

**Managed by
HIMATNAGAR KELAVANI MANDAL'S**

**THE HNSB LTD SCIENCE COLLEGE, HIMATNAGAR.
HIMATNAGAR - 383001 (N.GUJ)**

APPLICATION FORM FOR THE POST OF PRINCIPAL

NOTE: The Person already in employment should forward the application with No Objection Certificate (NOC) of the concerned institute / employer.

Name : _____
Subject : _____
Mobile : _____
Email : _____

Paste
Recent Passport
Size Photograph

Subject	
Ph.D. Notification Number	
Ph.D. Degree Month and Year	
Current Designation	
Current Pay Scale	
Research Score of Appendix - 2, Table - 2 (As per UGC Regulation – 2018)	
Total Experience of Teaching	
Total Research Publication in UGC Approved OR Peer-Reviewed Research Journals	
Last Five Years Total Amount Credited as Salary as per Form No. 16 with deduction	
In which categories have you scored?	▪ Research Papers in Journals <input type="text"/>
	▪ Books / Edited Books / Translation <input type="text"/>
	▪ Creation of ICT mediated Teaching Learning Courses <input type="text"/>
	▪ Research guidance / Research Project / Consultancy <input type="text"/>
	▪ Patents / Policy Document / Awards/Fellowship <input type="text"/>
	▪ Invited lectures / Resource Person/ Paper Presentation <input type="text"/>

PART – A

1. Name in full (in Block Letters)_____
4. Date of Birth : _____Age: _____
5. Gender : Male ☐ Female ☐ther ☐
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	Board/ University	Year of Passing	Percentage	Subject/Discipline

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 / AGP / Scale of Pay / Total Pay	Reason for Leaving

22. Posts held after Appointment at the University:

Designation	Department/ College	Period		Pay Scale/Level/Basic 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			

II. Research Experience	From	To	
M. Phil.			
Ph.D.			

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. Details of Orientation/ Refresher Course(s) / FDP, STC, & Other Courses Attended: (Attach Documents)

Name of the Course	Organizing Institute	Duration (No. of Weeks/Days)	Period

29. List of Testimonials / Certificates / Mark sheets of which copies are attach with the Application:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Place:

Date:

Signature Of Candidate

PART – B :

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.

As per UGC Regulations 2018, APPENDIX II, TABLE 2: Assessment Criteria and Methodology for Recruitment of Principal

ACADEMIC/RESEARCH ACTIVITY

As per UGC Regulations 2018, Appendix II, and Table 2:

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	Publications (other than Research papers)						
	(a) Books authored which are published by:						
	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) Translation works in Indian and Foreign Languages by qualified faculties						
	Chapter or Research paper	03	03				
	Book	08	08				
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula						
	(a) Development of innovative pedagogy	05	05				

	(b) Design of new curricula and courses	02 per curricula/ course	02 per curricula/ course				
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	(c) MOOCs						
	Development of complete MOOCs in 4 quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks/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				
	(d) E-Content						
	Development of e-Content in 4 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				
4.	(a) Research guidance						
	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) Research projects Completed :						
	More than 10 lakhs	10	10				
	Less than 10 lakhs	05	05				

	(c) Research projects on-going :						
	More than 10 lakhs	05	05				
	Less than 10 lakhs	02	02				
	(d) Consultancy	03	03				
5.	(a) Patents						
	International	10	10				
	National	07	07				

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

* 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 = $\frac{\text{Total Score (1 to 6)}}{100} \times 30 = \text{"Y"}$

*** 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) :

- | | | |
|--|---|-----------|
| (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 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.**

B. ACADEMIC/RESEARCH ACTIVITY:

(As per UGC Regulations 2018, Appendix II, and Table 2: Methodology for University and College Teachers for calculating Academic/Research Score.)

1. Research Papers in Peer-Reviewed or UGC listed Journals during the assessment period

S. No.	For each publication give names of all authors, title of the paper, name of the journal, volume number, page range, month and year of publication.	ISBN/ISSN	Peer Reviewed/ Sr. No. in UGC listed Journals*	Number of authors	Type of Authorship (First author/ corresponding author/co-author)	Impact Factor**	Claimed Score	Verified by the Committee	Encl. No.

