

NOC Number: KVT/ISC-8/2026/3855-56 Dated. 09/03/2026

APPLICATION FORM FOR THE POST OF PRINCIPAL

**M. G. SCIENCE INSTITUTE (AUTONOMOUS)**

Dadasaheb Mavlankar Campus, Opp. Gujarat University, Navrangpura, Ahmedabad - 380009

Managed by The Ahmedabad Education Society, Ahmedabad.

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

**NOTE:**

- The application should be submitted along with attested copies of the relevant certificates, mark sheets, testimonials etc.
- Additional sheets of paper may be attached if the space provided against any item is insufficient.
- Minimum Qualification and Experience as per norms of UGC Regulation-2018 and Gujarat Government rules.
- Candidate is required to mention e-mail address and Mobile number accurately.
- Candidate is required to fill in the form for calculating API's as per Appendix – II and Table II.
- Do not edit or delete any column in this form. Mark N/A, if not applicable.

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

Subject: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Paste  
self-attested  
Recent Passport  
Size Photograph

<b>Educational Qualification:</b>	
<b>Specialization:</b>	
<b>Ph.D. Notification Number</b>	
<b>Ph.D. Degree Month and Year</b>	
<b>Current Designation and College Name</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>	

<p><b>In which categories have you scored? (Tick Options)</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Research Papers in Journals</b></li> <li>▪ <b>Books / Edited Books / Translation</b></li> <li>▪ <b>Creation of ICT mediated Teaching Learning Courses</b></li> <li>▪ <b>Research guidance / Research Project / Consultancy</b></li> <li>▪ <b>Patents / Policy Document / Awards/Fellowship</b></li> <li>▪ <b>Invited lectures / Resource Person/ Paper Presentation</b></li> </ul>
<p><b>Current Pay Scale:</b></p>	
<p><b>Last Five Years Total Amount Credited as Salary as per Form No. 16 with deduction (Attached Last three-years Form No. 16)</b></p>	<p><b>Year: 2024-25</b> <b>Total Amount Credited (INR):</b></p>
	<p><b>Year: 2023-24</b> <b>Total Amount Credited(INR):</b></p>
	<p><b>Year: 2022-23</b> <b>Total Amount Credited(INR):</b></p>
	<p><b>Year: 2021-22</b> <b>Total Amount Credited(INR):</b></p>
	<p><b>Year: 2020-21</b> <b>Total Amount Credited(INR):</b></p>
	<p><b>Year: 2019-20</b> <b>Total Amount Credited(INR):</b></p>

## CHECK LIST

ଅନୁରଣ କରନ୍ତୁ.

*Kindly attach documents after the Application and API Form and provide the page number.*

Sr. No.	Documents	Page No.
1.	Identity Proof Copy (Driving Licence, Pan Card etc.)	
2.	S.S.C. Marksheet Copy	
3	H.S.C. Marksheet Copy	
4.	S.S.C. Credit Certificate (if have) / Leaving Certificate Copy	
5.	Copy of Graduation Marksheets (All Years / Semesters)	
6.	Copy of Graduation Degree	
7.	Copy of Post-Graduation Marksheets (All Years / Semesters)	
8.	Copy of Post-Graduation Degree	
11.	Copy of M.Phil. Marksheet and Degree (if any)	
12.	Copy of Ph.D. Notification, Degree, and Certificate	
13.	Copy of Experience Certificate / CAS / Previous Job Docs.	
14.	Copy of University Approval & Vahivati Manjoori (DHE)	
15.	Copy of Form No. 16 (Last Five Years)	
16.	Copy of Orientation / Refresher Course Certificates	
17.	Copy of Last Ten Research Papers in Journals (Publications to be considered for assessment)	
18.	Copy of Award and Recognition (if any)	
19.	Service Book copy with 6000 to 9000 GP assigned by authorized Officer (1,31,400/-)	
20.	Certificate for Computer proficiency	
21.	No Objection Certificate from Current Employer	
22	Any Other	

1. Enclose the above mentioned documents as per the series mentioned above.
2. Then enclose the documents related to Appendix – 2, Table – 2 (PART – C),
3. Arrange the documents and give enclosure numbers in series accordingly.

