

Shri J. H. Bhalodia Women's College, Rajkot
(Grant-in-Aid)
Managed By Saurashtra Educational Trust, Rajkot (Gujarat)

APPLICATION FORM
FOR
THE POST OF PRINCIPAL

Paste
Self-attested
Recent
Passport Size
Photograph

1	Name of Candidate	
2	Father's/Mother's Name	
3	Mother's Name	
4	Marital Status	
5	Date & place of birth	
6	Nationality	
7	Category	
8	Contact Number of Candidate	
9	E-Mail ID of Candidate	
10	Name of the Current Institution	
11	Current Designation	
12	Current Academic Level (Pay Scale)	
13	Area of Specialization	
14	Education Qualification	
15	Total Experience	
16	Experience as Associate Professor approved by the University	
17	Experience Research work approved by the University	
18	Year of Ph.D. Completion	
19	University of Ph.D.	
20	Research Score According to UGC-Regulations-2018 Appendix-II, Table – 2	
21	Address for the correspondence	

22	Permanent Address	
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CHECK LIST

Kindly attach all the relevant documents after the Application 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	
6	Graduation Degree Certificate	
5.	Post-Graduation Mark sheets	
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 (Appointment Letter, University Approvals, Experience Certificates etc.)	
13.	Form No. 16 (Last Three Years)	
14.	Orientation / Refresher Course / Certificate	
15.	Copy of Research Papers Published in Peer Reviewed or UGC Care list Journals	
16.	Copy of Books Publication	
17.	Copy of Development of Innovative pedagogy and curricula and courses, MOOCs etc.	
18.	Copy of Research Guidance, Research Projects, Consultancy	
19.	Copy of Patent, Policy Documents, Awards and Fellowship	
20.	Copy of Presented Research Papers and Invited Talks	
21.	Copy of Other API Relevant Documents	
22.	Other Documents	

1. FULL NAME:**2. FULL ADDRESS FOR CORRESPONDENCE****Present Address****Permanent Address**

Mo.No.

E-mail Id:

AADHAR Number:

3. GENDER, DATE OF BIRTH, CATEGORY, AGE, NATIONALITY, MOTHER TONGUE:

Gender : Age :

Date of Birth : Nationality :

Category : Mother Tongue :

4. PLACE OF BIRTH

Town/ Village : District :

Taluka : State :

5. LANGUAGES KNOWN

Read

Write

Speak

6. ACADEMIC QUALIFICATIONS:

Examination Passed	University / Board	Year of Passing	Percentage	Subjects / Discipline

7 (A). DETAILS OF PAST EXPERIENCE:

Name & Address of the Employer/Institute	Designation of the post held	Period of Service		Nature of Service
		From	To	

7 (B). DETAILS OF CURRENT ACADEMIC POST/EXPERIENCE:

Name & Address of the Employer/Institute	Designation of the post held	Period of Service		Nature of Service
		From	To	

8. DETAILS OF ANY OTHER INNOVATIONS / ACTIVITY INVOLVED DURING PROFESSIONAL CAREER:**9. DETAILS OF ORIENTATION/REFRESHER COURSE(S)/OTHER COURSES**

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

10. SHORT TERM COURSE, WORKSHOP & FACULTY DEVELOPMENT PROGRAMME

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

11. STUDENT RELATED CO-CURRICULAR AND EXTENSION ACTIVITIES, CONTRIBUTION TO CORPORATE LIFE AND MANAGEMENT & PROFESSIONAL DEVELOPMENT

Sr No	Details of Activity	Page No.
1		
2		

3		
4		
5		

12. CONTRIBUTION AT UNIVERSITY LEVEL

Sr No	Details of Contribution	Page No.
1		
2		
3		
4		
5		

13. DETAILS OF ANY OTHER ACTIVITY/CONTRIBUTION:

Sr No	Details of Contribution	Page No.
1		
2		
3		
4		
5		

14. SUMMARY OF ACADEMIC/RESEARCH SCORE

TABLE OF SUMMARY OF ACADEMIC/RESEARCH SCORE

(ASPER UGC REGULATIONS 2018, APPENDIX II AND TABLE II)

Sr. No.	Academic/Research Activity	AR Score Claimed
1	Research Papers in Peer-Reviewed or UGC Listed Journals	
2	Publications (Other Than Research Papers)	
	(A) Books	
	(B) Translation Works in Indian and Foreign Languages By Qualified Faculties	
3	Creation of ICT Mediated Teaching Learning Pedagogy and Content and Development of New and Innovative Courses and Curricula	
	(A) Development of Innovative pedagogy	
	(B) Design of new curricula and courses	
	(C) MOOCs	
	(D) E-Content	
4	(A) Research guidance	
	(B) Research Projects Completed	
	(C) Research Projects Ongoing	
	(D) Consultancy	
5	(A) Patents	
	(B) Policy Document	
	(C) Awards/Fellowship	
6	(A) Invited lectures/ Resource Person	
	(B) Paper presentation in Seminars/ Conferences	
TOTAL		

15. ACADEMIC/RESEARCH ACTIVITY:**[1] RESEARCH PAPERS IN PEER-REVIEWED OR UGC LISTED JOURNALS [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	Page No.

