

Reg. No. Surat - E - 1006



Shri Dakshin Gujarat Shikshan Samaj, Kumbhariya.

Managed by -- -- Shri C. N. Mahida Primary School Sabargam,
-- -- Shri D. & K. M. Patel Sarvoday Vidhyalay Sabargam
-- -- Ambaba Commerce College,
Maniba Institute Of Business Management &
Deviba Institute Of Computer Application

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Application Form For the Post of Principal

Name of Applicant: _____

Designation : _____ Subject _____

College Name : _____

Mobile Number: _____

Application Form

For Post of Principal as per UGC Regulation 2018

Part - A

01. Name :
02. Father's/Husband's Name :
- Mother's Name :
03. Date of Birth :
04. Category :
05. Department :
06. Current Designation with Scale :
07. Date of Confirmation of Present Post (if direct appointed) :
08. Date of Initial Appointment and Stage with Pay Scale at VNSGU :
09. Position and Level Applied for :
10. Date of Last Promotion :
11. Date of Eligibility for Promotion :
12. Address for Correspondence (with Pin Code) :
13. Permanent Address (With Pin Code) :
14. Telephone Number :
15. E-Mail :
16. Orientation/Refresher/Research Methodology Course etc. :

No	Type of Program	Organizing Institute &Place	Period	Encl. No.
1.				
2.				
3.				
4.				

17. Development of E-Content/MOOC :
 18. Assessment Period (in DD/MM/YYYY) :
 19. LWP during Assessment Period, if any (in DDD/MM/YYYY) :

PART – B : ACADEMIC PERFORMANCE		
Name of Applicant : _____	Applied for the post of “Principal”	Department: _____

Table 1* *Applicant needs to submit Table 1 for each academic year separately for whole assessment period. Assessment Criteria and Methodology for University/College Teachers
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Sr. No	Activity	Grade			Encl No.
		Claimed by the Applicant	Grade by Head	Verified by the IQAC	
1.	Teaching (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)				
2.	Involvement in the University Students related Activities / Research Activities:				
	a Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-coordinator, Warden etc.				
	b Examination and evaluation duties assigned by the college / University or attending the examination paper evaluation.				
	c Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.				
	d Organizing seminars/ conferences/ workshops, other college/university activities.				
	e Evidence of actively involved in guiding Ph. D students.				
	f Conducting minor or major research project sponsored by national or international agencies.				
	g At least one single or joint publication in peer reviewed or UGC list of Journals.				
Grade		Grade by the Principal		Verified By the IQAC	

Grading Criteria: 80% & above – Good, Below 80% but 70% & above –Satisfactory, Less than 70%- Not satisfactory

PART – B : ACADEMIC PERFORMANCE

Name of Applicant : _____	Applied for the post of “Principal”	Department: _____
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Table 2*

*Applicant needs to submit Table 2 for whole assessment period. It may not be as per academic year
Methodology for university and College Teacher for calculating Academic/Research Score

1. Research Papers in Peer-Reviewed or UGC listed Journals

1.1 Research Papers in Peer-Reviewed

Sr. No.	Title	Author	Co-Author	Name of Journal Volume No. With Page No.	International /National	Impact Factors it Published	Score Claimed by Applicant	Score Verified by IQAC	Encl.
01.									
02.									
03.									
04.									
05.									
06.									
07.									
08.									
09.									
10.									
11.									
12.									
13.									
14.									
15.									

1.2 Research Papers in UGC listed Journals

Sr. No.	Title of the Article	Author	Co-Authors	Name of the Journal Vol. No. & pp with UGC Sr. No.#	International /National	Impact factors it published	Score claimed by applicant	Score Verified by IQAC	Encl. No.

#Applicant needs to attach page consisting of serial number of Journal as per UGC and page consisting of impact factor as per Thomson Reuters list.

Category III	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library / Physical education/ Management	Maximum score for University/ College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.
Total							

2 Publication (other than Research papers)

2.A.1 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/ISSN	Score claimed by applicant	Score Verified by IQAC	Encl. No.

2.A.2 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/ISSN	Score Claimed by Applicant	Score Verified by IQAC	Encl. No.

2.A.3 Books authored which are published by Chapter in Edited Book

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN/ISSN	Score claimed by applicant	Score Verified by IQAC	Encl. No.

2.A.4 Books authored which are published by Editor of Book by International Publisher

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN/ISSN	Score claimed by applicant	Score Verified by IQAC	Encl. No.

2.A.5 Books authored which are published by Editor of Book by National Publisher

Sr. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher, Month, Year	ISBN/ISSN	Score Claimed By Applicant	Score Verified by IQAC	Encl. No.

