

Inward No. _____ (For Office Use)

Smt J.A. Patel Mahila College-Morbi (Grant-in-Aid)

Managed By Shri Kadava Patidar Kanya Kelavani Mandal, Morbi-363641 (Gujarat)
Patel Kanya Chhatralaya Campus, B/H New Bus Station-Morbi-363641

Application Form For The Post Of Principal

NOC: Number:૬૫૨/ISC-8/26/4871-72, Date:-02/05/2026

Full Name :

Main Subject :

Mobile No. :

Email Id :

Paste
Self-attested
Recent Passport
Size Photograph

Subject	
Graduation (BA / B.Com)	
Post-Graduation (MA / M.Com)	
Ph. D. (Discipline) (વિદ્યાલક્ષ્ય)	
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 three Years Total Amount Credited as Salary as per Form No. 16 with deduction (Attached Last three-years Form No.16) FY: 2023-2024 FY: 2024-2025 FY: 2025-2026	Year: 2023-2024 Total Amount Credited:
	Year: 2024-2025 Total Amount Credited:
	Year: 2025-2026 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

એપ્લીકેશન ફોર્મ અને એ.પી.આઈની પાછળ નીચેના ક્રમમાં ડોક્યુમેન્ટ્સ જોડવા અને પેજ નંબર આપવા
Kindly attach documents after the Application and API Form and provide the page number.

Sr. No.	Documents Kindly Provide Copies	Page No.
1.	Identity Proof (Driving License, Pan Card etc)	
2.	S.S.C. Mark sheet	
3	H.S.C. Mark sheet	
4.	School Leaving Certificate (for birth date proof)	
5.	Graduation Mark sheets (All Years / Semesters)	
6	Graduation Degree Certificate	
5.	Post-Graduation Mark sheets (All Years / Semesters)	
6.	Post-Graduation Degree Certificate	
7.	M.Phil. Mark Sheet and Degree (if have)	
8.	M.Phil. Degree Certificate (if have)	
9.	NET / GSET Certificate (if have)	
10	Ph.D. Notification	
11.	Ph.D. Degree Certificate	
12.	Experience Certificate/s	
13.	University Approval and entry in Service Book	
14.	CAS/Previous Job Docs and entry in Service Book	
15.	Form No. 16 (Last Three Years)	
16.	Orientation / Refresher Course / Certificate	
17.	Copy of Research Papers Published in Peer Reviewed or UGC Care list Journals	
18.	Copy of Award and Recognition	
19.	Other API Relevant Documents	
20.	Other Documents	

ઉપરના ડોક્યુમેન્ટ્સ બાદ એ.પી.આઈ એટલે કે Appendix – 2, Table – 2 (PART – C) ને સંબંધીત ડોક્યુમેન્ટ્સ જેવા કે પેપર પબ્લીકેશન, બુક પબ્લીકેશન, તમારા માર્ગદર્શન નીચે થયેલ Ph.D. વિદ્યાર્થીઓના આધાર સાથેની વિગતો વગેરે **Enclosure No.** આપી જોડવા.

After attaching then 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

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 :
6. Nationality :
7. Category (General/SEBC/EWS/SC/ST) :
8. Current Designation :
9. Current Pay Scale& Grade Pay :
10. Date of Confirmation of Present Post :
11. Total Teaching Experience (Years, Months) :
12. Total Research Experience (Years, Months) :
13. Experience as Associate Professor approved by the University :
14. Research Score According to UGC-Regulations-2018 Appendix-II, Table – 2 :
15. Address for Correspondence (with PIN Code) :
16. Permanent Address (with PIN Code) :
17. Mobile Number :
18. E-mail ID :

19. ACADEMIC QUALIFICATIONS:

A. Academic Qualifications (other than research degrees)

Degree/ Certificate	Name of the Board/University	Year of Passing	Percentage	Subjects / Discipline
SSC				
HSC				

B. Academic Qualifications: Research Degrees

Degree	Name of the University	Year of Passing	Subjects / Discipline
M. Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			
Others			

20. 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

21. CURRENT ACADEMIC POST:

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

22. PERIOD OF TEACHING / RESEARCH EXPERIENCE:

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

23. RESEARCH PUBLICATIONS**(a) Number of Research Publications (With ISSN No)**

Research Publications	Total
Number of Research Papers published in Peer Reviewed / UGC CARE List Journals with ISSN No. only	

(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	ISSN	Volume No.	Issue No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

24. NUMBER OF CONFERENCE/SEMINAR/WORKSHOP PAPERS PRESENTED

Sr. No.	Papers Presented	Total
1	Number of Paper Presented in International Level Conferences	
2	Number of Paper Presented in National Level Conferences	
3	Number of Paper Presented in State Level Conferences	
	Total	

25, AWARDS/PRIZES/HONORS/RECOGNITIONS

1.