**APPLICATION FORM FOR THE POST OF PRINCIPAL**  
*Form can be a hand written or typed in word file.*

---

**PART – A**

1. Name (in Block Letters) : Mr./Ms. \_\_\_\_\_
2. Father's/Husband's Name (in Block Letters) : \_\_\_\_\_
3. Mother's Name (in Block Letters) : \_\_\_\_\_
4. Date of Birth and Age : \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ (Years)  
Place of Birth : Town/Village: \_\_\_\_\_  
Tal.: \_\_\_\_\_ Dist.: \_\_\_\_\_
5. Gender : Male/Female / Other
6. Nationality : Indian
7. Mother Tongue : \_\_\_\_\_
8. Category (EWS/General/SEBC/SC/ST) : \_\_\_\_\_
9. Current Designation : \_\_\_\_\_
10. Current Pay Scale and Grade Pay : \_\_\_\_\_
11. Date of Confirmation of Present Post : \_\_\_\_\_
12. Date of Initial Appointment and Stage  
with Pay Scale at Institution : \_\_\_\_/\_\_\_\_/\_\_\_\_ Stage: \_\_\_\_\_  
Pay Scale: \_\_\_\_\_
13. Address for Correspondence : \_\_\_\_\_  
(with PIN Code) \_\_\_\_\_  
\_\_\_\_\_
14. Permanent Address (with PIN Code) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Mobile Number : \_\_\_\_\_

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

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

18. Aadhar Number : \_\_\_\_\_

19. Languages Known

	English	Hindi	Gujarati	Other
Read				
Write				
Speak				

20. Academic Qualifications:

A. Academic Qualifications (other than research degrees)

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

B. Academic Qualifications: Research Degrees

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

21. Details of Experience and Grade Pay:

Name & Address of the Employer/Institute	Designation	Basic	Grade Pay	Date of Obtaining		Remarks
				From	To	
			6000			
			7000			
			8000			
			9000			
			1,31,400			

22. Current Position:

Designation	Institute	Date of Joining Present Post	Pay Scale	Pay Band (Basic)	AGP (Grade Pay)	Total Emoluments (per month) (Rs.)

23. Number of Conferences/Seminars/Workshops Attended and Paper Presented

Level	Participated	Participated with Paper Presentation	Total
International			
National			
State			
Total			

24. Awards/Prizes/Honours/Recognitions

- 1.
- 2.

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

- a)
- b)

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

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

27. Whether the candidate is convicted for any offence under any Civil / Criminal Law? Yes / No  
 (If yes, provide the details)

28. Whether any Civil / Criminal Case is pending? Yes / No  
 (If yes, provide the details)

## PART – B: CALCULATION FORM

### ACADEMIC PERFORMANCE INDICATORS (ACTIVITY)

**BRIEF NOTE:** Based on the teacher's self-assessment, Grading criteria and Scores and or publications. The minimum Grading criteria and scores and or publications required by teachers from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation/ selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total scores required.

### ACADEMIC/RESEARCH ACTIVITY

#### As per UGC Regulations 2018, Appendix II and Table II

Methodology for University and College Teachers for calculating Academic/Research Score

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	*Encl .No.
1	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	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 / course	02 per curricula/ 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				
<b>4.</b>	<b>(a) Research guidance</b>						
	Ph.D.	10 per degree awarded	10 per degree awarded				

		05 per thesis submitted	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				
	<b>(d) Consultancy</b>	03	03				
<b>5.</b>	<b>(a) Patents</b>						
	International	10	10				
	National	07	07				
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)</b>						
	International	10	10				
	National	07	07				
	State	04	04				
	<b>(c) Award/Fellowship</b>						
	International	07	07				
	National	05	05				
<b>6.</b>	<b>*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)</b>						
	International (Abroad)	07	07				
	International (within country)	05	05				
	National	03	03				
	State/University	02	02				
	<b>TOTAL SCORE =</b>						
<b>ACTUAL SCORE = (Activity 1 to 5(a) + 5(c) + Y)</b>		<b>Activity 1 to 5(a) + 5(c)</b>	<b>Y (should not exceed the total of 5(b)+6)</b>	<b>ACTUAL SCORE</b>	<b>Verified by the Committee</b>		

**\* 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 Reuter's 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 in Peer-Reviewed or UGC listed Journals during the assessment period**

S. No.	Title of the Research Paper	Name of the Journal and Place of Publication	ISBN/ISSN	Vol. PP No. & Year	Peer Reviewed/ Sr. No. in UGC listed Journals*	Number of authors	Type of Authorship (First author/ corresponding author/co-author)	Impact Factor**	Claimed Score	Verified by the Committee	Encl. No.