2.B Translation work in Indian and Foreign Language by qualified faculties

2.B.1 Chapter or Research paper

Sr. No.	Title of The Chapter Or Research Paper	Name Of The Editor	Chapter Contributed	Author / Co-Author(S)	Name Of The Publisher, Month, Year	ISBN/ISSN	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

2.B.2 Book

Sr. No.	Title of The Book	Name Of The Editor	Book Contributed	Author / Co-Author(S)	Name of The Publisher, Month, Year	ISBN/ISSN	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

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

Category III	Activity	Faculty of Sciences/ Engineering /Agriculture / Medical/Veterinary Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical Education / Management	Maximum Score For University/ College Teacher*	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
(2A.)	(2A.1) International Publishers						
	(2A.2) National Publishers						
	(2A.3) Chapter in Edited Book						
	(2A.4) Editor of Book by International Publisher						
	(2A.5) Editor of Book by national Publisher						
(2B)	(2B.1) Chapter or Research paper						
	(2B.2) Book						
Total							

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

3 A Development of innovative pedagogy

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3 B Designs of new curricula and courses

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3 C MOOCs

3 C.1 Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3 C.2 MOOCs (developed in 4 quadrant) per module/lecture

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3 C.3 Content writer/subject matter expert for each module of MOOCs (at least one quadrant)

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D E-Content

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D.1 Development of e-Content in 4 quadrants for a complete course/e-book

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D.2 e-Content (Development in 4 quadrants) per module

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D.3 Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

3D.4 Editor of e-content for complete course/paper/e-book

Sr. No.	Activity*	Claimed Score	IQAC Verified Score	Encl. No.

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

Category III	Activity	Faculty of Sciences/ Engineering/Agriculture / Medical/Veterinary Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical education/ Management	Maximum score For University/ College teacher*	Score claimed by applica nt	Score Verified by IQAC	Encl. No.
3A	Development of innovative pedagogy						
3B	Design of new curricula and courses						
3C	3C.1 Development of complete MOOCs in 4 quadrant (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)						
	3C.2 MOOCs (developed in 4 quadrant) per module/lecture						
	3C.3 Content writer/subject matter expert for each module of MOOCs (at least one quadrant)						
	3C.4 Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02marks/credit)						
3D	3D.1 Development of e-Content in 4 quadrant for a complete courses/e-book						
	3D.2e-Content (Development in 4 quadrants) per module						
	3D.3 Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)						
	3D.4 Editor of e-content for complete course/paper/e-book						

4 4A Research Guidance

4 A.1 Details of Ph.D. awarded / Thesis submitted

Sr. No.	Name of The Scholar	Title Of the Thesis	Name of The University	Month And Year	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

4A.2 Details of M.Phil /PG Awarded

Sr. No.	Name of The Scholar	Title Of the Thesis	Name Of The University	Month And Year	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

(4 A)		RESEARCH GUIDANCE						
Category III	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/ Veterinary Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/ Library/Physical education/ Management	Maximum score for university/ College teacher*	Score claimed by applicant	Score Verified by IQAC	Encl. No.	
(4A.1)								
(4A.2)								

4B Research Projects Completed

4B.1 More than 10 lakhs

Sr. No.	Title Of The Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / On-Going	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
				From	To				

B.2 Less than 10 lakhs

Sr. No.	Title Of The Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / On-Going	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
				From	To				

Category III	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veteran Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical Education/ Management	Maximum Score For University/College Teacher*	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
(4B.1)	4B.1 More than 10 lakhs						
	4B.2 Less than 10 lakhs						
Total							

4C. Research Project Ongoing

4C.1 More than 10 lakhs

Sr. No.	Title Of The Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / On-Going	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
				From	To				

4C.2 less than 10 lakhs

Sr. No.	Title Of The Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / On-Going	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
				From	To				

Category III	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veteran Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical Education/ Management	Maximum Score For University/College Teacher*	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
(4C.1)	4C.1 More than 10 lakhs						
	4C.2 Less than 10 lakhs						
Total							

4D Consultancy

Sr. No.	Title Of The Project	Funding Agency	Grant Sanctioned	Duration		Project Status Completed / On-Going	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
				From	To				

Category III	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veteran Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical Education/ Management	Maximum Score For University/College Teacher*	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
(4D)	Consultancy						
Total							

5.5A Patents

5A.1 International

Sr. No.	Name Of The Patents	Organizer	International/ National/ State/ University Level	Awarded	Date	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

5A.2 National

Sr. No.	Name Of The Patents	Organizer	International/ National/ State/ University Level	Awarded	Date	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
Category III	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical Education/ Management	Maximum Score For University/College Teacher*	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.	
(5A)	5A.1 International							
	5A.2 National							
Total								

5 B. Policy Documents (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)

5B.1 International

Sr. No.	Name Of The Patents	Organizer	International/ National/ State/ University Level	Awarded	Date	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

