



Yogoda Satsanga Mahavidyalaya

NAAC Accredited B++ (CGPA 2.89)

Jagannathpur, Dhurwa, Ranchi - 834004

(Ranchi University)

Application Form for the Post of Principal

Date:	Application No.:
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Application Fee: _____

Please do not write anything above this line

Draft No.: _____
Amount : _____

For detailed information please visit College website www.ysmranchi.net



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Application Form for the Post of Principal

General Details

Post Applied For: Principal

Paste here the
recent passport
size photo

Personal Details

First Name: _____ Middle Name: _____ Last Name: _____

Parent's/Spouse Name: _____ Date of Birth: _____

Age (As on 1 January 2018): Y ____ M ____ D ____ Category (Gen/SC/ST/PWD (OH/VH)): _____

Nationality: _____ Gender: _____ Telephone No.: _____

Mobile No.: _____ Email: _____

Postal Address

Permanent Address

(Please add additional sheets if required, for teaching/research section in the format as in this form)

Educational Qualifications

Examination	Year	Main Subject/s	Marks (%)	College Attended	University
Bachelor Degree					
Masters Degree					
M.Phil.					

- Please mention your specific degree in case of integrated course/programme.

Degree	Year of Award	Thesis Title	Date Of Registration	University	Date of submission
Ph.D.					
Other Distinctions					

Post-Doctoral Research Experience

Name of University /College/Institution	Post held/Designation	From	To	Experience [in years & month (s)]

Full-time Teaching Experience

Name of University /College/Institution	Designation	Status (Permanent/ Temporary/ Ad-hoc)	Classes Taught	Course/ Subject	From	To	Experience [in years & month(s)]

Administrative Experience

Name of University /College/Institution	Designation	Status (Permanent/ Temporary ad-hoc)	From	To	Experience [In years & month(s)]

Present Employment Details

Please indicate, whether you are currently employed: Yes/No (if yes give details and attach self-attested copy of the appointment letter)

Organization Name _____

Position Held _____

Date of Appointment _____

Status (Permanent/ Temporary/ Ad-hoc) _____

Academic Profile

1. CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities and domain knowledge; (b) participation in examination and evaluation; (c) contribution to innovative teaching, new courses etc. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Category	Name of activity	Notes	Unit of assessment	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
Category 1 A	DIRECT TEACHING					
1 A (i)	Classroom teaching (including lectures, seminars)	As per allocation	Hours per academic year			
1 A (ii)	Classroom teaching (including lectures, seminars) in excess of UGC norms	As per allocation	Hours per academic year			
1 A (iii)	Tutorials and Practicals	Actual as per attendance register	Hours per academic year			
Sub-Total: 1	Assistant professor	Score = hours / 7.5; (Max. score = 70)				
	Associate Professor	Score = hours / 7.75; (Max. Score = 60)				
	Professor	Score = hours / 7.75; (Max. Score = 60)				
Category 1 B	EXAMINATION DUTIES					
1 B (i)	Question paper setting, moderation and related work	Actual hours	Hours per academic year			
1 B (ii)	Invigilation/supervision and related examination duties	Actual hours	House per academic year			
1 B (iii)	Evaluation/assessments related to internal assessment, external and re-evaluation	Max. 20 minutes per full script	Hours per academic year			
Sub-Total: 2	Assistant Professor	Score = hours / 10; (Max. Score = 20)				
	Associate professor	Score = hours / 10; (Max. Score = 20)				
	Professor	Score = hours / 10; (Max. Score = 10)				

Category 1 C	INNOVATIVE TEACHING				
1 C (i)	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching.	Evidence to be provided	Hours per academic year		
1 C (ii)	Preparation of new teaching-learning material including translation bridge material, study pack or similar additional resource for students.	Evidence to be provided.	Hours per academic year		
1 C (iii)	Updating of subject contents / Courses				
Sub-Total: 3	Assistant Professor	Score = hours / 10; (Max. Score = 10)			
	Associate Professor	Score = hours / 10; (Max. Score = 15)			
	Professor	Score = hours / 10; (Max. Score = 20)			

Supporting documents, wherever required be attached.

