

Application No. _____ (IQAC Approved)

**SHREE KESHOD KELVANI MANDAL SANCHALIT
N. P. ARTS AND COMMERCE COLLEGE, KESHOD**

Akshaygadh Road, KESHOD – 362220, Gujarat (India)

APPLICATION FORM FOR THE POST OF PRINCIPAL

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

NOC Number : 842/ISC-8/2025/4392-93

Name : _____

Subject : _____

Mobile : _____

Email : _____

Paste
self-attested
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 (Attached Last two-years Form No. 16)	Year : Total Amount Credited :
	Year : Total Amount Credited :
	Year : Total Amount Credited :
	Year : Total Amount Credited :
	Year : Total Amount Credited :
	Year : Total Amount Credited :
In which categories have you scored? (Tick Options)	<ul style="list-style-type: none">▪ Research Papers in Journals▪ Books / Edited Books / Translation▪ Creation of ICT mediated Teaching Learning Courses▪ Research guidance / Research Project / Consultancy▪ Patents / Policy Document / Awards/Fellowship▪ Invited lectures / Resource Person/ Paper Presentation

CHECK LIST

એપ્લિકેશન 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 Licence, Pan Card etc)	
2.	S.S.C. Marksheet Copy	
3.	S.S.C. Credit Certificate (if have)	
4.	H.S.C. Marksheet Copy	
5.	H.S.C. Leaving Certificate Copy	
6.	Copy of Graduation Marksheets (All Years / Semesters)	
7.	Copy of Graduation Degree	
8.	Copy of Post-Graduation Marksheets (All Years / Semesters)	
9.	Copy of Post-Graduation Degree	
10.	Copy of M.Phil. Marksheet and Degree (if have)	
11.	Copy of Ph.D. Notification, Degree and Certificate	
12.	Copy of Experience Certificate / CAS / Previous Job Docs.	
13.	Copy of University Approval / Vahivati Manjoori	
14.	Copy of Form No. 16 (Last Two Years)	
15.	Copy of Orientation / Refresher Course Certificate	
16.	Copy of Paper in Ten Research Paper in Journals (Publications to be considered for assessment)	
17.	Copy of Award and Recognition	
18.	Other Documents	

ઉપરના ડોક્યુમેન્ટસ બાદ એ.પી.આઈ એટલે કે Appendix – 2, Table – 2 (PART – C) ને સંબંધીત 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.

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/OBC/SC/ST/EWS) : _____
8. Current Designation : _____
9. Current Pay Scale & Grade Pay : _____
10. Date of Confirmation of Present Post : _____
11. Total Experience (Years, Months) : _____
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. Past Experience:

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

19. Current Academic Post :

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

20. Period of Teaching and/or Research Experience

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

21. Research Publications

(a) Number of Publications

International Level Journals	National Level Journals	State Level Journals	Total

(b) List of important research paper to consider for assessment.

(Ten Research Papers primarily required for Principal Post as per UGC Regulation)

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

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

Level	Participated	Participated and Papers Presented	Total
International			
National			
State			
Total			

23. Awards/Prizes/Honours/Recognitions

- 1.
- 2.

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

- a)
- b)

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

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

26. Whether the candidate is convicted for any offence under any Civil / Criminal Law?

(If yes, provide the details)

Yes / No

27. Whether any Civil / Criminal Case is pending?

(If yes, provide the details)

Yes / No

28. Computer Knowledge.

(If yes, provide the details)

Yes / No

29. Reference:

--	--

I hereby declare that the information given above is true and correct to the best of my knowledge, information and belief.

PLACE :

DATE :

Signature of the Candidate

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

ACADEMIC/RESEARCH ACTIVITY

As per UGC Regulations 2018, Appendix II and Table II

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	
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 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 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) 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:

$$\text{Upper capping of Point No. 5(b) + 6} = \frac{\text{Total Score (1 to 6)}}{100} \times 30 = \text{"Y"}$$

*** 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.

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

1. 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

Sr. NO.	Title of appendix II, Table no.2 Academic/ Research Activity	Score Claimed under various categories	API Score (IQAC Approved)
1.	Research Papers: International		
	Research Papers: National		

