DIU COLLEGE, DIU

Affix self-attested recent passport size photograph

*Diu Higher Education Society, Diu*

**APPLICATION FORM FOR THE POST OF PRINCIPAL**

1. Name in Full:
2. Father’s/Spouse’s Name:
3. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ Age (as on date): \_\_\_\_\_ Years \_\_\_\_\_ Months
4. Gender: Male/Female
5. Address:
6. Contact No.:
7. E-mail:
8. Nationality:
9. Marital Status:
10. Category: SC/ST/OBC/PH/OTHERS
11. Education Qualifications:

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| --- | --- | --- | --- | --- |
| Examination/Degree | Subject(s) | University/Board | %age/Grade | Year |
| Matric/SSC |  |  |  |  |
| Intermediate/HSC |  |  |  |  |
| Bachelor Degree |  |  |  |  |
| Master Degree |  |  |  |  |
| M.Phil. |  |  |  |  |

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| --- | --- | --- | --- |
| Examination/Degree | Thesis Title | University/Board | Year of Award |
| Ph.D. |  |  |  |
| Other Distinctions |  |  |  |

1. Post-Doctoral Research Experience:

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| --- | --- | --- | --- | --- |
| Name of Institution | Designation | From | To | Experience (in years & months) |
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1. Full-time Teaching Experience:

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| Name of Institution | Designation | Status (Permanent/Temporary/Ad-hoc) | From | To | Experience (in years & months) |
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1. Administrative Experience:

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| --- | --- | --- | --- | --- | --- |
| Name of Institution | Designation | Status (Permanent/Temporary/Ad-hoc) | From | To | Experience (in years & months) |
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1. Present Employment Details:
   1. Whether you are currently employed: YES / NO

(If yes, give details and attach supporting documents)

* 1. Name of Employer:
  2. Position Held: Date of Appointment:
  3. Status (Permanent/Temporary/Ad-hoc):

**ACADEMIC PROFILE**

API score for the post of Principal is 400, which is to be calculated in accordance with UGC Regulations, 2010 (Category III) for direct recruitment for the post of Associate Professor and Professor attached herewith.

I certify that the points claimed on the basis of being the first, sole or corresponding author is based on the convention adopted by the journal/other publication.

1. Research Papers/Review Articles/Conference Proceedings:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title with Page Nos. | Publication Type | Journal ISSN/ISBN No. | Refereed or Not | Publisher (City/Country) & Year of Publication | Sole/Co-Author | API Score |
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1. Research Publication (Books, Chapters, Edited Work, Articles, etc.):

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| --- | --- | --- | --- | --- | --- | --- |
| Title of Book(s) | Publication Type | Journal ISSN/ISBN No. | Refereed or Not | Publisher (City/Country) & Year of Publication | Sole/Co-Author | API Score |
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1. Research Projects:

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| --- | --- | --- | --- | --- | --- | --- |
| Title | Major/Minor | Period (in years & months) | Total Grant/Funding received (Rs.) | Name of Sponsoring/ Funding Agency | Outcome of Project | API Score |
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1. Ongoing Consultancy Projects:

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| --- | --- | --- | --- | --- |
| Title | Stream (Science/Arts/ Humanities/etc.) | Name of Awarding/Funding Agency | Amount mobilized in received (Rs.) | API Score |
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1. Completed Projects:

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| --- | --- | --- | --- |
| Title | Major/Minor | Funding Agency Acceptance (Yes/No) | API Score |
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1. Projects Output (Patent/Technology Transfer/Product/Policy Document):

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| --- | --- | --- | --- |
| Title | Project Output (Patent/Tech. Transfer/Product/ Policy Doc.) | National/International Level | API Score |
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1. Research Guidance:

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| --- | --- | --- | --- | --- |
| Level of Guidance | No. of candidate(s) registered | Thesis Submitted (Nos.) | Degree Awarded (Nos.) | API Score |
| M.Phil. |  |  |  |  |
| Ph.D. |  |  |  |  |

1. Project Guidance at undergraduate level:

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| --- | --- | --- | --- |
| Level of Guidance | No. of candidate(s) registered | No. of Years (supervision) | API Score |
| Undergraduate |  |  |  |

1. Training Courses (Refresher Courses, Methodology, Workshop, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes):

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| --- | --- | --- | --- |
| Name of Course/Programme attended | Sponsoring Institution | Duration | API Score |
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1. Papers presented in Conferences/Workshop/Symposium:

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| --- | --- | --- | --- | --- | --- |
| Title/ Subject of Paper | Title/Subject of Conference/ Seminar/Workshop | Organizing Institution (with City & Country) | Conference/Symposia/Workshop (National/International) | Proceedings published (Yes/No) | API Score |
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1. Invited/Special Lectures or Presentations at Conference/Symposia:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title/Academic Session/ Subject | Organizing Institution (with City & Country) | Conference/Symposia/ Workshop (National/International) | Date of Lecture | Duration (in Minutes) | API Score |
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1. Total API earned:
2. Summary of Academic Performance Indicator:

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| --- | --- | --- | --- | --- |
| Sr. No. | Criteria | API Score Claimed | API Score Distribution as per UGC guidelines (in % of total API Score) | API Score applicable as per UGC guidelines |
| 1 | Research Papers/Publications etc. |  | 55 % |  |
| 2 | Research Projects |  | 20 % |  |
| 3 | Research Guidance |  | 10 % |  |
| 4 | Training Courses and Conference/Symposia presentations |  | 15 % |  |
|  | Total API Score |  | 100 % |  |

**MISCELLANEOUS INFORMATION**

1. Computer Skills (e.g. Word Processing, Spread Sheet, Databases or any other specific software with familiarity level of Basic/Intermediate/Advance):

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| --- | --- | --- | --- |
| ICT Usage | Skills | Specialized Packages/Software | Familiarity |
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1. Mention your most significant contribution as a teacher (in about 100 words):
2. Mention your most significant research contribution in order of preference (in about 100 words):
3. Honors and Awards received (Please provide details) in chronological order:
4. Notable contributions, if any, beyond what has been mentioned above (Please provide details):
5. Membership/Fellowship of Learned Bodies/Societies (Please provide details):
6. Participation in Literary, Cultural or other activities (Please provide details):
7. Mention your Vision for the College for next five years taking into consideration both academic and administrative aspect (in about 100 words)
8. Briefly describe your administrative experience including your knowledge of relevant rules (Service Rules, Leave Rules, Disciplinary Rules, General Financial Rules, etc.) (in about 100 words):
9. Disclosure:
   1. Have you been debarred or punished for adopting unfair means in any Examination by the Institution/Board or University? **Yes/No**

If yes, Specify:

* 1. Have you at any time been convicted by court for any criminal offence? **Yes/No**

If yes, Specify:

* 1. Have you ever discharged/dismissed from any previous employment? **Yes/No**

If yes, Specify:

1. Give three referees familiar with your Academic and Administrative work:

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| --- | --- | --- | --- | --- | --- |
| Full Name | Institutional Affiliation | Designation | Institutional Address | Contact No. | E-mail |
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1. Declaration:

I declare that the statements made and documents enclosed with the application for are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal/disciplinary proceedings.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant’s Signature)

­­­\_\_gnature)\_\_\_\_\_\_ found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal/disciplina

**No Objection Certificate from Present Employer**

Please indicate if NOC is not available: Yes/No

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post for.

Name of Head of Institution:

Designation: Signature & Seal of Head of Institution:

Address: Place: Date:

**API Score Card**

**Guidelines for calculating API Score for research and academic contribution as per UGC Regulations, 2010 (Category III)**

