

## Application Format for the post of Principal

Name of the College/ Institution: \_\_\_\_\_

Application form for the post of \_\_\_\_\_

Advertisement No. \_\_\_\_\_ Dated : \_\_\_ / \_\_\_ /202

Applicant  
Passport size  
Self Attested  
Photo

**IMPORTANT:** Before filling in the form please read the form, instructions and qualifications carefully.

### **INSTRUCTIONS TO APPLICANTS :**

- (i) The candidate should submit **Two Hard copies of application form (1 for College copy and 1 for University Copy)** with all the self attested documents to **College/ Institute Name** \_\_\_\_\_ on or before \_\_\_\_\_
- (ii) Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down in the advertisement.
- (iii) The score will be calculated as per the UGC Minimum Qualification Gazette July 2018 or the latest in force.
- (iv) Separate application is required for each post.
- (v) Those who are already in employment should forward their applications through proper channel.
- (vi) If any column is not applicable to the candidate, write **“Not Applicable”**.
- (vii) Incomplete application shall be summarily rejected.
- (viii) **Documents attached with the Application forms must be in sequence as mentioned in application form.**

1.	Name in full : Mr./Mrs./Ms./Dr. (In Block letters)	
2	Date of Birth	
3	PAN Card No.	
4	AADHAAR Card No.	

5. Full Name and Address for correspondence (In Block Letters)

Name		Dist.	
City		State	
Pin code		Mobile No.	
Tal.		E-Mail ID	

5. Educational Qualifications: Examinations passed (Self attested copies of all testimonials/ Certificates including Marks, Grade, Certificate should be attached) :

Sr. No	Examination Passed	Principal Subject	Name of the University or Examination Body	Percentage and Class	Year And Month of Passing	Encl. page No.
1	2	3	4	5	6	7
1	S.S.C					
2	H.S.C.					
3	U.G (Specify Degree)			Consolidated marks		

4	P.G (Specify Degree)			Consolidated marks		
5	M.Phil.			Notification number and date		
6	Ph.D.			Notification number and date		
7	Title of Ph.D. Thesis					
8	GSLET					
9	NET					

**(6) Past Experience: (Teaching, Laboratory, Industry etc.)**

Full Name and Address of the Employer where Employed	Designation (Type of work)	Date of joining	Date of Leaving	Total Experience		Grant-in Aid/ Self Finance/ Private/ Industry	Full time/ Part time/ Adhoc	Basic Pay and Pay Scale or Fixed pay	Encl. page No.
				Year	Month				
1	2	3	4	5	6	7	8	9	10

**(7) Present Position**

Full Name and Address of the Employer where Employed	Designation	Grant-in Aid/ Self Finance/ Private	Full time/ Part time/ Ad hoc	Basic Pay or Pay Band and A.G.P. OR Fixed Pay	Date of appointment	Encl. page No.

**(8) Research /Teaching /Industry Experience**

		From	To	Yrs.	Months	Institutions
Teaching	U.G.					
	P.G.					
Research	a) Academic					
	b) Industry					

**(9) Information regarding Postgraduate teaching. (Please attach Certificate)**

Information regarding Postgraduate teaching. (Please attach Certificate)	Encl. page No.
Date of recognition as a Postgraduate teacher	
Name of the University granting the recognition	

## PART-B

### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(Note: Points calculation to be done as per Table - 2 of the UGC Gazette dated 18<sup>th</sup> July 2018.)

#### 1. RESEARCH PUBLICATIONS (Peer-Reviewed or UGC listed Journals or CARE list as the case may be)

Note : Publication Published after 14<sup>th</sup> June 2019 should be Published in CARE List will be considered.

SR. NO.	TITLE	NAME OF JOURNAL	VOLUME, PAGE NO., YEAR	SERIAL NO. OF UGC/CARE LIST	IMPACT FACTOR	AUTHORSHIP (SINGLE/JOINT)	ARE YOU THE FIRST AUTHOR/MENTOR/CORRESPONDING AUTHOR/SUPERVISOR?	SCORE	REMARKS BY IQAC	ENCLOSURE NO.