Category	Sub-Category	Sub Head	Score	
I TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES	Category 1 A	1 A (i)		
		1 A (ii)		
		1 A (iii)		
	Sub-Total 1:			
	Category 1 B	1 B (i)		
		1 B (ii)		
		1 B (iii)		
	Sub-Total 2:			
	Category 1 C	1 C (i)		
		1 C (ii)		
		1 C (iii)		
	Sub-Total 3:			
	Grand Total (1+2+3)			

2. CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

II (A) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES

(i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.								
Actual Hours spent per academic year / 10								
Academic Year	Field Work	Study Visits	Student Seminar	Career Counselling	Other Events	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
Total Scores								

(ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)									
Academic Year	Actual Hours spent per academic year / 10						API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
	Cultural	Sports	NSS / NCC	Student Welfare activity	PG/Research Scholar forum Forum	Other Events			
Total Scores									

(iii) Extension and dissemination activities (Public /popular lectures/ Talks / seminars etc.)							
Academic Year	Actual Hours spent per academic year / 10				API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
	Public/Popular Lectures	Public/Popular Talks	Public/Popular Seminars	Others activities of such nature			
Total Scores							
Grand Total (II(A)i+ II(A)ii+II(A)iii)							
Maximum API Score for II (A) is 15							

II (B) CONTRIBUTION TO CORPORATE LIFE AND MANAGEMENT OF THE DEPARTMENT AND INSTITUTION THROUGH PARTICIPATION IN ACADEMIC AND ADMINISTRATIVE COMMITTEES AND RESPONSIBILITIES

(i) Administrative Responsibilities (including as Dean/Principal / Chairperson/ convener/ Teacher-in-charge/similar other duties that require regular office hrs for its discharge)

Actual Hours spent per academic year / 10											
Academic Year	Dean	HOD	Chairperson	Convener	Admission work	Faculty Advisor	Coordinator or of Refresher Courses	Any other activity of similar nature that require regular office hrs for its discharge	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Total Scores											

(ii) Participation in Board of Studies, Academic and Administrative Committees							
Actual Hours spent per academic year / 10							
Academic Year	Board of Studies	Academic Committees	Administrative Committees	Any other activity of similar nature that require regular office hrs for its discharge	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
				Total Scores			
Grand Total (II(B)i+II(B)ii)							
Maximum API Score for II (B) is 15.							

II (C) Professional Development Activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/ faculty development courses, dissemination and general articles and any other contribution)

Actual Hours spent per academic year / 10					
Event	Organizer and Place	Period / Duration	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
Participation in Conferences / Seminars / Workshops / Summer and Winter Schools					
Refresher Courses / Training programmes					
Short term Courses					
Methodology workshop					
Industrial Experience – Study / Consultancy					
Invited Talks					
Lectures in Refresher Courses / Faculty Development Courses					
Membership in Professional Bodies					
Dissemination of Academic / Research Knowledge / General Articles					
Any other contribution of similar nature (Please specify)					
Total Scores					
Maximum API Score for II (C) is 15					

Supporting documents, wherever required be attached.

II PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES	Category 2 A	2 A (i)		
		2 A (ii)		
		2 A (iii)		
	Sub-Total 1:			
	Category 2 B	2 B (i)		
		2 B (ii)		
	Sub-Total 2:			
	Category 2 C	2 C (i)		
		2 C (ii)		
		2 C (iii)		
	Sub-Total 3:			
Grand Total (1+2+3)				
Total Scores (Maximum API score 45)				

3. CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS (Publications in Relevant Area only)

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for Research and Academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

RESEARCH / ACADEMIC CONTRIBUTIONS

III (A) DETAILS OF RESEARCH PAPERS PUBLISHED

(i) Refereed Journals as notified by the UGC#

S. No.	Title of the Article	Name of the journal Vol. No. & PP / Month &Year	Whether you are the main Author	No. of Co- Authors	Impact Factor	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Unique Registration ID	Annexure Number

Note: **25 points per publication.**

Refer Note (I & II) in the end of the API Academic Profile.

(ii) Other reputed Journals as notified by the UGC#

S. No.	Title of the Article	Author	Co-Author(s)	Name of the journal Vol. No. & PP / Month & Year	Impact Factor	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Unique Registration ID	Annexure Number

Note: **10 points per publication.**

Refer Note (I & II) in the end of the API Academic Profile.

