



G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE
AUTONOMOUS (for Women)
Shaikpet, Hyderabad -500 104

APPLICATION FORM FOR RECRUITMENT OF TEACHING STAFF –
PROFESSORS / ASSOCIATE PROFESSORS

Name of the Post Applied for: Department /Subject:

1.	Name in Full (in Block letters)												
2.	Father's Name/Husband's Name												
3.	Date of Birth	D	D	M	M	Y	Y	Y	Y	Place of Birth :			Photo
4.	Gender (put a '√' mark)						Male		Female				
5.	Marital status												
6.	Nationality												
7.	Aadhar No.												
8.	PAN No.												
9.	JNTUH Portal ID:												
10.	Indicate whether belongs to OC/SC/ST/BC (A, B, C, D, E) category & sub category:												
11.	Address for correspondence (with Pin Code, Contact No. & E-mail)												
	Contact No.												
	E-mail ID:												
12.	Academic Qualifications (copies of certificates to be enclosed):												
	Examinations	Name of the Board / University				Year of passing	Percentage of marks obtained	Division/ Class/ Grade		Subject			
	High School/ Matric												
	Intermediate												
	Under Graduate												
	Post Graduate												
	M.Phil *												
	Ph.D*												
	* Research Degree(s) (copies of certificates to be enclosed)												

Research Degree(s):					
Degrees		Title		Date of award	University
M.Phil.					
Ph.D.					
14.	Professional Experience (<i>Please enclose copies of Certificates relevant to the experience</i>)				
Designation		Name of the Employer	Date of		Salary with Reason for
			Joining	Leaving	Grade Leaving
15.	Period of teaching experience :				
Classes		Years			Total years
		From	To		
P.G. Classes					
U.G Classes					
Research experience excluding years spent in M.Phil/Ph.D (in years)					
16.	Fields of specialization under the Subject / Discipline				
(a)					
(b)					
17.	Orientation / Refresher Course				
(a)	<u>Attended</u>				
Name of the Course / Summer School		Place	Duration	Sponsoring Agency	

(b)	<u>Conducted/Organized:</u>			
	Name of the Course / Summer School	Place	Duration	Sponsoring Agency

17	Any other relevant Information:-

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place:

Signature of the Candidate

Date:

PROFORMA OF ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this proforma before filling)

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i)	Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester –wise details, where necessary)					
	S.No.	Course / Paper	Level	Mode of teaching *	Hours per week allotted	% of classes taken as per documented record
		Total Score (Max Score: 50)				
		* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)				
	Description					API Score
(a)	Classes Taken (max 50 for 100 % performance & Proportionate score up to 80 % performance, below which no score may be given)					
(b)	Teaching Load in excess of UGC norm (<i>max score: 10</i>)					
(ii)	Reading / Instructional material consulted and additional knowledge resources provided to students:					
	S.No.	Course / Paper	Consulted	Prescribed	Additional Resources provided	
	API score based on preparation and imparting of knowledge					API Score

	/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (<i>max score: 20</i>)			
(iii)	Use of Participatory and Innovative teaching-Learning methodologies, Updating of Subject Content, Course Improvement etc.			
	S.No.	Short Description	API Score	
	Total Score (<i>Max Score: 20</i>)			
(iv)	Examination Duties Assigned and performed			
	S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)
		Total Score (Max: 25)		

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

Sl.No.	Type of Activity	Average Hrs / Week	API Score
(i)	Extension, Co-curricular & field based Activities		
	<i>Total (Max: 20)</i>		
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	
	<i>Total (Max: 15)</i>		
(iii)	Professional Development Activities		

	<i>Total (Max: 15)</i>		
	Total Score (i+ii+iii) (Max: 50)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(A) Published Papers in Journals								
Sl. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of Co-authors	Whether you are the main author	API Score	
(B) (i) Articles / Chapters published in Books								
Sl. No.	Title with page nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score	
(ii) Full papers in Conference Proceedings								
Sl. No.	Title with page nos.	Details of Conference Publication	ISSN / ISBN No.	No. of Co-authors	Whether you are the main author	API Score		

(iii) Books published as single author or as editor								
	Sl. No	Title with page nos.	Type of Book & Authorship	Publisher & ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of Co-authors	Whether you are the main author	API Score
C) Ongoing and Completed Research Projects and Consultancies								
(C) (i & ii) Ongoing Projects / Consultancies								
	Sl. No	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)			API Score
(C) (iii & iv) Completed Projects / Consultancies								
	Sl. No	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	Whether policy document / patent as outcome		API Score
D) Research Guidance								
	Sl. No	Number Enrolled	Thesis submitted	Degree awarded				API Score