- Two authors: 70% of total value of publication for each author.
- 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.

Documents indicating Name of the journal and authors, Volume and page number, ISSN, First page of the article and the impact factor as per Thomson Reuter's list only.

#### 2. (A) PUBLICATIONS (OTHER THAN RESEARCH PAPERS)

(A - i) Books authored which are published by International Publishers:

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN	API Score	API Score (for College use)	Encl. Page No.

(Note: - Attach front, index and back pages justifying the claim showing the ISBN.)

(A - ii) Books authored which are published by National Publishers:

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN	API Score	API Score (for College use)	Encl. Page No.

(Note: - Attach front, index and back pages justifying the claim showing the ISBN.)

(A - iii) Chapter in Edited Book

Sr. No.	Title of the Book	Title of the chapter	Author / Co-Author(s)	Name of the Publisher	ISBN	API Score	API Score (for College use)	Encl. page No.

								use)	

(Note: - Attach front, index and back pages justifying the claim showing the ISBN.)

**(A - iv) Editor of book by International Publisher**

Sr. No.	Title of the Book	Co-Editor(s)	Name of the Publisher, Month, Year	ISBN	API Score	API Score (for College use)	Encl. Page No.

(Note: - Attach front, index and back pages justifying the claim showing the ISBN.)

**(A - v) Editor of Book by National Publisher**

Sr. No.	Title of the Book	Co-Editor (s)	Name of the Publisher, Month, Year	ISBN	API Score	API Score (for College use)	Encl. Page No.

(Note: - Attach front, index and back pages justifying the claim showing the ISBN.)

**(B) TRANSLATION WORKS IN INDIAN AND FOREIGN LANGUAGES BY QUALIFIED FACULTIES (IF NOT CLAIMED IN ANY OTHER PART OF THIS APPLICATION)**

**(B - i) Chapter or Research paper (Translation)**

Sr. No.	Title of the Journal/Book	Title of the chapter/research paper translated	Author / Co-Author(s)	Name of the Publisher	ISBN / ISSN	API Score	API Score (for College use)	Encl. page No.

(Note: - Attach front, index and back pages justifying the claim showing the ISSN.)

**(B - ii) Book (Translation)**

Sr. No.	Title of the Book	Name of the Publisher	ISBN	API Score	API Score (for College use)	Encl. page No.

(Note: - Attach front, index and back pages justifying the claim showing the ISBN.)

**3. CREATION OF ICT MEDIATED TEACHING LEARNING PEDAGOGY AND CONTENT; AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

**(A) Development of Innovative Pedagogy**

Sr. No.	Title of the Innovative pedagogy	Activity	Level/Class for which it was used	API Score	API Score (for College use)	Encl. page No.

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Please attach the proof to support your claim

**(B) Design of new curricula and courses**

Sr. No.	Title of the new curricula and courses	Activity	Level/Class for which it was used	API Score	API Score (for College use)	Encl. page No.

Please attach the proof to support your claim

**(C) MOOCs**

**(C-i) : Development of complete MOOC**

Sr. No.	Title of MOOC	Number of credits	Name of the approving/ funding agency And reference number	Website link	API Score	API Score (for College use)	Encl. page No.

Please attach the proof to support your claim

(Note:- Credits is equal to 20 marks, 5 marks per credit)

**(C -ii) : MOOCs developed per module/lecture**

Sr. No.	Title of MOOC	Name of the MOOC developer	Nature of your contribution (module/lecture)	Number of modules/ lectures	Name of the approving / funding agency	Website link	API Score	API Score (for College use)	Encl. page No.

Please attach the proof to support your claim

(Note:- 5 Marks per credit - module/lecture)

**(C - iii) : Content writer/subject matter expert**

Sr. No.	Title of MOOC	Name of the MOOC developer	Nature of your contribution (Content writer/subject matter expert)	Number of modules	Name of the approving/ funding agency	Website link	API Score	API Score (for College use)	Encl. page No.