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| --- | --- | --- | --- | --- |
| **Sr. No.** | **APIs** | **Faculties of Engineering/ Agriculture/Veterinary/Medical Sciences/Science** | **Faculties of Language Arts/ Humanities/Social Sciences/ Library/Physical Education/ Management** | **Max. points for University & College teacher position** |
| **III A** | Research Papers/ Review Article | Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ISSN numbers | Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ISSN numbers | 15/publication |
|  | Conference Proceedings | Conference proceedings (in related area/subject) as full papers, etc. (Abstracts not to be included) | Conference proceedings (in related area/subject) as full papers, etc. (Abstracts not to be included) | 10/publication |
| **III B** | Research Publications:  Authored:  Text/Subject or Reference Books | Text/Subject or Reference Books (in related area/ subject) published by International/National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers. | Text/Subject or Reference Books (in related area/ subject) published by International/National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers. | 40/sole author;  30/co-author  Text/Subject or Reference Book author. |
|  | Edited:  Text/Subject or Reference Books/Journals | Text/Subject or Reference Books/Journals edited (in related area/subject) and published by International/ National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers. | Text/Subject or Reference Books/Journals edited (in related area/subject) and published by International/ National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers. | 20/sole editor;  10/co-editors |
|  | Chapter in books | Chapter in Text/Subject or Reference Books (in related area/subject) or in edited knowledge based volumes published by International/ National publishers/State and Central Govt. Publications with an established peer review system or learned societies and ISBN/ISSN numbers. (Chapter in self-edited volume should not be considered) | Chapter in Text/Subject or Reference Books (in related area/subject) or in edited knowledge based volumes published by International/ National publishers/State and Central Govt. Publications with an established peer review system or learned societies and ISBN/ISSN numbers. (Chapter in self-edited volume should not be considered) | 10/chapter |
|  | Translated Books | Books translated (in related area/subject) and published by International/National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers. | Books translated (in related area/subject) and published by International/National publishers/State and Central Govt. Publications with an established peer review system and ISBN/ISSN numbers. | 20/sole translator  10/co-translator |
|  | Popular article | Popular article (in related area/subject) in proceedings/ Newsletter of learned bodies/ societies or Newspaper article in area of interest. | Popular article (in related area/subject) in proceedings/ Newsletter of learned bodies/ societies or Newspaper article in area of interest. | 10/article |
| **III C** | **Research Project** | | | |
| III C (i) | Sponsored Projects carried out/ongoing | Major Projects (as per the UGC project guidelines applicable on the date of sanction) | Major Projects (as per the UGC project guidelines applicable on the date of sanction) | 20/each Project to PI  10/each to co-PI/joint PI |
| Minor Projects (as per the UGC project guidelines applicable on the date of sanction) | Minor Projects (as per the UGC project guidelines applicable on the date of sanction) | 15/each Project to PI  8/each to co-PI/joint PI |
| III C (ii) | Consultancy Projects routed to concerned Institutions carried out/ongoing | Amount mobilized with minimum of Rs. 10.00 Lakh | Amount mobilized with minimum of Rs. 2.00 Lakh | 10/each |
| III C (iii) | Completed projects Quality Evaluation | Completed Project Report  (Accepted from funding agency) | Completed Project Report  (Accepted from funding agency) | 20/each major project  10/each minor or innovative research project |
| III C (iv) | Project Outcome/Output | Patent/Technology transfer/ Product/Process | Major Policy document of Govt. Bodies at Central and State level | 30/each national level output or patent  50/each for international level |
| **III D** | **Research Guidance** | | | |
| III D (i) | M.Phil. | Degree Awarded only | Degree Awarded only | 3/each candidate |
| III D (ii) | Ph.D. | Degree Awarded | Degree Awarded | 10/each candidate |
| Thesis submitted | Thesis submitted | 7/each candidate |
| III D (iii) | Undergraduate Research Project Guidance | Project completed | Project completed | 2/year |
| **III E** | **Training Courses and Conferences/ Seminars/ Workshop papers** | | | |
| III E (i) | Refresher courses, Methodology, Workshop, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes (Maximum 30 Points) | Not less than two weeks duration | Not less than two weeks duration | 20/each |
| One week duration | One week duration | 10/each |
| III E (ii) | Papers in Conferences/Seminars/Workshop  Presentation of Research Paper (Oral/Poster)in: | International Conference | International Conference | 10/each |
| National | National | 7.5/each |
| Regional/State level | Regional/State level | 5/each |
| Local-University/College level | Local-University/College level | 3/each |
| III E (iii) | Invited Lectures/ Special Lectures or Presentations for Conferences/ Symposia | International Conference | International Conference | 10/each |
| National | National | 5/each |
| Regional/State level | Regional/State level | 3/each |
| Local-University/College level | Local-University/College level | 2/each |

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication “III A” and not under presentation “III E (ii)”

The parameters in table of Category-III (Research and Academic Contributions) shall have following capping in relation to the total API score claimed by the candidate.

|  |  |
| --- | --- |
| Sub Category | Capping as % of API (for 100%) |
| III (A): Publications including books, research papers, etc. | 55% |
| III (B): Research Projects | 20% |
| III (C): Research Guidance | 10% |
| III (D): Training Courses and Conference/Seminars/Workshops, etc. | 15% |