2. Book: National / International / Edited [Table II Sr. No. 2a]

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

2. Chapter in Book / Translation: [Table II Sr. No. 2b]

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

Sr. NO.	Appendix II, Table no.2 Academic/ Research Activity	Research Score (Claimed)	Research Score (IQAC Approved)
2.	Publications (Other Than Research Papers)		
	a. Book: National / International / Edited		
	b. Chapter in Book / Translation		
	Sub Total		

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

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

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

Sr. No.	Design of new curricula and courses	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

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

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

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

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

Sr. NO.	Appendix II, Table no.2 Academic/ Research Activity	Research Score (Claimed)	Research Score (IQAC Approved)
3.	Creation of ICT Mediated Teaching Learning Pedagogy And Content And Development of new And Innovation Courses and Curricula		
	a. Development of Innovative pedagogy		
	b. Design of new curricula and courses		
	c. MOOC's		
	d. E-Content		
	Sub Total		

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

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

4. Research Projects. [Table II Sr. No. 4b]

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

4. Research Projects Ongoing. [Table II Sr. No. 4c]

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

4. Consultancy. [Table II Sr. No. 4d]

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

Sr. NO.	Appendix II, Table no.2 Academic/ Research Activity			Research Score (Claimed)	Research Score (IQAC Approved)
4.	a.	Research guidance			
	b.	Research Projects Completed			
	c.	Research Projects Ongoing			
	d.	Consultancy			
	Sub Total				

5. Patents. [Table II Sr. No. 5a]

Sr. No.	Patents Name	Details	Research Score (Claimed)	Page No.

5. Policy Documents. [Table II Sr. No. 5b]

(Submitted to an International body/ organization like UNO/UNSCO/World Bank / International Monetary Fund etc. or Central Government of Government):

Sr. No.	Policy Name	Details	Research Score (Claimed)	Page No.

5. Awards. [Table II Sr. No. 5c]

Sr. No.	Policy Name	Details	Research Score (Claimed)	Page No.

Sr. NO.	Appendix II, Table no.2 Academic/ Research Activity		Research Score (Claimed)	Research Score (IQAC Approved)
5.	a.	Patents		
	b.	Policy Document		
	c.	Awards		
	Sub Total			

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). [Table II Sr. No. 6]

6. Paper presentation in International (Abroad) Seminars/Conferences:- [Table II Sr. No. 6a]

Sr. No.	Title of the Article	Author	Co-Author (s)	Name of the programme	Organizer	Date	Level: International/ National/ Regional/ State Level	Research Score (Claimed)	Page No.
1.									

6. Paper presentation in International (within country) Seminars/Conferences:- [Table II Sr. No. 6b]

Sr. No.	Title of the Article	Author Co-Author (s)	Organizer	Date	Level: International/ National/ Regional/ State Level	Research Score (Claimed)	Page No.
1.							

6. Paper presentation in National Seminars/Conferences:- [Table II Sr. No. 6c]

Sr. No.	Title of the Article	Author Co-Author (s)	Organizer	Date	Level: International/ National/ Regional/ State Level	Research Score (Claimed)	Page No.
1.							

6. Paper presentation in State/University Seminars/Conferences:- [Table II Sr. No. 6d]

Sr. No.	Title of the Article	Author Co-Author (s)	Organizer	Date	Level: International/ National/ Regional/ State Level	Research Score (Claimed)	Page No.
1.							

6. Invited lectures / Resource Person in National Seminars/ Conferences: Details of invited lectures Presentations in Conferences/Seminars, etc. [Table II Sr. No. 6e]

Sr. No.	Title of the Programme	Organizer of the programme	Level: International/ National	Topic	Date	Research Score (Claimed)	Page No.
1.							

Sr. NO.	Appendix II, Table no.2 Academic/ Research Activity					Research Score (Claimed)	Research Score (IQAC Approved)
6.	a.	Paper presentation in international (abroad) Conferences					
	b.	Paper presentation in international (within country) Conferences					
	c.	Paper presentation in national Seminars/ Conferences					
	d.	Paper presentation in state / University / Conferences					
	e.	Invited lectures / Resource Person in National Seminars / Conferences					
	Sub Total						

PLACE:

DATE :

Signature of the Candidate

C. Applicant's claimed Score

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

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:
Date:**

**Signature of the applicant
Designation**

Forwarded by:

Principal / Head of the Department

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 - Categorywise						Total Claimed Score
	1	2	3	4	5	6	
Appendix – 2, Table – 2 Research 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