

		Website: http://jobs.puchd.ac.in Serial No. _____
The candidate should attach eleven photostat copies of this form alongwith the original	PANJAB UNIVERSITY, CHANDIGARH	Advertisement No. _____
	Application for the Post of Principal	Fee Deposited _____ Branch _____ City _____ Bank Journal No. _____ Dated: _____
Name of the College _____		(For Office Use) Diary No. _____ Dated: _____
A Name in Full Mr./Mrs./Ms. _____ (In block letters)		Affix recent Passport size photograph
Father's Name: _____ Mother's Name: _____		
Date of Birth: _____ Place of Birth: _____		
Nationality: _____ Marital Status: _____		
Member of Scheduled Caste/Tribe/Backward Class/Physically Handicapped _____ Yes/No (If Yes, please attach certificate from Tehsildar /First Class Magistrate of the area).		

B. Addresses :
Permanent address(in block letters): _____ _____ _____
Present Address: (for Correspondence) (in block letters): _____ _____ _____

Phone/Mobile No. _____ E-mail: _____

C. Minimum Pay acceptable: _____ Joining time (If Selected) _____

D. Educational Qualification (Please attach one set of attested copies alongwith original application only)

Examination	Univ/Board	Main Subject	Month and Year of Passing	Marks Obtd.(with Max Marks	Class/ Divn./ Grade (attach conversion formula*)	Merit/Prizes/ Medals won if any.
1. Matric						
2. 10+2/Pre-Med / Pre- Engg.						
3. B.A/B.Sc/ B.Com. etc.						
4. M.A/M.Sc/ M.Com etc.						
5. M. Phil						
6. Ph. D.						
7. Any other Exam. (please specify)						
8. UGC/CSIR National Eligibility Test for Assistant Professor						

*Copy of Conversion formula for Bachelor's/Master's degree must be attached. Without it no marks will be given.

E. Professional Training :

S.No.	Organisation	Period		Details of Training
		From	To	

F: Employment Experience (details in chronological order, starting with first job) – Experience certificate strictly as per the proforma available on the University web-site)								
Name & Address Employer/Institution	Date of		Designation	Nature of Job	Date of approval from the concerned University, if any.	Basic (p.m.) Grade scale)	Pay & (Pay- scale)	Reason For Leaving
	Joining	Leaving						

G. (A) Category II: PROFESSIONAL DEVELOPMENT, CO- CURRICULAR AND EXTENSION ACTIVITIES – attach extra sheet, if need be.
(For Instructions, please refer to Annexure-I)

Cate gory	Nature of activity	Actual hours spent per year				API score (hours/10) Maximum 15 per year				Final score (Year wise) verified by Screening Committee				
(a)	Student related co-Curricular, extension and field based activities.													
	i) Discipline related co-curricular activities (e.g. field work, study visit, student seminar, and other events, career counseling etc.)													
	ii) Other co-curricular activities (cultural, Sports, NSS, NCC etc.)													
	iii) Extension and dissemination Activities (public/ popular lectures/ talks/seminars etc.)													
	(Maximum API Score 15/year													

(b)	<p>Contribution to Corporate life and management of the department and institution through participation in academic and administrative committee and responsibilities</p> <p>i) Administrative responsibility (including as Dean/ Principal/ Chairperson/ Convener/ Teacher-in-Charge /similar other duties that require regular office hours for its discharge)</p> <p>ii) Participation in Board of Studies, Academic, Administrative Committees & Governing/ Regulatory bodies of Institution of Higher Learning</p> <p>Maximum API Score=15/year</p>	API Score claimed (year wise) by the Candidate					API score (hours/10) Maximum 15 per year					Final score (Year wise) verified by Screening Committee				
		API Score claimed (year wise) by the Candidate					Maximum 15 per year API score (hours/10)					Final score (Year wise) verified by Screening Committee				
(C)	<p>Professional Development activities (such as participation in Seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/ faculty development courses, membership of associations, dissemination and general articles and any other contribution)</p> <p>Maximum API Score=15/year</p>															

Note: Minimum 50 API score/Assessment Period is required in Category-II.

