content for Complete course /paper/e-book	10	10				
<b>4.</b>	<b>(a) Research Guidance</b>						
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted				
	M. Phil./P.G. dissertation	02 per degree awarded	02 per degree awarded				
<b>(b) Research Projects Completed :</b>							
	Morethan10lakhs	10	10				
	Lessthan10lakhs	05	05				



	<b>(c)Research Projects Ongoing:</b>					
	More than 10 lakhs	05	05			
	Less than 10 lakhs	02	02			
	<b>(d)Consultancy</b>	03	03			
<b>5.</b>	<b>(a)Patents</b>					
	International	10	10			
	National	07	07			
	<b>(b) *Policy Document (Submitted to an International body/ organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>					
	International	10	10			
	National	07	07			
	State	04	04			
	<b>(c)Award/Fellowship</b>					
	International	07	07			
	National	05	05			
<b>6.</b>	<b>*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)</b>					
	International (Abroad)	07	07			
	International (within country)	05	05			
	National	03	03			
	State/University	02	02			
<b>TOTAL SCORE=</b>						
<b>ACTUAL SCORE=</b> <b>(Activity 1 to 5 (a)+5(c)+Y)</b>				<b>Activity 1 to 5(a) + 5(c)</b>	<b>Y (should not exceed the total of 5(b)+6)</b>	<b>ACTUAL SCORE</b>
						<b>Verified by the Committee</b>

\*Each activity should be claimed by the applicant with supporting documents

\*IF: Impact factor to be determined as per Thomson Reuters list.

For calculating score for 5(b) and 6.Please follow the below format:

Total Score (1 to 6)

Upper capping of Point No. 5(b) +6=-----x 30 = “Y”  
100

**\* Note**

**1. The Research score for research papers be augmented as follows:**

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

- |                                                             |          |                 |
|-------------------------------------------------------------|----------|-----------------|
| <b>(i) Paper in refereed journals without impact factor</b> | <b>-</b> | <b>5Points</b>  |
| <b>(ii) Paper with impact factor less than1</b>             | <b>-</b> | <b>10Points</b> |
| <b>(iii) Paper with impact factor between 1 and 2</b>       | <b>-</b> | <b>15Points</b> |
| <b>(iv) Paper with impact factor between 2 and 5</b>        | <b>-</b> | <b>20Points</b> |
| <b>(v) Paper with impact factor between 5 and 10</b>        | <b>-</b> | <b>25Points</b> |
| <b>(vi) Paper with impact factor &gt; 10</b>                | <b>-</b> | <b>30Points</b> |

**(a) Two authors: 70% of total value of publication for each author.**

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

- 2. Joint Projects: Principal Investigator and Co-investigator would get 50% each.**
- 3. Paper presented if part of edited book or proceeding then it can be claimed only once.**
- 4. 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.**
- 5. 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 thirty percent of the total research score of the teacher concerned.**
- 6. The research score shall be from the minimum of three categories out of six categories.**

**PART – C**

**ANNEXURE - II, TABLE – II: ACADEMIC/RESEARCH ACTIVITY**

*As per UGC Regulations 2018, Appendix II, and Table II: Methodology for University and College Teachers for calculating Academic/Research Score.)*

**1. Research Papers: International [Table II Sr. No. 1]**

Sr. No.	Title of Paper	Journal And ISSN	Peer reviewed/ Listed in UGC care/Scopus, Web of Science	Impact factor	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

**2. Research Papers: National [Table II Sr. No. 1]**

Sr. No.	Title of Paper	Journal And ISSN	Peer reviewed/ Listed in UGC care/Scopus, Web of Science	Impact factor	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

**3. Books: National / International / Edited [Table II Sr. No. 2a, b]**

Sr. No.	Title	ISBN	National / International	Name of Single or Multiple Author	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

**4. Chapter in Book / Translation: [Table II Sr. No. 2 a, b]**

Sr. No.	Title	Number of Chapter	National / International ISBN	Name of Single or Multiple Author	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee


**5. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula. [Table II Sr. No. 3 a, b]**

Sr. No.	Development of Innovative pedagogy and Sponsoring Authority	Design of new curricula and courses	Name of Activity / committee	As a coordinator /Committee member	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

**6. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula. [Table II Sr. No. 3 c]**

Sr. No.	Development of MOOC and Sponsoring Authority	Name of curricula/ courses/	Quadrants and credits	As a coordinator /Committee member	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

**7. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula. [Table II Sr. No. 3 d]**

Sr. No.	Development of E Content and Sponsoring Authority	Name of E content	Quadrants	As a coordinator /Committee member	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

**8. Research Guidance [Table II Sr. No. 4 a]**

<b>Sr. No.</b>	<b>Ph.D.</b>	<b>M. Phil./ Dissertation</b>	<b>Thesis submitted /Awarded</b>	<b>Synopsis Submitted</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>

**9. Research Project. [Table II Sr. No. 4 b, c, d]**

<b>Sr. No.</b>	<b>Research Project title</b>	<b>Major/ Minor</b>	<b>Completed / Ongoing</b>	<b>Consultancy</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>

**10. Patents, Policy Documents and Awards. [Table II Sr. No. 5 a, b, c]**

<b>Sr. No.</b>	<b>Patent</b>	<b>Policy Document</b>	<b>Awards/ Fellowship</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>

**11. 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). [Table II Sr. No. 6]**

<b>Sr. No.</b>	<b>International (Abroad)</b>	<b>International (Within Country)</b>	<b>National</b>	<b>State / University</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>


**C. Applicant's claimed Score**

<b>Summary of Total Claimed Score (1+2+3+4+5+6)</b> <b>Appendix – 2, Table – 2 Research Score</b>							
	<b>Claimed Score – Category wise</b>						<b>Total Claimed Score</b>
<b>Appendix – 2, Table – 2 Research Score</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	

## DECLARATION

I, \_\_\_\_\_, hereby solemnly declare that the information provided in this application form is true and correct to the best of my knowledge and belief. Further, I hereby declare that I do not have any audit objection or other due.

Place :

Signature of the applicant

Date:

Designation

Forwarded by:

Head of the Department

Dean - Arts/Science/Social Sciences/  
Commerce/Education

## VERIFICATION OF FACTUAL DATA

Scrutiny Committee/IQAC Verified Score: \_ \_ \_ \_ \_

Summary of Total Claimed Score (1+2+3+4+5+6) Appendix – 2, Table – 2 Research Score							
	Claimed Score – Category wise						Total Claimed Score
Appendix – 2, Table – 2 Research Score	1	2	3	4	5	6	

Members, Scrutiny Committee

## EXAMPLE FOR CALCULATION OF ACTUAL SCORE

1. Assume that your total score of 1 to 6 = 2250  
If your secured score (1 to 5a + 5c) = 750  
and your secured Score of “Y” (5(b) +6) = 1500  
However, “Y” should not exceed 30% of the total score  
Then

$$\text{“Y”} = \frac{2250}{100} \times 30 = 675$$

Your score “Y” is 675  
Your total Actual score is  $750 + 675 = 1425$

2. Assume that your total score of 1 to 6 = 2250  
If your secured score (1 to 5 a + 5c) = 1950  
and your secured Score of “Y” (5(b) +6) = 300  
Total = 2250

Then

$$\text{“Y”} = \frac{2250}{100} \times 30 = 675$$

But, your score “Y” is 300 only.

Your total Actual score is  $1950 + 300 = 2250$