

Inward No. \_\_\_\_\_ (For Office Use)

**ANAND EDUCATION COLLEGE, ANAND.  
MANAGED BY SHRI RAMKRISHNA SEVA MANDAL, ANAND.  
SRKSM Campus, Opp Town Hall, Anand.388001**

**APPLICATION FORM FOR THE POST OF PRINCIPAL**

*Fill out the form by typing in a Word file OR by handwriting.*

**NOC Number: KVT/ISC-8/2026/4631-32 Date : 29/04/2026**

**IMPORTANT: Before filling in the form please read the form, instructions and qualifications carefully.**

**INSTRUCTIONS TO APPLICANTS :**

- (1) The candidate should submit Two Hard copies of application form (1 for College copy and 1 for University Copy) with all the self attested documents to College/ Institute Name \_\_\_\_\_ on or before \_\_\_\_\_
- (2) Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down in the advertisement.
- (3) The score will be calculated as per the UGC Minimum Qualification Gazette July 2018 or the latest in force.
- (4) Those who are already in employment should forward their applications through proper channel.
- (5) If any column is not applicable to the candidate, write "Not Applicable".
- (6) Incomplete application shall be summarily rejected.
- (7) Documents attached with the Application forms must be in sequence as mentioned in application form.

**Name** : \_\_\_\_\_  
**Subject** : \_\_\_\_\_  
**Mobile** : \_\_\_\_\_  
**Email** : \_\_\_\_\_

Paste  
Self-attested  
Recent Passport  
Size Photograph

<b>Subject</b>	
<b>Graduation (B.A./B.Com./B.Sc.)</b>	
<b>Graduation (B.Ed.)</b>	
<b>Post-Graduation (M.A./M.Com./M.Sc.)</b>	
<b>Post-Graduation (M.Ed.)</b>	
<b>M.Phil. Degree, Month and Year</b>	
<b>Ph. D. (Discipline) (ଠିକଣା ଶୁଭାଳ)</b>	
<b>Ph.D. Notification Number</b>	
<b>Ph.D. Degree Month and Year</b>	
<b>Current Designation</b>	
<b>Current Pay Scale</b>	
<b>Research Score of Appendix - 2, Table - 2 (As per UGC Regulation – 2018)</b>	
<b>Total Experience of Teaching</b>	
<b>Total Research Publication in UGC Approved OR Peer-Reviewed Research Journals</b>	
<b>Last three Years Total Amount Credited as Salary as per Form No. 16 with deduction (Attached Last three-years Form No. 16) FY: 2023-24 FY: 2024-25 FY: 2025-26</b>	<b>Year: 2023-24      Total Amount Credited :</b>
	<b>Year: 2024-25      Total Amount Credited :</b>
	<b>Year: 2025-26      Total Amount Credited :</b>
<b>In which categories have you scored? (Tick Options)</b>	<ul style="list-style-type: none"> <li>▪ Research Papers in Journals</li> <li>▪ Books / Edited Books / Translation</li> <li>▪ Creation of ICT mediated Teaching Learning Courses</li> <li>▪ Research guidance / Research Project / Consultancy</li> <li>▪ Patents / Policy Document / Awards/Fellowship</li> <li>▪ Invited lectures / Resource Person/ Paper Presentation</li> </ul>

## CHECK LIST

એપ્લિકેશન ફોર્મ અને એ.પી.આઈ ની પાછળ નીચેના ક્રમમાં ડોક્યુમેન્ટ્સ જોડવા.

*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 (Adhar Card and Pan Card)	
2.	S.S.C. Marksheet	
3.	S.S.C. Certificate (if have)	
4.	H.S.C. Marksheet Copy & Leaving Certificate Copy	
5.	H.S.C. Certificate	
6.	School Leaving Certificate (for birth date proof)	
5.	Graduation Marksheets (All Years / Semesters)	
6.	Graduation Degree	
7.	Post-Graduation Marksheets (All Years / Semesters)	
8.	Post-Graduation Degree	
9.	B.Ed. Marksheet and Degree	
10.	M.Ed. Marksheet and Degree	
11.	M.Phil. Marksheet and Degree (if have)	
12.	NET/GSET Degree (if have)	
13.	Ph.D. Notification, Degree and Certificate	
14.	Experience Certificate / CAS / Previous Job Docs and entry in Service Book	
15.	University Approval / Vahivati Manjoori and entry in Service Book	
16.	Form No. 16 (Last Three Years)	
17.	Orientation / Refresher Course/Certificate	
18.	Copy of Ten Research Papers Published in Peer Reviewed or UGC Care list Journals (Publications to be considered for assessment)	
19.	Copy of Award and Recognition	
20.	Other Documents	

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

*After attaching the 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

*Fill out the form by typing in a Word file OR by handwriting.*

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## 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 : Male/Female / Other
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 Experience (Years, Months) : \_\_\_\_\_
12. Address for Correspondence : \_\_\_\_\_  
(with PIN Code)  
\_\_\_\_\_  
\_\_\_\_\_

13. Permanent Address (with PIN Code) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Mobile Number : \_\_\_\_\_

15. Landline Telephone Number (with code) : \_\_\_\_\_

16. E-mail ID : \_\_\_\_\_

17. Academic Qualifications with Subject : \_\_\_\_\_

**A. Academic Qualifications (other than research degrees)**

Degree/ Certificate	Name of the Board/ University	Year of Passing	Percentage of marks obtained	Division / Class / Grade

**B. Academic Qualifications: Research Degrees**

Degree	Title of Dissertation / Thesis	Date of Award	Name of the University
M. Phil.			
Ph.D./D.Phil.			
D.Sc./D.Litt.			
Others			