Please attach the proof to support your claim

(Note :- 2 Marks per module)

**(C - iv) : Course coordinator**

Sr. No.	Title of MOOC	Number of courses coordinated	Number of credits	Name of the approving/ funding agency	Website link	API Score	API Score (for College use)	Encl. page No.

Please attach the proof to support your claim

(Note:- 2 Marks per credit)

**(D) E-CONTENT**

**(D -i) Development of E-Content in 4 quadrants for complete course or E-book.**

Sr. No.	Title of E-content/ E-book	Contribution in quadrant number	Nature of contribution	Name of the Publisher	Number of courses	Name of the approving/ funding agency	Website link	API Score	API Score (for College use)	Encl. page No.

(Note :- 12 Marks per complete course or E book (4 quadrants))

**(D - ii) Development of E-Content in 4 quadrants per module\*.**

Sr. No.	Title of E - content/ E-book	Number of quadrants developed	Nature of contribution	Name of the Publisher	Name of the approving/ funding agency	Website link	API Score	API Score (for College use)	Encl. page No.

(Note :- 5 Marks per module)

\*API score claimed in point 3 (d - 1) should not be claimed here.

**(D -iii) Contribution of E-Content module in complete course/paper/e-book (at least one quadrant).**

Sr. No.	Title of E - content/ E-book	Name of the Publisher	Nature of contribution	Number of quadrants	Name of the approving/ funding agency	Website link	API Score	API Score (for College use)	Encl. page No.

(Note :- 5 Marks per E content module)

**(D -iv) Editor of E-Content for complete course/paper/e-book.**

Sr. No.	Title of E - content /E- book	Name of the E content writer	Nature of contribution (course/ paper /e-book)	Number of course /paper/ e-book	Name of the Publisher	Name of the approving / funding agency	Website link	API Score	API Score (for College use)	Encl. page No.

(Note :- 10 marks per course/paper/e-book)

**4 (A) RESEARCH GUIDANCE**

**(A - i) Details of Ph.D. awarded / Thesis submitted\***

Sr. No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis submitted	Name of the University	Date, Month and Year of	API Score	API Score (for College)	Encl. page No.

					Notification		use)	

\* Submit Ph.D. Notification/Certificate of Submission

(A - ii) Details of M. Phil Awarded\*

Sr. No.	Name of the Scholar	Title of the Dissertation	Name of the University	Date, Month and Year of Notification	API Score	API Score (for College use)	Encl. page No.

\* Submit M. Phil. Notification

(A - iii) Details of P.G. Dissertation\*\*

Sr. No.	Name of the Scholar	Title of the Dissertation	Name of the University	Number of credits for dissertation	Month and Year	API Score	API Score (for College use)	Encl. page No.

\*\* Proof of student allocation/mark sheet and letter from the HOD/Principal regarding completion of the project.

#### 4(B) RESEARCH PROJECTS COMPLETED

(B - i) Details of Research Projects Completed – More than 10 lakhs (Relevant Documents supporting claims should be enclosed)

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration (put dates)		Year of completion	API Score	API Score (for College use)	Encl. page No.
				From	To				

(B - ii) Details of Research Projects Completed – Less than 10 lakhs (Relevant Documents supporting claims should be enclosed)

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration (put dates)		Year of completion	API Score	API Score (for College use)	Encl. page No.
				From	To				

#### 4(C) ONGOING RESEARCH PROJECTS

(C - i) Details of Research Projects Ongoing – More than 10 lakhs (Relevant Documents supporting claims should be enclosed)

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration (put dates)		API Score	API Score (for College use)	Encl. page No.
				From	To			

(C - ii) **Details of Research Projects Ongoing – Less than 10 lakhs** (Relevant Documents supporting claims should be enclosed)

Sr. No.	Title of the Project	Funding Agency	Grant Sanctioned	Duration (put dates)		API Score	API Score (for College use)	Encl. page No.
				From	To			

**4(D) CONSULTANCY PROJECTS \***

Sr. No.	Title of the Project	Name of Agency/Institution	Amount	Duration (put dates)		API Score	API Score (for College use)	Encl. page No.
				From	To			

\* Copy of sanction letter or approval/endorsement by the University should be attached

**5 (A) PATENTS** (Relevant Documents supporting claims should be enclosed)

Sr. No.	Title of the patent	Certifying Agency	International/ National	Date of approval of patent	Patent number	API Score	API Score (for College use)	Encl. page No.