\*<https://ugccare.unipune.ac.in/apps1/home/index>

\*\*IF: Impact factor to be determined as per Thomson Reuter’s list

**2. Publications (other than Research papers)**

S. No.	Title of the Book	Author	Co-Author(s)	Name of the Publisher Month, Year	ISBN/ISSN	Claimed Score	Verified by the Committee	Encl. No.
<b>(a) Books authored which are published by:</b>								
International Publishers								
National Publishers								
Chapter in Edited Book								
Editor of Book by International Publisher								
Editor of Book by National Publisher								
<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>								
Chapter or Research paper								
Book								

Note: Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

**3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula.**

Sr. No.	Activity <sup>a</sup>	Claimed Score	Verified by the Committee	Encl. No.
<b>(a) Development of Innovative pedagogy</b>				
<b>(b) Design of new curricula and courses</b>				
<b>(c) MOOCs</b>				
Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)				
MOOCs (developed in 4 quadrant) per module/lecture				
Content writer /subject matter expert for each module of MOOCs (at least one quadrant)				
Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)				
<b>(d) E-Content</b>				
Development of e-Content in 4 quadrants for a complete course/e-book				
e-Content (developed in 4 quadrants) per module				
Contribution to development of e-content module in complete course/paper/e-book (at least on quadrant)				
Editor of e-content for complete course/paper/e-book				

\* Each activity should be claimed by the applicant with supporting documents

#### 4. (a) Research Guidance

##### Ph.D. awarded/Thesis submitted\*

Sl. No.	Name of the Scholar	Title of the Thesis	Ph.D. Awarded/ Thesis submitted	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

\* Submit Ph.D. Notification/Certificate of Submission issued to the candidate by the department.

##### M. Phil./P.G. Dissertation \*

Sl. No.	Name of the Scholar/ Student	Title of the Dissertation	M. Phil. /P.G.	Month and Year	Claimed Score	Verified by the Committee	Encl. No.

\*Submit M. Phil./Certificate of award

#### (b) Research projects completed

S. No.	Title of the Project (More than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

S. No.	Title of the Project (Less than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

#### (c) Research projects ongoing

S. No.	Title of the Project (More than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

S. No.	Title of the Project (Less than 10 lakhs)	Names of PI and Co PI	Funding Agency	Grant Sanctioned	Duration		Claimed Score	Verified by the Committee	Encl. No.
					From	To			

**(d) Consultancy**

S. No.	Title and Nature of the Project	Agency to it is offered	Grant Component	Duration		Claimed Score	Verified by the Committee	Encl. No.
				From	To			

**5. (a) Patents**

S. No.	Details of Patent	International	Year	Claimed Score	Verified by the Committee	Encl. No.

S. No.	Details of Patent	National	Year	Claimed Score	Verified by the Committee	Encl. No.

**(b)\* Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)**

S. No.	Details of Policy Document	International	Year	Claimed Score	Verified by the Committee	Encl. No.

S. No.	Details of Policy Document	National	Year	Claimed Score	Verified by the Committee	Encl. No.

S. No.	Details of Policy Document	State	Year	Claimed Score	Verified by the Committee	Encl. No.

**(c) Awards/Fellowship**

Sl. No.	Name of the Award/ Fellowship	Awarding Institute/ Organisation	International	Date of Awarded	Claimed Score	Verified by the Committee	Encl. No.

Sl. No.	Name of the Award/ Fellowship	Awarding Institute/ Organisation	National	Date of Awarded	Claimed Score	Verified by the Committee	Encl. No.

**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)**

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	International (Abroad)	Claimed Score	Verified by the Committee	Encl. No.

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	International (within country)	Claimed Score	Verified by the Committee	Encl. No.

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	National	Claimed Score	Verified by the Committee	Encl. No.

Sl. No.	Title	Name of the Event	Organiser/ Institute	Duration	Invited/ Oral/ Poster	State/ University	Claimed Score	Verified by the Committee	Encl. No.

**C. Applicant's claimed Score**

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
From _____ to _____							
<b>Total Claimed Score</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:**

**(NOC) ENDORSEMENT OF THE CURRENT EMPLOYER (IF APPLICABLE)**

1. The application of Dr. \_\_\_\_\_ is hereby forwarded with the remarks that we have No Objection to her/his application being considered by The Ahmedabad Education Society for the post of Principal in M. G. Science Institute, Navrangpura, Ahmedabad – 380009.

2. Certified that the information given by the applicant in this application form has been checked /verified and found to be correct with reference to her/his service records.

3. It is certified that no vigilance case is pending/contemplated against the applicant and she/he is clear from vigilance angle.

**Date:**

**Signature of the Employer**  
(with office seal)

## VERIFICATION OF FACTUAL DATA

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

Summary of Total Claimed Score (1+2+3+4+5+6)							
Assessment Period from _____ to _____							
Year	Claimed Score						Total Claimed Score
Entire Assessment Period	1	2	3	4	5	6	
From: _____ to _____							
<b>Total Claimed Score</b>							

**Members, Scrutiny Committee**

Sr. No:	Name	Signature
1.		
2.		
3.		
4.		
5.		
6.		