



**PREM CHAND MARKANDA
S.D. COLLEGE FOR WOMEN
NEHRU GARDEN ROAD, JALANDHAR**

SNAP

FORM OF APPLICATION FOR EMPLOYMENT

- Attested copies of testimonials must accompany the application. Candidate must bring the original testimonials at the time of interview.
- Candidates who are called for interview will come at their own expense.
- The application should be sent by registered post through proper channel.
- The short listed candidates will be called for the interview.

Post applied for	
Name (In block letters)	
Date of Birth	
Your present post and grade	
Marital status	

Basic Qualification

Examination passed	Year	Marks	%age	College	University

Higher Qualification

Extra Curricular
Activities- Zonal Level
State level & National Level

Sports

N.S.S/N.C.C

Published Work

Research Work

TEACHING EXPERIENCE			
Name of the Institution	Classes Taught	Period	
		From	To

Total length of teaching experience

Any other relevant information

Note: Only short listed candidates will be called for interview.

(Applicant's Signature)

Address

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Phone No.

Prem Chand Markanda S D College for Women, Jalandhar

Advt.No. _____

Name of the Candidate: _____

**Score card Proforma/Guidelines for the Post of Principal in the College
(To be filled in by the Candidate)**

University Grants Commission in its notification UGC Regulation (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), 2016 has given a broad structure to be followed for short listing/ appointment of candidates to the post of Principal under the University System (in University and colleges) in Appendix III Table II (B) as under:

(A) **QUALIFYING CONDITION ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS**

Self-Assessment for the Performance Based Appraisal System (PBAS) for Academic Performance Index (API) as per University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.

APPENDIX –III Table –II (B)

Minimum Scores for APIs for direct recruitment of teachers in University departments / Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.

Direct Recruitment of Principal	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)

PBAS PROFORMA FOR CALCULATING API SCORE

(Note: Please read the instructions given at the end of the Proforma for calculating API score in each Category)

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for direct recruitment of Associate Professor and Professor.

Category II	Nature of Activity	Actual Score spent per Academic Year \div 10	Self Assessed Score	Score verified by the Screening Committee
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.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public /popular lectures/talks/seminar etc.) (Maximum API Score : 15)			
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees (Maximum API Score : 15)			
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) (Maximum API Score : 15)			

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTION

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. These self-assessment scores shall be based on verifiable records and shall be finalized by the screening committee for direct recruitment of Principal.

III (A) RESEARCH PAPERS

III (A) (I) RESEARCH PAPERS PUBLISHED IN REFEREED JOURNALS AS NOTIFIED BY THE UGC

(Maximum score for University/College Teacher * for refereed journals = 25 per publication).

Sr. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed Impact factor, if any	Sr.No. of the Journal as per UGC notified List of Journals	No. of Co-authors	Whether you are the main author	Self Assessed API Score	Score verified by the Screening Committee
1									
2									

III (A) (II) RESEARCH PAPERS PUBLISHED IN OTHER REPUTED JOURNALS AS NOTIFIED BY THE UGC

(Maximum score for University/College Teacher * for other reputed journals = 10 per publications).

Sr. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed Impact factor, if any	Sr.No. of the Journal as per UGC notified List of Journals	No. of Co-authors	Whether you are the main author	Self Assessed API Score	Score verified by the Screening Committee
1									
2									

III (B) PUBLICATIONS OTHER THAN JOURNAL ARTICLES (BOOKS, CHAPTERS IN BOOKS)

III(B) (I) Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

(Maximum score for University/ College Teacher * = 30 per book for single author)

S.No.	Title with page no.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-authors and date of publication	Whether you are the main author	Self Assessed API Score	Score verified by the Screening Committee

III (B) (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.

(Maximum score for University/ College Teacher * = 20 per book for single author)

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III (B) (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.

(Maximum score for University/ College Teacher * = 15 per book for single author)

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III (B) (IV) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.