III (B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (Books, Chapters in Books)

(i) Text / reference books by International Publishers, with ISBN/ISSN number.

S. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher / Month, Year	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Unique Registration ID	Annexure Number

Note: **30 points per book for single author.**

Refer Note (I & II) in the end of the API Academic Profile.

(ii) Subject books published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC

S. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher / Month, Year	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Note: **20 points** per book for single author.

Refer Note (I & II) in the end of the API Academic Profile.

(iii) Subject books, published by other local Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The list will be intimated to UGC.

S. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher / Month, Year	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Note: **15 points** per book for single author.

Refer Note (I & II) in the end of the API Academic Profile.

(iv) Chapters in Books published by National & International level Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC.

S. No	Title of the Book	Number of Chapters contributed	Title of the Chapter	Author	Name of the Publisher of the Book/ Month, Year	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Note: *International: 10 points per chapter. National: 5 points per chapter.*
Refer Note (I & II) in the end of the API Academic Profile.

III (C) RESEARCH PROJECTS

(i) Details of Sponsored Projects

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed/on-going	Project Type: Research/ Consultancy/ Action Research	Policy Document	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
			From	To						

Note:

(i) Major projects of over 30 lakhs in Science / Engineering/ Agriculture/Medical/Veterinary Sciences and grants above 5 lakhs in Languages /Humanities/arts/Social Sciences/Library/Physical education/Management will get **20 points** per project.

(ii) Projects of 5-30 lakhs in Science / Engineering/ Agriculture/Medical/Veterinary Sciences and grants above 3-5 lakhs in Languages /Humanities/arts/Social Sciences/Library/Physical education/Management, etc. will get **15 points** per project

(iii) Minor projects of 1 lakh – Rs. 5 lakhs in Science / Engineering Agriculture/Medical/Veterinary Sciences and grants Rs.1 lakh – 3 lakhs in Languages /Humanities/arts/Social Sciences/Library/Physical education/Management, etc, will get **10 points** per project.

(ii) Details of Consultancy Projects

Title of the Project	Funding Agency	Grant sanctioned	Duration		Project Status completed / on-going	Project Type: Consultancy / Action Research	Policy Document	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
			From	To						

Note: Consultancy mobilized for more than 10 lakhs in Science and Engineering and 2 lakhs in Social Science, etc. will get **10 points** for every Rs. 10 lakhs and Rs. 2 Lakhs respectively.

(iii) Projects Outcome / Output

Title of the Project	Funding Agency	National /International	Project Outcome/Outputs		API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number
			Details of Patents /Technology Transfer /Product/Process (Science & Engineering)	Major Policy Documents of Central / State Govt. / WHO/ UNO/ UNESCO / UNICEF etc. Bodies prepared (Humanities & Management)			

Note: 30 points for each International or patent / **20 points** for each National level output or major policy document / State Government **10 points** and for Local bodies **5 points**.

III (D) RESEARCH GUIDANCE**(i) Details of M.Phil. Awarded**

Name of the Scholar	Title of the Dissertation	Name of the University	Month and Year	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Note: **5 points** per candidate.

(ii) Details of Ph. D Awarded / submitted

Name of the Scholar	Title of the Thesis	Submitted	Awarded	Name of the University	Month and Year	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Note: **15 points** per candidate for degree awarded and 10 points per candidate for thesis submitted

III (E) FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS

(i) Details of Fellowships/ Awards

Name of the Award / Fellowship	Sponsoring Agency	International/ National/State/University level	Date	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Note: **15 points** for International level, **10 points** for National level and **5 points** for State/University level per award/fellowship

(ii) Details of invited lectures / papers presented in Conferences / Seminars, etc.

Name of the Programme	Name of Organising Agency	International/ National/ State/University level	Title of The Paper / Talk	Duration (Dates of Event)	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Note: **7 points** per lecture and **5 points** per paper presented for International level, **5 points** per lecture and **3 points** per paper presented for National level and **3 points** per lecture and **2 points** per paper presented for State/University level.