G: (A) CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

(For Instructions, please refer to Annexure-III)

Area of Specialization, if any : _____

Note: Proof of publications with ISSN/ISBN number must be attached with the application form.

III. (A) Research papers published in Journals

S.N.	Title with page no.	Name of Journal	Refereed/ Reputed	Impact factor	No. of Co-authors	Whether you are the First and Principal/ corresponding author/ supervisor/ mentor OR other Author	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by the candidate	API score to be given by screening committee
				Total API Score					

III. B Publications other than journal articles (Book, chapter in books)

S.N.	Title with page no.	Book Title & publisher	ISSN/ ISBN No.	International/ National/ Local Publisher	No. of Co-authors and Date of Publication	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
				Total API score				

III. C (i) Sponsored Projects

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs Lakhs)	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
			From	To				
			Total score					

III. C (ii) Consultancy Projects

S.N.	Title	Agency	Period		Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents / Patent as outcome	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
			From	To					
					Total score				

III. C (iii) Projects outcome /outputs

S.N.	Project Output/ Outcome	Agency	International/ National /State/ Local bodies	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee

Total API scores in Table III (C) (I , II & III)

III. (D) Research Guidance

S.N.	Number Enrolled	Thesis Submitted	Degree Awarded	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee
M. Phil or Equivalent						
Ph.D or Equivalent						
		Total score				

Total API scores in Table III (D) = _____

III. E (i) Fellowship /Awards

S.N.	Title	Fellowship / Award	Agency	International / National /State / University level	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee

III. E (ii) Invited Lectures and papers presented

S.N.	Invited Lectures Chairing Session /Keynote Speaker /Paper Presentation	Title of the paper presented	Title of Conference/ Seminar etc	Date(s) of the event	Whether International / National / State / University	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee

Note: Maximum API Score under Category III E(ii) is 20% of the marks claimed in category-III.

III. F Development of E-Learning delivery process/material:

S.N.	Development of Learning material	Enclosures: Pl. mention page number(s) of application form where proof is attached	API Score claimed by candidate	API score to be given by screening committee

ELIGIBILITY

A candidate has to secure the API scores based on Category II & III, as follows:

Total API Score Summary:

Sr. No.	Table /Category	API Score claimed by the Candidate	API Score to be given by the Screening Committee
1.	Category II		
2.	Category III (A)		
3.	Category III (B)		
4.	Category III (C) (i) (ii) (iii)		
5.	Category III (D)		
6.	Category III (E) (i) (ii)		
7.	Category III (F)		

H. (i) **Teaching Experience (PG/UG Classes) & Post doctoral Fellowship/Post-doctoral Project from a public funding agency

S. N.	Designation	Pay-scale	Nature of Appointment	For Fellowship/Project		Actual period worked		YY / MM/ DD
				Name of Funding Agency & period for which fellowship/ Project is sanctioned Name of project, if any	Total amount sanctioned for project or amount of Fellowship per month (in case of Post-doc only)	From	To	
	Total Number of years _____							
	Self –assessed score _____							
	Score Verified by the Screening Committee _____							

H. (ii) *Administrative Experience (to be calculated as per description)

S. N.	Position	Actual period worked		
		From	To	YY / MM/ DD
Total Number of years _____ Self –assessed score _____ Score Verified by the Screening Committee _____				

- * Score of one for each year of experience as a regular principal (not-officiating) in a college and a score of ½ for each year of experience as Principal (officiating) /Vice-Principal /Bursar /Registrar (exam) /Dean in a college or as Chairperson of a University Teaching Department (for a fraction of an year, marks have to be reduced proportionately)
- ** The fraction of an year is to be considered as follows: If the experience is more than 6 months, ½ marks be given.

I. Membership of Professional Societies, if any :

J. Write-up of self-evaluation regarding different fields of activity relating to the job (about two pages):

K. Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character. Referee may include research supervisor/ mentor of the Candidate. Testimonials obtained from these referees be attached to the application form.