2.

26. FIELDS OF SPECIALIZATION/ AREAS OF RESEARCH INTEREST IN THE SUBJECT / DISCIPLINE

a)

b)

27. ORIENTATION/REFRESHER COURSE(S)/OTHER COURSES ATTENDED:

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

28. Whether the candidate is convicted for any offence under any civil/ Criminal law?

(If Yes, Provide the Details)

Yes / No

29. Wealth Early Civil /Criminal Case Is Pending?

(If Yes, Provide the Details)

Yes/ No

30. Computer Knowledge.

(If Yes, Provide the Details)

Yes/No

31. Reference:

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I hereby declare that the in format in 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 (गणतरीपत्रक)
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 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 02marks/ 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 on going:							
	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=						
ACTUALSCORE= (Activity1 to 5(a) +5(c) + Y)			Activity1 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:

$$\frac{\text{Total Score(1to6)}}{100} \times 30 = \text{"Y"}$$

Place:

Date:

Signature of the applicant
Designation

*** 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/RESEARCHACTIVITY

As per UGC Regulations 2018, Appendix II, and Table II: Methodology for University and College Teachers for calculating Academic/Research Score.)

1. Research Papers Publications: [Table II Sr.No.1]

Sr. No.	Title of Paper	Journal Name And ISSN	Peer Reviewed/ UGC listed Journals (Yes/No)	Impact factor	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

2. Publications (other than Research papers)

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

Sr. No.	Title	ISBN	National / International	No. of Authors	Score Claimed by The candidate	Enclosure No.	Comment to be filled By Verifying Committee

Books: Chapter in Edited Book [Table II Sr. No.2a]

Sr. No.	Book Title	Chapter Name	ISBN	Score Claimed by The candidate	Enclosure No.	Comment to be filled By Verifying Committee

2. Translation works in Indian and Foreign Languages by qualified faculties: [Table II Sr. No.2 b]

Sr. No.	Title	Number of Chapter	National / International ISBN	No. of Authors	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.

(a) Development of Innovative pedagogy [Table II Sr. No. 3a]

Sr. No.	Development of Innovative pedagogy and Sponsoring Authority	Name of Activity / committee	As a Coordinator /Committee member	Score Claimed by the Candidate	Enclosure No.	Comment to Be filled by Verifying Committee

(b) Design of new curricula and courses [Table II Sr. No. 3a]

Sr. No.	Name of University	Name of Programme	Semester	No. of curricula and courses	Score Claimed by the Candidate	Enclosure No.	Comment to Be filled by Verifying Committee

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

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

(d) E-Content: Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula. [Table II Sr. No. 3 d]

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

4. (a) Research Guidance [Table II Sr. No. 4 a] (Please Attached Name of Student Separately in Enclosure):

Sr. No.	Research Guidance	No. of Students		Score Claimed by the Candidate	Enclosure No.	Comment to Be filled by Verifying Committee
		Awarded	Submitted			
1	Ph.D.					
2	M.Phil.					
3	PG					

4. (b, c) Research Project. [Table II Sr.No.4b, c, d]

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

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

Sr. No.	Consultancy Details	Score claimed by the candidate	Enclosure No.	Comment to Be filled by Verifying Committee

5. Patents, Policy Documents and Awards:**(a) Patents: [Table II Sr.No.5a]**

Sr. No.	Title of Patent	National/ International	Year	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

(b) Policy Document: [Table II Sr.No.5b]

Sr. No.	Policy Documents Details	State/National/ International	Year	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

(c) Awards/Fellowship: [Table II Sr.No.5c]

Sr. No.	Awards/Fellowship Details	National/ International	Year	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

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]

Sr. No.	Conference Level	No. of Paper Presented	Score claimed by the candidate	Enclosure No.	Comment to Be filled by Verifying Committee
1	International (Abroad)				
2	International (within country)				
3	National				
4	State/University				

C. Applicant's claimed Score

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

(NOC) ENDORSEMENT OF THE CURRENT EMPLOYER

1. The application of _____ is hereby forwarded with the remarks that we have No Objection to her/his application being considered by Shri Kadava Patidar Kanya Kelavani Mandal, Morbi for the post of Principal in **Smt J.A. Patel Mahila College-Morbi (Gujarat)**.
2. Certified that the information given by the applicant in this application form has been checked / verified and found to be correct with reference to her/his service records.
3. It is certified that no vigilance case is pending/contemplated against the applicant and she/he is clear from vigilance angle.

Date:

Place:

Registrar/Principal

(with sign and stamp)

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							
Appendix-2, Table-2ResearchScore	Claimed Score – Category wise						Total Claimed Score
	1	2	3	4	5	6	

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 5a + 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 $1950 + 300 = 2250$