[For Professor and Associate Professor:-The score under this sub-category (III (E) (ii)) shall be restricted to 20% of the minimum score fixed for category III for any assessment period]

III (F) DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL

Name of the subject/discipline for which e-learning resource is developed (Eg. Arts: History)	Name of the Subject / course for which e-learning resource is developed (Eg: B.E, M.E, M.Sc., B.Sc., MA, BA, B.Com, M.Com)	Level of Course Material (Eg. UG/PG)	Details of the URL/website where available or if CD/DVD enclose a copy	Number of Modules	API Score claimed by the Applicant	API Score verified by screening committee (for official use)	Annexure Number

Note : **10 points** per module. 70% to the first author and remaining 30% to be shared equally by all the other authors.

Supporting documents, wherever required be attached.

SUMMARY OF API SCORES CLAIMED UNDER CATEGORY III

Category	Sub Category	Score
Research Papers Published	III A	
Research Publications	III B	
Sponsored Projects	III C (i)	
Consultancy Projects	III C (ii)	
Projects Outcome/Outputs	III C (iii)	
Research Guidance (M.Phil.)	III D (i)	
Research Guidance (Ph.D.)	III D (ii)	
Fellowships/Awards	III E (i)	
Invited Lectures/Papers	III E (ii)	
Development of E-Learning Delivery Process/Material	III F	
Note: 20% CAP only on III E (ii)	TOTAL	

**SUMMARY OF API SCORES CLAIMED UNDER CATEGORY II & CATEGORY III
(Cumulative)**

Category	Scores
II	
III	
Total Scores	

UGC has notified the List of Journals vide Notification F.No. 1-2/2016(PS) dated 10 January 2017 which is available on UGC website i.e. www.ugc.ac.in for the perusal of all stakeholders. Any addition/deletion made by UGC in the list of Journals shall also be applicable.

NOTES:

- (I)** Wherever relevant to any specific discipline, the API score for papers in refereed journal would be augmented as follows: (i) Papers with impact factor less than 1 by 5 points (ii) Papers with impact factor between 1 and 2 by 10 points (iii) Papers with impact factor between 2 and 5 by 15 (iv) papers with impact factor between 5 and 10 by 20 points (v) papers with impact factor above 10 by 25 points.
- (II)** The API for Joint Publications shall be calculated in the following manner: of the total score for the relevant category of publications by the concerned teacher, the first and principal/corresponding author/supervisor/mentor would share equally 70 % of the total points and the remaining 30% would be shared equally by all other authors.
- (III)** Attach the self-attested proofs of all the self-assessment claims made in category II and III.

Miscellaneous Information (Please use extra sheets, if necessary)

Computer Skills (e.g. word Processing, spreadsheet, databases or any other specific software with familiarity level of Basic/Intermediate/Advance)

ICT Usage	Skills	Specialized Packages/ Softwares	Familiarity

What is your understanding of the aims and ideals of Yogoda Satsanga Society of India? How do you plan to implement the same in the College, if selected?

Mention your most significant contribution as a teacher

Mention your most significant research contribution in order of preference

Honours and Awards Received (Please provide details in the box below in chronological order)

Notable contributions, if any, beyond what has been mentioned above (Please provide details in the box below)

Membership / fellowship of Learned Bodies / Societies (Please provide details in the box below)

--

Participation in Literary, Cultural or other activities (Please provide details in the box below)

--

Mention your Vision for the College for next five years taking into consideration both academic and administrative aspect

--

Briefly describe your administrative experience including your knowledge of relevant rules (Service Rules, Leave Rules, Disciplinary Rules, General Financial Rules etc.)

Disclosure

Have you been debarred or punished for adopting unfair means in any Examination by the Institution / Board or University? Yes/No

If yes, specify _____

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

If yes, specify _____

Were you ever discharged or dismissed from any previous employment? Yes/ No

If yes specify _____

Three Referees Familiar with your Academic Work and Administrative work

Full Name	Institutional Affiliation	Designation	Institutional Address	Mobile/Phone No.	Email

Declaration

I declare that the statements made and documents enclosed with the application form 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.

I shall produce all the original testimonials/documents/certificate/Photo-id at the time of interview.

I shall produce the No Objection Certificate before/at the time of interview.

Date:

Applicant's signature

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 applied for. No departmental disciplinary proceedings are pending or contemplated against him/her.

Name of Head of Institution _____

Designation _____ Signature & Seal of Head of Institution _____

Address _____ Place _____ Date _____