2. PUBLICATIONS (OTHER THAN RESEARCH PAPERS)**(A) BOOKS: NATIONAL/ INTERNATIONAL/ EDITED [TABLE II SR. NO.2A]**

Sr. No.	Title	ISBN	National / International	No. of Authors	Score Claimed by The candidate	Page No.

BOOKS: CHAPTER IN EDITED BOOK [TABLE II SR. NO.2A]

Sr. No.	Book Title	Chapter Name	ISBN	Score Claimed by The candidate	Page No.

(B) 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	Page No.

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	Page No.

(B) DESIGN OF NEW CURRICULA AND COURSES [TABLE II SR. NO. 3B]

Sr. No.	Name of University	Name of Programme	Semester	No. of curricula and courses	Score Claimed by the Candidate	Page No.

(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	Page No.

(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	Page No.

4. (A) RESEARCH GUIDANCE [TABLE II SR. NO. 4 A]

Sr. No.	Name of Student	Research Guidance (Ph.D., M.Phil., PG)	Status (Awarded / Submitted)	Score Claimed by the Candidate	Page No.
1					
2					
3					

4. (B, C) RESEARCH PROJECT. [TABLE II SR.NO.4 B, C]

Sr. No.	Research Project title	Name of sponsored agency	Major/ Minor	Status (Completed /Ongoing)	Score claimed by the candidate	Page No.

4. (D) CONSULTANCY. [TABLE II SR.NO.4D]

Sr. No.	Consultancy Details	Score claimed by the candidate	Page No.

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	Page No.

(B) POLICY DOCUMENT: [TABLE II SR.NO.5B]

Sr. No.	Policy Documents Details	State/National/ International	Year	Score claimed by the candidate	Page No.

(C) AWARDS/FELLOWSHIP: [TABLE II SR.NO.5C]

Sr. No.	Awards/Fellowship Details	National/ International	Year	Score claimed by the candidate	Page 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). [TABLE II SR. NO. 6]

Sr. No.	Title of the Paper Presented	Level of Conference, Seminar, etc.	Year of the Event	Organized By	Score claimed by the candidate	Page No.
1						
2						
3						
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6						
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8						
9						

SUMMARY OF APPLICANT'S FINAL 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	

16. PRESENT DESIGNATION AND INSTITUTE INFORMATION:

1	Present Designation:	
2	Institute:	
3	Date of Joining present post:	
4	Present Pay Band:	
5	Total Salary of April 2026	

17. List of Testimonials / Certificates / Mark sheets /Degree Certificates/ IT Return of Last five Years/ Service book copy with 6000 to 9000 GP assign by authorized officer/NOC/ Experience Certificates/All OP and RC Certificates/Papers/Books front page of which copies are attached with the application.

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

(If Yes, Provide the Details)

Yes/No

19. Whether any Civil / Criminal Case is pending?

(If Yes, Provide the Details)

Yes/No

20. Computer Knowledge.

(If Yes, Provide the Details)

Yes/No

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

(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 Saurashtra Educational Trust, Rajkot for the post of Principal in **Shri J. H. Bhalodia Women's College, Rajkot - 360005 (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
(Sign with Stamp)

TABLE 2
METHODOLOGY FOR UNIVERSITY AND COLLEGE TEACHERS FOR CALCULATING
ACADEMIC/RESEARCH SCORE
(ASPER UGC REGULATIONS 2018, APPENDIX II AND TABLE II)

S.N.	Academic/Research Activity	Faculty of Languages / Humanities / Arts / Social Sci./ Library / Education / Phy. Education / Commerce / Mgt & other related disciplines
1	Research Papers in Peer-Reviewed or UGC listed Journals	10 per paper
2	Publications (other than Research papers)	
	(a) Books authored which are published by ;	
	International publishers	12
	National Publishers	10
	Chapter in Edited Book	05
	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties	
	Chapter or Research paper	03
	Book	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
	(b) Design of new curricula and courses	02 per Curricula/Course
	(c) MOOCs	
	Development of complete MOOCs in 4 quadrants (4credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08
	(d) E-Content	
	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10
4	(a) Research guidance	

	Ph.D.	10 per Degree Awarded 05 per Thesis Submitted
	M.Phil./P.G dissertation	02 per Degree Awarded
	(b) Research Projects Completed	
	More than 10 lakhs	10
	Less than 10 lakhs	05
	(c) Research Projects Ongoing :	
	More than 10 lakhs	05
	Less than 10 lakhs	02
	(d) Consultancy	03
5	(a) Patents	
	International	10
	National	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
	National	07
	State	04
	(c) Awards/Fellowship	
	International	07
	National	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
	International (within country)	05
	National	03
	State/University	02

The Research score for research papers would 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 total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- 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.
- ****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.***
- The research score shall be from the minimum of three categories out of six categories.