	Name	Occupation/Position	Address	E.mail and Tel./Mobile No.
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

L. Additional Information:

M. List of Enclosures:

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. _____ 8. _____

N. Declaration: I solemnly declare that:

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
- ii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service.
- iii) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place: _____

Date: _____

Signature of Applicant

Signature of Employer
With Official Seal

Guidelines for Category-II

Annexure-I

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. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). 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 the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Category-II	Nature of Activity	Maximum API score	Actual score
II. a.	Student related co-curricular, extension and field based activities.	15/year	Actual hours spent per academic year ÷ 10
II. a. (i)	Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)		
II. a. (ii)	Other co-curricular activities (cultural, Sports, NSS, NCC et.)		
II. a. (iii)	Extension and dissemination activities (public/popular lectures/talks/seminars etc.)		
It is recommended that following norms be used for API score in category-II (a),: -			
(a) (i)	Actual time taken by the teacher, as shown in the time-table/in the record of the Institution, duly verified by the Chairperson of the department/Head of the Institution, with a condition that maximum of 8 hours in a day can be given for study visit/students' seminar or any other competition.		

(a) (ii)	Marks will be awarded for the co-curricular activities organized (including Swach Bharat Abhiyan/workshop/ seminar or any other activity, subject to maximum of 8 hours per day, duly verified by the Chairperson of the department/Head of the Institution.		
(a) (iii)	Actual hours or maximum 8 hours per day, duly verified by the Chairperson of the department/Head of the Institution.		
Category - II	Nature of Activity	Maximum API score	Actual score
II. b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15/year	Actual hours spent per academic year ÷ 10
II. b. (i)	Administrative responsibility (including as Dean/ Principal/ Chairperson/Convener/Teacher-in-Charge/similar other duties that require regular office hrs for its discharge)		
II. b. (ii)	Participation in Board of Studies, Academic, Administrative Committees & Governing/Regulatory bodies of Institution of Higher Learning		

Category	Nature of Activity	Maximum API score	Actual score
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).	15/year	Actual hours spent per academic year ÷ 10

Guidelines for Category-III

Annexure-II

Category-III: Research and Academic Contributions

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculties 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)	Research Papers published in:	Refereed Journals as notified by the UGC	Refereed Journals as notified by the UGC	25 per Publication
		Other Reputed Journals as notified by the UGC	Other Reputed Journals as notified by the UGC	10 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 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.	30 per Book for Single Author

		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.	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.	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

III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	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	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultan cy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively
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 Govt. - 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 lectures 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

- * 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.

- ** A joint committee consisting of Academic and Administrative Committee of respective department alongwith two teachers representatives from colleges will send the details of the publishers to the Director, Research Promotion Cell for approval. The Director, Research Promotion Cell will forward the list to computer centre within 15 days of receipt for posting the same in the list of books on P.U. website, under intimation to UGC. The department will hold this meeting every six months.

Template for the post of Principals in Panjab University Constituent and Affiliated Colleges

Sr. No.	Academic Background (5%)		Teaching Experience (5%)	Administrative Experience (10%)	Research Performance Based on API Score and Quality of Publications (40%)	To be assessed by the Selection Committee (40%)					Final (100)
	Bachelors (2%) (% of marks multiplied by .02)	Masters (3%) (% of marks multiplied by .03)				Aptitude for teaching Research/ Administration. (20% of 40)	Ability to communicate (10% of 40)	Ability to plan Institutional programme (20% of 40)	Ability to deliver lecture programme (10% of 40)	Interview to assess merit and credentials (40 % of 40)	
	2	3	5	10	40	8	4	8	4	16	100
1.											
2.											
3.											
4.											
5.											