(Maximum score for University/ College Teacher * = International –10 per Chapter National – 5 per Chapter)

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*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper 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 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication 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 (C) RESEARCH PROJECTS

III (C) (i) (a) Sponsored Projects

(a) MAJOR PROJECTS Major Projects with grant above Rs. 30 lakhs. (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) (Score = 20 per project) Major Projects with grants above Rs. 5 lakhs (Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management) (Score = 20 per project) Major Projects with grant above Rs. 5 lakhs upto Rs. 30 lakhs. (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) (Score = 15 per project) Major Projects with grants above Rs. 3 lakhs upto Rs. 5 lakhs. (Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management) (Score = 15 per project)						
S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Self Assessed API Score	Score verified by the Screening Committee
(b) MINOR PROJECTS Minor Projects with grant above Rs. 1 lakhs upto Rs. 5 lakhs. (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) (Score = 10 per project) Minor Projects with grants above Rs. 1 lakhs upto Rs. 3 lakhs. (Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management) (Score = 10 per project)						
S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Self Assessed API Score	Score verified by the Screening Committee

III (C) (ii) Consultancy Projects

Amount mobilized with a minimum of Rs.10 lakhs (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences)
 Amount mobilized with a minimum of Rs.2 lakhs (Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management)
 (Score = 10 per project)

S.N.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	Self Assessed API Score	Score verified by the Screening Committee

III (C) (iii) Projects Outcome/Outputs

Patent/Technology transfer/Product/Process

International (Score=30 for each International)

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National (Score=20 for each national level output or patent)

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Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Govt./Local Bodies

International Bodies (Score=30)

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Central Govt. (Score=20)

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State Govt. (Score=10)

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Local Bodies (Score=5)

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III (D) RESEARCH GUIDANCE

III(D) (i) M.Phil.	Degree Awarded (Score = 5 per candidate)		Self Assessed API Score	Score verified by The Screening Committee
III(D) (ii) Ph.D.	Degree awarded (Score = 15 per candidate)	Thesis submitted (Score = 10 per candidate)	Self Assessed API Score	Score verified by The Screening Committee

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III (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars

III (E) (i) Fellowships/Awards

S.N.	Title of Fellowships/Awards	Date(s) of the event	Organized by	Self Assessed API Score	Score verified by the Screening Committee
(a)	International Award/Fellowship from academic bodies (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) International Award / Fellowship from academic bodies/associations (Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education /Management) Score = 15 per Award / 15 per Fellowship				
(b)	National Award/Fellowship from academic bodies (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) NationalAward/Fellowship fromacademicbodies/associations(FacultiesofLanguages/Humanities/Arts/SocialSciences/Library/Physicaleducation / Management) Score = 10 per Award / 10 per Fellowship				
(c)	State/University level Award from academic bodies (Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences) State/University level Award from academic bodies/associations ((Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management) Score = 5 per Award				

III (E) (ii) Invited Lectures / Papers

S.No.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	Whether International/ National/ State/University Level	Self Assessed API Score	Score verified by the Screening Committee
INVITED LECTURES							
(a)	International Level (Score = 7 per lecture)						
(b)	National Level (Score = 5 per lecture)						
(c)	State/University Level (Score = 3 per lecture)						
PAPERS PRESENTED							
(a)	International Level (Score = 5 per paper presented)						
(b)	National Level (Score = 3 per paper presented)						
(c)	State/ University Level (Score = 2 per paper presented)						
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.							

III(F) DEVELOPMENT OF E-LEARNING DELIVERYPROCESS/MATERIAL:

(Score = 10 per module)

S.No.	Details	Authorized/Sponsored by	Self Assessed API Score	Score verified by the Screening Committee

Summary of the Scores Claimed:

CATEGORY	CRITERIA	API CLAIMED
Category –II		
(a)	STUDENT RELATED CO-CURRICULAR ACTIVITIES	
(b)	CORPORATE LIFE AND MANAGEMENT	
(c)	PROFESSIONAL DEVELOPMENT ACTIVITIES	
TOTAL SCORE OF CATEGORY – II		
Category-III		
(A)	RESEARCH PUBLICATION IN JOURNALS	
(B)	BOOK PUBLICATION OR CHAPTER IN BOOK	
(C)	RESEARCH PROJECTS	
(D)	RESEARCH GUIDANCE	
(E)	AWARDS, FELLOWSHIP, PAPER , LECTURES	
(F)	DEVELOPMENT OF E- LEARNING MATERIAL	
TOTAL SCORE OF CATEGORY – III		

LIST OF ENCLOSURES: (Please attach copies of certificates, sanction orders, research papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10

I certify that the information provided is correct as per records available and/or documents enclosed along with the duly filled PBAS Format.