**5 (B) \*POLICY DOCUMENT** (Submitted to an International body/organization like UNO/ UNESCO/ World Bank/International Monetary Fund etc. or Central Government or State Government) #

Sr. No.	Title of the document	Submitted to which organization	International/National/State	Document number (if any)	API Score	API Score (for College use)	Encl. page No.

# Attach relevant documents

**5. AWARDS/FELLOWSHIP**

(C - i) **Awards/Fellowship - International** (Relevant Documents supporting claims should be enclosed)

Sr. No.	Title of the award	Awarding /Certifying Agency	Year of award	API Score	API Score (for College use)	Encl. page No.

(C - ii) **Awards/Fellowship – National** (Relevant Documents supporting claims should be enclosed)

Sr. No.	Title of the award	Awarding /Certifying Agency	Year of award	API Score	API Score (for College use)	Encl. page No.

**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)**

(Claims should be supported by relevant documents)

**6 (A) International (Abroad)**

Sr. No.	Title of the paper/lecture/ presentation	Name of the programme	Organizer/ Institution /Agency	Dates	Duration	Name of the Country	API Score	API Score (for College use)	Encl. page No.

**6 (B) International (within country)**

Sr. No.	Title of the paper/lecture/ presentation	Name of the programme	Organizer/ Institution/ Agency	Dates	Duration	API Score	API Score (for College use)	Encl. page No.

**6 (C) National**

Sr. No.	Title of the paper/lecture/ presentation	Name of the programme	Organizer/ Institution/ Agency	Dates	Duration	API Score	API Score (for College use)	Encl. page No.

**6 (D) State / University**

Sr. No.	Title of the paper/lecture/ presentation	Name of the programme	Organizer/ Institution/ Agency	Dates	Duration	API Score	API Score (for College use)	Encl. page No.

**API SCORE BEFORE CAPPING**

Sr. No.	1	2	3	4	5 (A)	5 (B)	5 (C)	6	Total API points claimed
By candidate									
For College IQAC use									

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.

<b>Place</b>	
<b>Date</b>	

\_\_\_\_\_  
Signature of the Applicant

**Note :** All Copies of Marksheet / Certificates should be self attested, List of enclosures attached by the applicant should be arranged strictly in the following order. **Please tick (√)**

Sr. No.	Details Enclosed with Application Form	(√)	Encl. at Page No.
1.	Main Application form with photograph.		
2.	Caste Certificate (If necessary)		
3.	Higher Secondary School Leaving Certificate.		
4.	S.S.C. / H.S.C. all mark sheets.		
5.	Graduation - all mark sheets and Degree Certificate.		
6.	Postgraduate - all mark sheets and Degree Certificate.		
7.	M.Phil. - mark sheets and Notification.		
8.	Ph.D. Notification and Degree Certificate.		
9.	GSLET - Passing Certificate.		
10.	NET - Passing Certificate.		
11.	B.Ed./ M.Ed. - all mark sheets and Degree Certificate.		
12.	PAN Card/ Aadhaar Card		
13.	Testimonials / Experience Certificates.		
14.	Syndicate Approval Letter (if it is )		
15.	Publications/ Research Papers/ Articles.		
16.	Workshops/ Seminars/Conferences/Symposium attended Certificates		
17.	If applying for Professor Ten (10) Papers/ Books/ Publication and for Associate Professor Seven (07) Research Papers/Books must be attached.		
18.	Other details required as per Advertisement		