

From

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Date:

To ,

The General Secretary,

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Subject: Application for the post of Principal of (College Name) ...

Reference: Advertisement indated

Respected Sir,

With reference to above mentioned subject, I am applying here with for the post of Principal inin the prescribed format. Documents related to educational qualification, experience certificate, curriculum vitae, Table-2 Academic/Research score form and supportive documents etc. are attached herewith for your perusal and kind consideration. Please accept the same and oblige.

Thanking You.

Yours Faithfully

Enclosures: as above

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Basic Information - CV Template

A. General Information

- a) Name (Surname first) : Dr./Shri./Smt.
- b) Designation :
- c) College / University :
- d) Department :
- e) Date of Birth :
- f) Date of Appointment :
- g) Category :
- h) Permanent Address (with Pin code) :
- Mobile No. :
- Email :

B. Academic Qualifications :

Sr. No.	Exam. Passed	Board/ University	Subject/s	Year	Marks obtained	Grade / Class
1						
2						
3						
4						
5						
6						

C. Research / Fellowship / Research Training Program:

Sr. No.	Research	Title of Work / Thesis	University / Institute
1	JRF/ SRF/PDF etc.		
2	M.Phil.		
3	Ph.D.		
4	Research Training Program		
5	Minor/Major Research Projects		
6	Other		

D. Orientation / Refresher/Research Methodology Course etc. Completed :

Sr. No.	Course	Duration	University / Institute
1			
2			
3			
4			
5			

E. Details about service and promotions held :

Sr. No.	Date of Joining/Promotion in AL-10/AL-11/AL-12/AL-13A/AL-14/ AL-15	Designation
1		
2		
3		
4		
5		
6		

Information provided in above CV is correct and true to the best of my knowledge.

Signature of candidate

Letter Head

Proper Channel/NOC Letter

This is to certify that, we allowto apply for the
post of Principal in..... We
have no any objection for his application.

Date:

Sign and seal of authority

Letter Head

Experience Certificate

This is to certify that,is
serving insince
..... toon different Posts
(Lecturer, Sr. Lecturer, Selection Grade Lecturer, Associate Professor, Professor,
Head etc) . He / She has total teaching and administrative experience of
years.

Date:

Sign and seal of authority

Table 2- Academic/Research Score
PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR

Annual Self Appraisal Report (ASAR)

As per 7th Pay UGC Regulation 18th July, 2018 and

Govt. of Maharashtra Resolution 8th March, 2019

**Proforma For Principal (AL 13A/14) / College Professor (AL 13A-14) /
 University Associate Professor (AL 12 -13A) / University Professor (AL 13A-14) for calculating Academic/ Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter etc.,)

Table – 2(1)- Research papers in Peer reviewed or UGC listed journals

Sr. No.	Name of the Author(s) (as appeared in the research article/ paper)	Title of the paper	Name of the Journal, issue(volume) , Year (month, if the information is available), page numbers	Details of Publisher with Name, postal address & Internet home page	Sr. No. in the UGC List of Journals (if any), Peer Reviewed* and/or Impact factor (if any, as per Thomson Reuters)	Score of the Paper (8 + 5) / (8 + IF Score)/ (10 + 5) / (10 + IF Score) = X	Self-Appraisal Score, i.e., Contribution the teacher (70 % or 30% of X)	Verified Score (not to be entered by the teacher)
1								
2								
...								
Total Score of Table 2(1)								

***As per UGC Rules.**

Note –

- i.) Faculty of Sciences/ Engineering / Agriculture / Medical /Veterinary Sciences = **08 per paper**
- ii.) Faculty of Languages / Humanities / Arts /Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines = **10 per paper**

Table – 2(2)- Publications (Other than research papers)

A. Books/Chapter(s) in Book

Sr. No.	Book Title with ISSN/ISBN, Year	Role of the Teacher (Author of Book/Author of Chapter in Book/Editor)	Details of the Publisher with address	International/ National	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1						
2						
...						
Total of 2(2)(A)						

Note - International publisher =12, National Publisher =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

Sr. No.	Book Title with ISSN/ISBN, Year	Role of the Teacher (Author of Book/Author of Chapter or research paper)	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1				
2				
...				
Total of 2(2)(B)				
			Total Score of Table 2(2)	

Note-Chapter or Research paper = 03, Book = 08

Table – 2(3)- Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

a. Innovative Pedagogy **b.** Design of new curricula and courses **c.** MOOCs **d.** E-content

Sr. No.	a/b/c/d	Details	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1				
2				
...				
Total of Table - 2(3)				

Note:

(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 (4 credit 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

Table – 2(4) - Research Guidance/Projects/Consultancy

2(4)(a) Research Guidance

Sr. No.	Name of the Candidate	Month and Year of 1. Degree Awarded/Thesis Submitted 2.Dissertation	Supervisor/Co-supervisor if, if more than one supervisor	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
Total of 2(4)(a)					

Note: Ph.D. =10 per degree awarded and 05 per thesis submitted, M.Phil./P. G dissertation =02 per degree awarded

2(4)(b) Research projects completed

Sr. No .	Title of the Project and duration	Funding Agency and Amount sanctioned	Principal Investigator/Co-Investigator	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
Total of 2(4)(b)					

Note: Research Projects Completed: More than 10 lakhs = 10, Less than 10 lakhs =05

2(4)(c) Research projects ongoing

Sr. No .	Title of the Project and duration	Funding Agency and Amount sanctioned	Principal Investigator/Co-Investigator	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
Total of 2(4)(c)					

Note: Research Projects Ongoing: More than 10 lakhs =05, Less than 10 lakhs =02

2(4)(d) Consultancy

Sr. No .	Title of the Project/Consultancy and duration	Funding Agency and Amount of the project	Amount mobilized	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
Total of 2(4)(d)					
				Total of Table 2(4)	

Note: Consultancy = 03

Table – 2(5) - Patent/Policy Document/Awards/Fellowship

- a. Patent
- b. Policy document
- c. Awards / Fellowship

Sr.No.	a/b/c	Details (Title/Year/Agency or organization)	International /National	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
			Total of Table 2(5)		

Note:

(a) **Patents:** International =10, National = 07

(b) ***Policy Document (Submitted to an International body/organisation 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.

Table – 2(6) - Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings

Sr. No.	Invited Talk/ Resource Person/ Session Chair/ Title of the paper	Title of Conference /Seminar and Organizer	Level- International (Abroad/within country) /National / State / University	Self-appraisal Score	Verified Score (not to be entered by the teacher)
1					
2					
...					
Total of 2(6)					

Note: International (Abroad) =07, International (within country) =05, National = 03, State/University =02

Total of Table 2 (1+2+3+4+5+6)	
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Additional Note -

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.

SUMMARY OF Table 2: Academic/Research Score

Details	Score Obtained	Score Verified	Remark
1			
2 (a+b)			
3 (a+b+c+d)			
4 (a+b+c+d)			
5 (a+b+c)			
6			
Grand Total			

IQAC Co-Ordinator**HOD****Principal of College**