		M.Phil or equivalent				
		Ph.D. or equivalent				
E) (i)	Training Courses, Teaching – Learning – Evaluation, Technology, Programmes, Faculty Development Programmes (not less than one week duration)					
	Sl. No	Programme	Duration	Organized by	API Score	
(ii)	Papers presented in Conferences, Seminars, Workshops, Symposia					
	Sl. No	Title of the paper presented	Title of Conference / Seminar	Organised by	Whether International / National / State / Regional / College or University level	API Score
(iii)	Invited Lectures and Chairmanships at national or international conference / seminars etc.					
	Sl. No	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organised by	Whether international / national	API Score

CATEGORY: IV. SUMMARY OF API SCORES

	Criteria	Last Academic Year	Total – API Score for Assessment period	Annual Av. API Score for Assessment period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, professional development etc.			
	Total I + II			
III	Research and Academic Contribution			

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier

S.No.	Details (Mention year, value etc. wherever relevant)

List of Enclosures: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

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

Signature of the Candidate

Instructions for Filling up API Proforma

The Proforma is based on Appendix-III, Table 1 of the UGC Regulations 2010.

B(I) is based on API scoring for Category I of the Table. Detailed information for 2015 - 2016 or most recent assessment year is to be provided.

B (II) is based on Category II of the Table. Detailed information for 2015-2016 or most recent Assessment year is to be provided.

B (III) is based on Category III of the Table. Detailed information for the entire assessment period is to be provided.

The proforma is to be filled as per these tables and self-assessment scores given. For each category, even though several avenue of activities and their API scores are given to provide choice/opportunity to the teacher, maximum limit of scores that can be given or carried forward under each category/area is indicated in the Table-1 of the UGC Regulations.

The self-assessment scores are further to be based on the indicators/activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB: (1) The self-assessment scores are subject to verification by the University, and by the Screening cum Verification Committee or Selection Committee as the case may be.

(2) All the supporting documents shall be serially numbered. The page number of the relevant document shall be mentioned against each claim of API Scores.

CATEGORY: I. Teaching, Learning and Evaluation Related Activities

			Relevant page no.	
(i)	(a)	Lectures/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made Maximum score of 50 if there is 100% performance	Max Score: 50	
	(b)	If teacher has taken classes exceeding UGC norm, then two points to be assigned for each extra hour of classes/credit	Max Score: 10	
(ii)		Imparting of knowledge / instruction as per curriculum with the prescribed material (Text book / Manual etc), syllabus enrichment by providing additional resources to students (100% compliance= 20 points)	Max Score: 20	
(iii)		Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc		
		Indicators / Activities	Max. Score	
		Updating of course, design of curriculum, (5 per single course)	10	
		Participatory & Innovative T/L Process with materials for problem based learning, case studies, Group discussions etc., a) Interactive Courses: 5 points/each b) Participatory Learning modules: 5 points/each c) Case studies: 5 points/each	10	

	Use of ICT in T/L process with computer-aided methods like PowerPoint / Multimedia/Simulation/Software etc., (Use of any one of these in addition to Chalk & Board 5 points)	10	
	Developing and imparting Remedial/Bridge Courses (Each activity:5 Points)	10	
	Developing and imparting soft skills/communication skills/personality development courses/modules (Each Activity: 5 Points)	10	
	Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity:5 points)	10	
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop / Training course: 10 points each (b) Popularization program: 5 points each	10	
	Maximum Aggregate Limit	20	
(iv)	Examination Related Work		
	Indicators / Activities	Maximum Score	
	College/University end semester /Annual Examination work as per duties allotted. (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points). (100% compliance = 20 points)	20	
	College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10	
	Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10	
	Maximum Aggregate Limit	25	

CATEGORY: II. Co-curricular, Extension and Professional Development Related Activities

(i)	Extension and Co-curricular & Field based Activities	Maximum Score	Relevant page no.
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (5 points each)	10	
	Positions held/leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC or any other similar activity (Each activity 10 points)	10	
	Students and Staff Related Socio Cultural and Sports Programmes, campus Publications (departmental level 2 points, institutional level 5 points)	10	
	Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper, flood or, drought relief, small family norms etc. (5 points each)	10	
	Maximum Aggregate Limit	20	
(ii)	Contribution to Corporate Life and Management of the Institution.		
	Contribution to Corporate life in Universities/colleges through meeting, popular lectures, subject related events, articles in college magazine and University volumes (2 points each).	10	