5B.2 National

Sr. No.	Name Of The Patents	Organizer	International/ National/ State/ University Level	Awarded	Date	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

5B.3 State

Sr. No.	Name Of The Patents	Organizer	International/ National/ State/ University Level	Awarded	Date	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

Category III	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical Education/ Management	Maximum Score For University/College Teacher*	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
(5B)	5B.1 International						
	5B.2 National						
	5B.3 State						
Total							

5CAwards/ Fellowship

5C.1International

Sr. No.	Name of the Fellowship/ Awards	Organizer	International/ National/ State/ University Level	Awarded	Date	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

5C.2 National

Sr. No.	Name of the Fellowship/ Awards	Organizer	International/ National/ State/ University Level	Awarded	Date	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

Category III	Activity	Faculty of Sciences/ Engineering/Agriculture/ Medical/Veterinary Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical Education/ Management	Maximum Score for University/College Teacher*	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
(5C)	5C International						
	5C National						
Total							

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

6A International (Abroad)

Sr. No.	Title of the Article	Author	Co-Author(s)	Name of the Programme	Organizer	Date	International / National/ State/ University level	Score claimed by applicant	Score Verified by IQAC	Encl. No.

6 B International (Within Country)

Sr. No.	Title of The Article	Author	Co-Author (S)	Organizer	Date	International / National/ State/ University Level	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
1.									
2.									
3.									
4.									

6 C National State / University

Sr. No.	Title of The Article	Author	Co- Author (S)	Organizer	Date	International / National/ State/ University Level	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
1.									
2.									

Sr. No.	Title of The Article	Author	Co- Author (S)	Organizer	Date	International / National/ State/ University Level	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
3.									
4.									
5.									

Sr. No.	Title of The Article	Author	Co- Author (S)	Organizer	Date	International / National/ State/University Level	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.

Category III	Activity	Faculty of Sciences/ Engineering/Agriculture / Medical/Veterinary Sciences	Faculties of Languages/ Humanities/Arts/ Social Sciences/Library/ Physical Edu./ Mgt.	Maximum Score For University/Coll ege Teacher*	Score Claimed By Applicant	Score Verified By IQAC	Encl. No.
(6C)	6A International (Abroad)						
	6B International (Within Country)						
	6C National						
	6D State/University						
Total							

Total Score Claimed by Applicant	1	2	3	4	5	6	Total
Score							

PART – C : OTHER RELEVANT INFORMATION

Name of Applicant : _____	Applied for the post of “Principal”	Department: _____
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Please give details of any other credential, significant contributions, awards received etc. not mentioned above.

Sr. No.	Particular (Mention Year, Value etc. where relevant)

Declaration

I, _____ hereby solemnly certify that the information provided in this application proforma is true and correct to the best of my knowledge and belief. I understand that if any of the information given by me in this application form is found to be incorrect, or I have concealed/misrepresented any information, my candidature/appointment is liable to be cancelled /terminated at any stage without assigning any reason therefore I confirm that I shall abide by the decision(s) of the University with regard to my application/ promotion.

Place:

Signature of the applicant: _____

Date:

Designation: _____

I certify that the information provided is correct as per records available with the university/ department and/or documents enclosed along with the application.

Date:

Signature of HOD _____

PART – D: SUMMARY

Name of Applicant: _____	Applied for the post of “Principal”	Department: _____
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Table: 1

Assessment Criteria and Methodology for University/College Teacher

Academic Year	Overall Grade

Table: 1

Methodology For University and College Teachers for Calculating Academic/Research Score

Entire Assessment Period	Score of Academic / Research Activity						Total Score Claimed
	1	2	3	4	5	6	
Total Score Claimed							
Total Score Claimed after Capping							

Note:

1. 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.
2. The research score shall be from the minimum of three categories out of six categories.

Date of Eligibility / Promotion:	
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PART – E : MAJOR PUBLICATIONS FOR ASSESSMENT

Name of Applicant: _____	Applied for the post of “Principal”	Department: _____
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Research Papers in Peer-Reviewed or UGC listed Journals

Sr. No.	Title	Author	Co-Author	Name of Journal Volume No. With Page No.	International /National	Impact Factors it Published	Score Claimed by Applicant	Score Verified by IQAC	Encl.
01.									
02.									
03.									
04.									
05.									
06.									
07.									
08.									
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19.									
20.									

PART – F : SYNOPSIS OF APPLICATION

Name of Applicant : _____	Applied for the post of Principal	Department: _____
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Sr. No	Age with D.O.B.	Present post & Date	Qualifications	Specializations	No. of Research Projects	Teaching Experience	No. of Years Y= Year M= Months	Research Exp. other than MPhil. / PhD. in years	Experience from Practice in years	Publications