



# INSTITUTE OF CO-OPERATIVE & CORPORATE MANAGEMENT, RESEARCH AND TRAINING

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## APPLICATION FORM FOR FACULTY POST

(To be filled by the Candidate in his/her own handwriting in BLOCK LETTERS)

Name of the Post Applied for \_\_\_\_\_

Area of Specialization \_\_\_\_\_

Affix recent  
Passport size  
Photograph

1. Full Name : \_\_\_\_\_

Self Attested

(as recorded in High School or equivalent certificate):

2. Date of Birth: (as recorded in High School or equivalent certificate) \_\_\_\_\_

3. Father's Name: \_\_\_\_\_

4. Mother's Name \_\_\_\_\_

5. Category (Please put ✓ mark): Scheduled Caste/ Other Backward Class/ Unreserved  
(attach proof in case of SC or OBC Category)

6. Marital Status \_\_\_\_\_

7. Postal Address:

8. Permanent Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN Code: \_\_\_\_\_ Tele: \_\_\_\_\_

PIN Code: \_\_\_\_\_ Tele: \_\_\_\_\_

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

10. Academic Qualifications (Please attach self attested copies of certificates)

Examination Passed (Pl. mention)	Year of Passing	College / Institute	Board/ University	Division	% of Marks/ CGPA	Subjects/ Specialisation
<i>High School/ equivalent</i>						
<i>SSC/equivalent</i>						
<i>Degree</i>						
<i>MBA/ equivalent</i>						
<i>Ph.D.</i>						
<i>Other</i>						

Signature of the Applicant

11. Experience

Post Held	Name & Address of Organization	Period		Pay Scale/ Salary drawn	Reason for leaving
		From	To		

12. Research Publications (Pl. attach separate sheets, if necessary, giving topic of the papers published together with name of journals. Attach reprints.)

13. Books/Monographs /Reviews Published (Pl. attach separate sheets if necessary. Attach proof)

14. Any other information ( please attach separate sheet, if required):

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15. References (with phone no. and e-mail id)

1.

2.

_____	_____
_____	_____
_____	_____

**Declaration**

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ hereby declare that the information given in this application are true and complete to the best of my knowledge and belief and nothing has been concealed or distorted. If , at any stage, it is found that false/incorrect information has been furnished, my candidature/appointment may be rejected/cancelled and action, as deem fit, may be taken.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Applicant**

Name: \_\_\_\_\_

**Payment Details:**

Demand Draft Number	Name of the issuing Bank	Date	Amount

**For OFFICE USE ONLY**

Form Recd. on: \_\_\_\_\_ Registration No. \_\_\_\_\_ Signature of staff \_\_\_\_\_

## APPENDIX -I

### SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS OF TEACHERS (AS PER AICTE REGULATIONS, 2012)

Name of the Applicant : \_\_\_\_\_

Post applied for : \_\_\_\_\_

#### 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.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
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 AICTE 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		
	<b>Total Score</b>	<b>125</b>		
	<b>Minimum API Score Required</b>	<b>75</b>		

# supporting documents, wherever required be attached.

(Signature of Applicant)

**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.

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (to be filled by applicant)	Verified API Score (for official use)
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		
	<b>Minimum API Score Required</b>	<b>15</b>		

# supporting documents, wherever required be attached.

**(Signature of Applicant)**

**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/	Faculties of Languages /Humanities/Social Sciences/ Management	Max. points for University and college teacher position	Self Assess-ment Score (to be filled by applicant)	Verified API Score (for official use)
III A	Research Papers published in:	Refereed Journals *	Refereed 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		
		Seminar/ Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	International 10/ publication National 5/publication		
III (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.	Subject 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 contributed to edited knowledge based volumes published by international publisher. Chapters in knowledge based volumes 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		
III (C)	<b>RESEARCH PROJECTS</b>					
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project		
		Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.00 lakhs up to Rs. 5.00 lakhs	15 /each Project		

(Signature of Applicant)

		Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project		
III (C)	Consultancy	Amount mobilized with	Amount mobilized with	10 per every Rs.3.0 and Rs. 1 Lakh		
(ii)	Projects carried out / ongoing	minimum of Rs.3.00 lakh	minimum of Rs. 1.0 lakhs	respectively		
III (C)	Completed projects : Quality	Completed project Report(Acceptance from funding agency) Major Policy document of Govt. Bodies at Central and state level	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project		
	Evaluation		document of			
III (C)	Projects Outcome / Outputs		Patent/Technology transfer/ Product/Process	30 / each national level output/patent /50 /each for International level,		
III (D)	<b>RESEARCH GUIDANCE</b>					
III (D)	M.Phil./ MF/ M Tech.	Degree awarded only	Degree awarded only	3 /each candidate		
III (D)	Ph.D	Degree awarded	Degree awarded	10 /each candidate		
(ii)		Thesis submitted	Thesis submitted	7 /each candidate		
III(E)	<b>ATTENDED TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS</b>					
III(E)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	Not less than two weeks duration	20/each		
(i)		One week duration	One week duration	10/each		
III(E)	Papers 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	15 each		
		b) National	b) National	10 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
		d) Local – University/College	d) Local – University/College	3 / each		
III(E)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International	10 /each		
(iv)		(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)).

**Note:** 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 authors would share equally 40% of the points.

# Supporting documents, wherever required be attached.

**(Signature of Applicant)**