**18. 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

**19. Current Academic Post:**

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

**20. Period of Teaching/Research Experience**

Teaching/Research Experience	Period		Total Experience (in years)
<b>I. Level of Classes</b>	<b>From</b>	<b>To</b>	
PG Classes			
UG Classes			
<b>Total (I)</b>			
<b>II. Research Experience</b>	<b>From</b>	<b>To</b>	
M. Phil.			
Ph.D.			
<b>Total (II)</b>			
<b>Total (I + II)</b>			

## 21. Research Publications

### (a) Number of Publications

<b>International Level Journals</b>	<b>National Level Journals</b>	<b>State Level Journals</b>	<b>Total</b>

### (b) List of important research paper to consider for assessment.

(Ten Research Papers primarily required for Principal Post as per UGC Regulation)

<b>S. No.</b>	<b>Title of the Article</b>	<b>Name of the Journal</b>	<b>Volume No.</b>	<b>Issue No.</b>	<b>Pages</b>	<b>IF/HI</b>	<b>DOI</b>

## 22. Number of Conference/Seminar/Workshop Attended and Papers Presented

<b>Level</b>	<b>Participated</b>	<b>Participated and Papers Presented</b>	<b>Total</b>
<b>International</b>			
<b>National</b>			
<b>State</b>			
<b>Total</b>			

## 23. Awards/Prizes/Honours/Recognitions

- 1.
- 2.

## 24. Fields of Specialization/Areas of Research Interest in the Subject/Discipline

- a)
- b)

**25. Orientation/ Refresher Course(s)/ Other Courses Attended:**

<b>Title of the Course</b>	<b>Place</b>	<b>Duration (No. of Weeks/Days)</b>	<b>Period</b>

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

**(If yes, provide the details)**

**Yes / No**

**27. Whether any Civil / Criminal Case is pending?**

**(If yes, provide the details)**

**Yes / No**

**28. Computer Knowledge.**

**(If yes, provide the details)**

**Yes / No**

**29. Reference:**

<b>1.)</b>	<b>2.)</b>
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**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**

**PART – B: CALCULATION FORM (ଗଞ୍ଜାଳିକା ପତ୍ର)**  
**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	<b>Publications (other than Research papers)</b>						
	<b>(a) Books authored which are published by:</b>						
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>						
	Chapter or Research paper	03	03				
	Book	08	08				
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>						
	<b>(a) Development of innovative pedagogy</b>	05	05				
	<b>(b) Design of new curricula and courses</b>	02 per curricula/	02 per curricula/				

		course	course				
	<b>(c) MOOCs</b>						
	Development of complete MOOCs in 4 quadrants (4 credit course) (in case of 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 02 marks/ credit)	08	08				
	<b>(d) E-Content</b>						
	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.	<b>(a) Research guidance</b>						
	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>(b) Research projects Completed :</b>						
	More than 10 lakhs	10	10				
	Less than 10 lakhs	05	05				
	<b>(c) Research projects ongoing :</b>						

	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/organisation 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 =							
ACTUAL SCORE = (Activity 1 to 5(a) + 5(c) + Y)				Activity 1 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:

$$\text{Upper capping of Point No. 5(b) + 6} = \frac{\text{Total Score (1 to 6)}}{100} \times 30 = \text{"Y"}$$

**\* 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/RESEARCH ACTIVITY**

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

**1. Research Papers: International [Table II Sr. No. 1]**

<b>Sr. No.</b>	<b>Title of Paper</b>	<b>Journal And ISSN</b>	<b>Peer reviewed/ Listed in UGC care/Scopus, Web of Science</b>	<b>Impact factor</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>

**1. Research Papers: National [Table II Sr. No. 1]**

<b>Sr. No.</b>	<b>Title of Paper</b>	<b>Journal And ISSN</b>	<b>Peer reviewed/ Listed in UGC care/Scopus, Web of Science</b>	<b>Impact factor</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>

**2. Book: National / International / Edited [Table II Sr. No. 2a, b]**

<b>Sr. No.</b>	<b>Title</b>	<b>ISBN</b>	<b>National / International</b>	<b>Name of Single or Multiple Author</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>

**2. Chapter in Book / Translation: [Table II Sr. No. 2 a, b]**

Sr. No.	Title	Number of Chapter	National / International ISBN	Name of Single or Multiple Author	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. [Table II Sr. No. 3]**

Sr. No.	Development of Innovative pedagogy and Sponsoring Authority	Design of new curricula and courses	Name of Activity / committee	As a coordinator /Committee member	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. [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


**3. 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. Research Guidance [Table II Sr.No. 4 a]**

Sr. No.	Ph.D.	M.Phil./ Dissertation	Thesis submitted /Awarded	Synopsis Submitted	Score claimed by the candidate	Enclosure No.	Comment to be filled by Verifying Committee

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

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

**5. Patents, Policy Documents and Awards. [Table II Sr.No. 5 a, b, c]**

<b>Sr. No.</b>	<b>Patent</b>	<b>Policy Document</b>	<b>Awards/ Fellowship</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>

**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]**

<b>Sr. No.</b>	<b>International (Abroad)</b>	<b>International (Within Country)</b>	<b>National</b>	<b>State / University</b>	<b>Score claimed by the candidate</b>	<b>Enclosure No.</b>	<b>Comment to be filled by Verifying Committee</b>

**C. Applicant's claimed Score**

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

**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**

**Forwarded by:**

**Head of the Department**  
**Registrar**

(With Sign and Stamp)

**Principal/**

(With Sign and Stamp)

**VERIFICATION OF FACTUAL DATA**

Scrutiny Committee/IQAC Verified Score: \_\_\_\_\_

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

**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 5 a + 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  $1950 + 300 = 2250$