	Institutional Governance responsibilities like, Vice-Principal BOS-Chairperson, Director, Warden, IQAC co-ordinator (10 points each)	10	
	Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 points each).	10	
	Responsibility for, or participation in committees for students welfare, counseling and discipline (5 each)	10	
	Organization of Conference / Training as Chairman / Organizational Secretary/Treasurer; (a) International (10 Points; national/regional (5 points) (b) as member of the organizing committee (1 point each)	10	
	Maximum Aggregate Limit	15	
(iii)	Professional Development Related Activities		
	Indicators / Activities	Max. Score	
	Membership in profession related committees at State and National level (a) At national level: 3 points each (b) At site level: 2 points each	10	
	Participation in subject associations, conferences, seminars without paper presentation (Each activity: 2 point)	10	
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	10	
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development (5 each).	10	
	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes (1 point each)	10	
	Maximum Aggregate Limit	15	

CATEGORY:III. Research and Publications and Academic Contributions

This is to be filled as per Appendix III Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table A.

III. Summary of API Scores

As stated in the UGC Regulations 2010, the API scoring will be progressively rolled out for categories I and II, beginning with assessment of one year for selection committees in 2013-2014, annual averages of two years in 2014-2015 and so on. But for Category III, scores will be computed for the entire assessment period as already indicated in the Regulations. *(The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, Table 1)*

APPENDIX – III TABLE – I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S.No:	Nature of Activity	Maximum Score	Relevant page no.
1.	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50	
2.	Lectures or other teaching duties in excess of the UGC norms	10	
3.	Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students	20	
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20	
5.	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25	
	Total Score:	125	
	Minimum API Score Required:	75	

Note:- ^a: Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80% 1 and 5 above, below which no scores may be assigned in these sub-categories.

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

Brief Explanation: Based on the teacher’s self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

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 scores required under this category.

S.No:	Nature of Activity	Maximum Score	Relevant page no.
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20	
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15	
3.	Professional Development Activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	
Minimum API Score Required:		15	

CATEGORY – III RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher’s self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening / selection committee.

S.No	APIs	Engineering/Agriculture/Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/Physical Education/Management	Max. Points for University and college teacher position	Relevant page no.
A	Research Papers published in:	Referred Journals *	Referred Journals *	15/publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/publication	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication	
B.	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference books published by International publishers with an established peer review system	Text or Reference Books Published by International publishers with an established peer review system	50/sole author; 10/chapter in an edited book	
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subjects Books by/ National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	25/sole author, and 5/chapter in edited books	
		Subject Books by Other Local publishers with ISBN/ISSN numbers	Subject Books by Other Local publishers with ISBN/ISSN numbers	15/Sole author, and 3/chapter in edited books	
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10/Chapter	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/Chapter	

C RESEARCH PROJECTS					
C (i)	Sponsored Projects carried out/ongoing	(a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20/each Project	
		(b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs:3.00 lakhs up to Rs:5.00 lakhs	15/each Project	
		(c) Minor Projects (amount mobilized with grants above Rs:50,000 upto Rs:5 lakh)	Minor Projects (Amount mobilized with grants above Rs:25,000 up to Rs:3 lakh)	10/each Project	
C (ii)	Consultancy Projects	Amount mobilized with	Amount mobilized with	10 per every	
	Carried out/ongoing	Minimum of Rs:10.00 lakh	Minimum of Rs:2.00 lakhs	Rs:10 lakhs and Rs:2.0 lakhs respectively	
III (C) (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Acceptance from funding agency)	20/each major project and 10/each minor project	
III (C) (iv)	Projects Outcome/Outputs	Patent/Technology transfer/Product/Process	Major Policy document of Govt. Bodies at Central and State Level	30/each national level output or patent/50/each for International level	
III (D)	RESEARCH GUIDANCE				
III(D) (i)	M.Phil.	Degree Awarded only	Degree awarded only	3/each candidate	
III(D) (ii)	Ph.D	Degree awarded	Degree awarded	10/each candidate	
		Thesis submitted	Thesis submitted	7 / each candidate	
III (E)	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS				
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max:30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each	
		(b) One week duration	(b) One week duration	10/each	

III (E) (ii)	Papers in Conferences/ Seminars / Workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in		
		a) International conference	a) International conference	10 each	
		b) National	b) National	7.5/each	
		c) Regional/State Level	c) Regional/State Level	5/each	
		d)Local-University/College level	d)Local-University /College level	3/each	
III (E) (iii)	Invited lectures or presentations for conferences/symposia	a) International	a) International	10/each	
		b) National level	b) National level	5	

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows:-

(i) Indexed journals – 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 25 points.

** If a paper presented in conference/seminar is published in the form of proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e) (ii))

Notes:-

1. It is incumbent on the co-ordination committee proposed in these Regulations and the University to prepare and publicize with six months subject-wise lists of journals, periodicals and publishers under categories III A and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor./mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.