*<https://ugccare.unipune.ac.in/apps1/home/index>

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

2. Publications (other than Research papers)

S. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher Month, Year	ISBN/ISSN	Claimed Score	Verified by the Committee	Encl. No.
(a) Books authored which are published by:								
International Publishers								
National Publishers								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								

(b) Translation works in Indian and Foreign Languages by qualified faculties								
Chapter or Research paper								
Book								

Note : Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.

S. No.	Activity ^a	Claimed Score	Verified by the Committee	Encl. No.
(a) Development of Innovative pedagogy				
(b) Design of new curricula and courses				
(c) MOOCs				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)				
MOOCs (developed in 4 quadrant) per module/lecture				
Content writer /subject matter expert for each module of MOOCs (at least one quadrant)				
Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)				
(d) E-Content				
Development of e-Content in 4 quadrants for a complete course/e-book				
e-Content (developed in 4 quadrants) per module				

Contribution to development of e-content module in complete course/paper/e-book (at least on quadrant)				
Editor of e-content for complete course/paper/e-book				

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

4. (a) Research Guidance

Ph.D. awarded/Thesis submitted*

Sl. No.	Name of the Scholar	Title of the Thesis	Ph.D. Awarded/ Thesis submitted	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

* Submit Ph.D. Notification/Certificate of Submission issued to the candidate by the department.

M. Phil./P.G. Dissertation *

Sl. No.	Name of the Scholar/ Student	Title of the Dissertation	M. Phil. /P.G.	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

* Submit M. Phil./Certificate of award

(b) Research projects completed

S. No.	Title of the Project (More than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

S. No.	Title of the Project (Less than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

(c) Research projects ongoing

S. No.	Title of the Project (More than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

S. No.	Title of the Project (Less than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

(d) Consultancy

S. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Verified by the Committee	Encl. No.
				From	To			

5. (a) Patents

S. No.	Details of Patent	International	Year	Claimed Score	Verified by the Committee	Encl. No.

S. No.	Details of Patent	National	Year	Claimed Score	Verified by the Committee	Encl. No.

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

S. No.	Details of Policy Document	International	Year	Claimed Score	Verified by the Committee	Encl. No.

S. No.	Details of Policy Document	National	Year	Claimed Score	Verified by the Committee	Encl. No.

S. No.	Details of Policy Document	State	Year	Claimed Score	Verified by the Committee	Encl. No.

(c) Awards/Fellowship

Sl. No.	Name of the Award/ Fellowship	Awarding Institute/ Organisation	International	Date of Awarded	Claimed Score	Verified by the Committee	Encl. No.
Sl. No.	Name of the Award/ Fellowship	Awarding Institute/ Organisation	National	Date of Awarded	Claimed Score	Verified by the Committee	Encl. 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)

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	International (Abroad)	Claimed Score	Verified by the Committee	Encl. No.

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	International (within country)	Claimed Score	Verified by the Committee	Encl. No.

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	National	Claimed Score	Verified by the Committee	Encl. No.

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	State/ University	Claimed Score	Verified by the Committee	Encl. No.

SUMMARY OF API SCORES FOR THE ENTIRE ASSESSMENT PERIOD
(Please fill the applicable and ignore others)

For Assistant Professor Stage-I to II promotion			
Category	Minimum Required	Self Appraised Score	Verified API Score (for office use only)
Table 1 (1)	Satisfactory		
Table 1 (2)	Satisfactory		
Table 2	40 per Assessment period		

For Assistant Professor Stage-II to III promotion			
Category	Minimum Required	Self Appraised Score	Verified API Score (for office use only)
Table 1 (1)	Satisfactory		
Table 1 (2)	Satisfactory		
Table 2	100 per Assessment period		

For Assistant Professor Stage-III to Associate Professor promotion			
Category	Minimum Required	Self Appraised Score	Verified API Score (for office use only)
Table 1 (1)	Satisfactory		
Table 1 (2)	Satisfactory		
Table 2	90 per Assessment period		

For Associate Professor to Professor promotion			
Category	Minimum Required	Self Appraised Score	Verified API Score (for office use only)
Table 1 (1)	Satisfactory		
Table 1 (2)	Satisfactory		
Table 2	120 per Assessment period		

C. Applicant's Claimed Score

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
From _____ to _____							
Total Claimed Score							

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 DVAC.

Place :**Date :****Signature of the applicant****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)							
Assessment Period from _ _ _ _ _ to _ _ _ _ _							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
From _____ to _____							
Total Claimed Score							

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