



# SARVAJANIK EDUCATION SOCIETY

M.T.B.College Campus, Opp. Chopaty, Athwalines,  
Surat-395001 Phone No : 9909021912

## APPLICATION FORM FOR THE POST OF PRINCIPAL

(THIS FORM SHOULD BE COMPLETED IN APPLICANT'S OWN HANDWRITING. SELF CERTIFIED COPIES OF TESTIMONIALS SHOULD BE ATTACHED. INFORMATION PROVIDED HERE SHALL BE KEPT CONFIDENTIAL. CANDIDATE ALREADY SERVING IN OTHER EDUCATIONAL INSTITUTES SHOULD APPLY THROUGH THEIR RESPECTIVE INSTITUTIONAL HEADS)

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

Applied for Principal

In (College Name) : \_\_\_\_\_

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

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

Paste  
self-attested  
Recent Passport  
Size Photograph

Respected Sir,

In response to your advertisement published in \_\_\_\_\_,  
dated \_\_\_\_\_, I submit my application for the above post.

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	(2022-23) (2021-22) (2020-21) (2019-20) (2018-19)
In which categories have you scored?	<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>

**PART – A**

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1. Name (in Block Letters) : \_\_\_\_\_
  2. Father's Name (in Block Letters) : \_\_\_\_\_
  3. Mother's Name (in Block Letters) : \_\_\_\_\_
  4. Date of Birth : \_\_\_\_\_
  - 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) \_\_\_\_\_  
\_\_\_\_\_
  13. Permanent Address (with PIN Code) : \_\_\_\_\_  
\_\_\_\_\_
  14. Mobile Number : \_\_\_\_\_
  15. Landline Telephone Number (with code) : \_\_\_\_\_
  16. E-mail ID : \_\_\_\_\_

**17. 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			

**18. Position(s) held:**

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

**19. 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)			

**20. 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

**21. Number of Conference/Seminar/Workshop Attended and Papers Presented**

Level	Participated	Participated and Papers Presented	Total
International			
National			
State			
Total			

**22. Awards/Prizes/Honours/Recognitions**

- 1.
- 2.

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

- a)
- b)

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

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

**25. Mention your vision for the college for next 5 years taking in to consideration both academic and administrative aspect (Minimum 100 words)**


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Signature of Candidate

**B. ACADEMIC/RESEARCH ACTIVITY:****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.

**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.
<b>(a) Books authored which are published by:</b>								
International Publishers								
National Publishers								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								

<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>								
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 <sup>a</sup>	Claimed Score	Verified by the Committee	Encl. No.
<b>(a) Development of Innovative pedagogy</b>				
<b>(b) Design of new curricula and courses</b>				
<b>(c) MOOCs</b>				
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)				
<b>(d) E-Content</b>				
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.

**ACADEMIC/RESEARCH ACTIVITY**

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

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

[Click Here.....](#)

**(API Calculator to be filled online through above link  
and hard copy to be attached with this form)**

**Table 2 (Only for reference)**

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

(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' Ph.D. award letter, etc.,)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
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
	(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 (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 Ongoing :		
	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) Awards/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

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.

## Check list of Attachments

1. Self attested mark sheets of all examination passed
2. School leaving certificate
3. Experience Certificate
4. No Objection certificate if presently employed
5. Copy of Pan Card
6. Copy of Residence Proof
7. Other (if any)

### 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**