Application No. _____(For Office Use)

Shri Rang Navchetan Mahila Arts College Valia, Dist-Bharuch

Affiliated to VNSGU, Surat

APPLICATION FORM FOR THE POST OF PRINCIPAL

Fill out the form by typing in a Word file <u>OR</u> by handwriting. Attach separate sheet if required.

NOC Number : **કવટ/ISC8/આ.ભરતી/2026/14825-26 Dated:03/11/2026**

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 year 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)	▪ **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

એપ્લીકેશન ફોર્મ અને એ.પી.આઇ ની પાછળ નીચેના

Kindly attach documents after the Application and API Form and provide the page number.

Sr. No.	Documents	Page No.
1.	Identity Proof Copy (Driving License, Pan Card etc.)	
2.	S.S.C. Marksheet Copy	
3	S.S.C. Credit Certificate (if have) / Leaving Certificate Copy	
4.	H.S.C. Marksheet Copy	
5.	Copy of Graduation Marksheets (All Years / Semesters)	
6.	Copy of Graduation Degree	
7.	Copy of Post-Graduation Marksheets (All Years / Semesters)	
8.	Copy of Post-Graduation Degree	
9.	Copy of B.Ed. Marksheet and Degree (if have)	
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	

ઉપરના documents બાદ એ.પી.આઇ એટલે કે Appendix – 2, Table – 2 (PART – C) ને સાંબાંધીત documets 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/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/ 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			

21. Position(s) held prior to joining this University, if any :

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

22. Posts held after Appointment at the University:

Designation	Department/ School	Period		Pay Scale/Academic Grade 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			
		Total (I)	
II. Research Experience	From	To	
M. Phil.			
Ph.D.			
		Total (II)	
		Total (I + II)	

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

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

Level	Participated	Participated and Papers Presented	Total
International			
National			
State			
Total			

27. Awards/Prizes/Honours/Recognitions

    1.

    2.

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

    a)

    b)

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

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

PART – B: CALCULATION FORM

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.

ACADEMIC/RESEARCH ACTIVITY

As per UGC Regulations 2018, Appendix II and Table II

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				
	(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/organization 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 = ---------- x 30 = **"Y"**
100

*** 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 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	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/organization 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/ Organization	International	Date of Awarded	Claimed Score	Verified by the Committee	Encl. No.

Sl. No.		
		Name of the Award/ Fellowship
		Awarding Institute/ Organization
		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.

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 due.

Place: **Signature of the applicant**
Date: **Designation**

Forwarded by:

Head of the Department **Principal/Dean - ARTS**