Date:

Signature of theCandidate

Brief Explanation of Category II

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

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for direct recruitment of Associate Professor and Professor.

Category II	Nature of Activity	Maximum API Score	Actual Score
a.	<p>Student related co-curricular, extension and field based activities.</p> <p>Discipline related co-curricular activities</p> <p>i. (e.g. remedial classes, career counseling, study visit, student seminar and other events.)</p> <p>Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)</p> <p>ii. Extension and dissemination activities (public /popular lectures/talks/seminars etc.)</p>	15	<p>Actual hours spent per Academic Year</p> <p>÷</p> <p>10</p>
b.	<p>Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.</p> <p>i. Administrative responsibility (including as Dean / Principal / Chairperson / HoD/ Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)</p> <p>Participation in Board of Studies,</p> <p>ii. Academic and Administrative Committees</p>	15	<p>Actual hours spent per Academic Year</p> <p>÷</p> <p>10</p>
c.	<p>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)</p>	15	<p>Actual hours spent per Academic Year</p> <p>÷</p> <p>10</p>

BRIEF EXPLANATIONS OF CATEGORY III

Based on the teacher's self- assessment ,API scores are proposed for research and academic contributions. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for direct recruitment of Associate Professor and Professor

Category	Activity	Faculty of Sciences /Engineering / Agriculture /Medical / Veterinary Sciences	Faculties of Languages /Humanities /Arts / Social Sciences / Library / Physical education /Management	Maximum Score for University /college teacher*
III(A)	(i) Research Papers Published in:	Only publications made in Journals in Web of Science as per Thomson Reuters list i.e., Science Citation Index®, Science Citation Index Expanded™, Social Sciences Citation Index® and Arts & Humanities Citation Index®, and SCOPUS, shall be accepted for the purpose of direct recruitment and promotion.		25 per Publication
III(B)	Publications other than Journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Book published by International Publishers, with ISBN/ISSN Number as approved by the University and posted on its website. The list will be intimated to UGC	30 per Book for Single Author
		Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central as approved by the University and posted on its Website. The List will be intimated to UGC.	20 per Book for Single Author
		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.	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.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its Website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its Website. The List will Be intimated to UGC.	International 10 per Chapter/National- 5 per Chapter
* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper 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 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication 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(C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		© Major Projects with grants above Rs. 1 lakhs up to Rs. 5 lakhs	(c) Major Projects with grants above Rs. 1 lakhs up to Rs. 3 lakhs	10 per Project
III(C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 per Project

III (C) (iii)	Projects Outcome/Outputs	Patent/Technology transfer/Product/Process	Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Govt./Local Bodies	30 for each International/ 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government- 20, State Govt.-10 Local bodies-5
III (D)	RESEARCH GUIDANCE			
III(D) (i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded/ Thesis submitted	Degree awarded/ Thesis submitted	15/10 per candidate
III (E)	Fellowships, Awards and Invited Lecturers delivered in Conferences/Seminars			
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from Academic Bodies	International Award/Fellowship from Academic Bodies/Associations	15 per Award / 15 per fellowship
		National Award/Fellowship from Academic Bodies	National Award/Fellowship from Academic Bodies/Associations	10 per Award / 10 per fellowship
		State/University Level Award from Academic Bodies	State/University Level Award from Academic Bodies/Associations	5 per Award
III (E) (ii)	Invited Lectures/ Papers	International	International	7 per lecture/ 5 per paper presented
		National Level	National Level	5 per lecture/ 3 per paper presented
		State/University Level	State/University Level	3 per lecture/ 2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period			
III(F)	Development of e-learning delivery process/material			10 per module