* Score of one for each year of experience as a regular Principal (not-officiating) in a College and a score of ½ for each year of experience as Principal (officiating)/Vice-Principal/Bursar/ Registrar (exam)/Dean in a College or as Chairperson of a University Teaching Department (for a fraction of an year, marks have to be reduced proportionately)

** The fraction of an year is to be considered as follows: If the experience is more than 6 months, ½ marks be given.

For Principal

FORMAT OF EXPERIENCE CERTIFICATE

This is to certify that
_____ S/o, D/o
_____ has been
working/has worked as Professor/Associate Professor
(Regular) in the pay-scale of Rs. _____
(mention pay-scale) w.e.f. _____ to _____.

This is further certified that he/she has
been taking/has taken the assigned workload for teaching
Under-graduate/Postgraduate/both Under-graduate and
Post-graduate classes during the above mentioned period.

**Full Signature of Authority
With Official Stamp**

**Full Name, Designation and Address
of Authority**

NOTE:

The period of active service spent on pursuing research degree i.e.
for acquiring Ph.D degree simultaneously without taking any kind of
leave, will be counted as teaching.

For Principal

**For candidates working in Distance Education
Centres and Open Schools of the Universities**

FORMAT OF EXPERIENCE CERTIFICATE

This is to certify that _____ S/o,
D/o _____ has been
working/has worked as Professor/Associate Professor (Regular) in
the pay-scale of Rs. _____
(mention pay-scale) w.e.f. _____ to _____.

This is further certified that he/she has been taking/has
taken the assigned workload of Lesson writing, Lesson vetting and
teaching workload during the Personal Contact Programme (PCP)
for teaching Under-graduate/Postgraduate/both Under-graduate
and Post-graduate classes during the above mentioned period, as
per UGC guidelines (vide letter No. F-19-1/74(ER), dated 7th
January 1981 – copy enclosed).

**Full Signature of Authority
With Official Stamp**

**Full Name, Designation and Address
of Authority**

NOTE:

The period of active service spent on pursuing research degree i.e. for
acquiring Ph.D degree simultaneously without taking any kind of leave, will
be counted as teaching.

APPENDIX

Norms of work of teachers of Correspondence Courses

1. The duties of a teacher will include the following:-
 - (a) Teaching under personal contact programmes and such other teaching work as may be assigned by the University.
 - (b) Editing, writing, revising, translating lessons and other reading materials.
 - (c) Correction of student response-sheets.
 - (d) Such other work as may be assigned by the department in connection with teaching.
 - (e) The obligation to take classes will be as relevant on Sundays and other holidays as on working days. In case the teachers are required to take personal contact programme classes on Sundays and/or other holidays, they will be permitted to avail of compensatory leave.
 - (f) If necessary, a teacher will also be required to take classes outside the headquarters, whenever personal contact programmes are arranged by the Directorate of Correspondence Courses.
 - (g) Every teacher shall maintaining a record of work done by him termwise and shall submit the same to the department.
2. Each teacher shall be available on each working day in the institute for such period as may be specified by the University. The prescribed period should not be less than five hours.
3. A teacher will also be required, if necessary, to work during vacations to prepare reading materials, for reading of proofs, etc.
4. A teacher will be entitled to compensatory leave as per the University rules, if he is required to work during vacations or holidays. The work done by the teacher during such periods shall count towards work done by him.
5. The norms of workload for teachers at the undergraduate level may be as under:-

- (a) Evaluation of response-sheets (10 per minutes only)
 - (b) Preparation of lessons (each lesson being equivalent to one week's work)
 - (c) Editing of lessons (equivalent to three day's work).
 - (d) Contact programmes (actual number of hours).
 - (e) Guidance to students (actual number of hours).
 - (f) Three lectures each of one hour or four lectures of 45 minutes each (equivalent to one day's work).
6. The norms of workload for teachers at the postgraduate level may be as under:-
- (a) Preparation of each guideline to be equivalent to one week's work.
 - (b) Editing of a guideline to be equivalent to ½ day's work.
 - (c) Contact programmes (actual number of hours).
 - (d) Guidance to students (actual number of hours).
 - (e) Two lectures each of one hour or three lectures of 45 minutes each to be equivalent to one day's work.

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