

**For Post of
Professor, Associate Professor and Assistant Professor
(API score is applicable only for the post of Professor and Associate Professor)**

RAIGANJ UNIVERSITY

Application Form Information Summary Sheet

1. Advertisement no. with date _____

2. Post Applied for _____ Dept _____

3. Serial No. of Post _____

4. Bank draft No. _____, dated _____

Name of the Bank with Branch _____ For Rs. _____

5. Name of the Applicant in full

(a) (BLOCK Letters) (First) (Middle) (Last)

(b) Postal address in full :

(c) Phone/Mobile No. (d)E-mail.....

6. Date of birth (DD/MM/YYYY)/...../ 7. Whether a citizen of India :

8. Mother tongue:

9. Current position held since.....

10. Teaching/ Research/ Industrial Experience (Most recent first)

Sl.No	Previous Positions held	Employer/Organization	Period/Duration	Position

Use additional sheet, if necessary

11. Category (Please tick)

GEN		SC		ST		OBC-A		OBC-B		PWD/PC	
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12. Teaching Experience (in years): UGPG.....

13. Specialization if any

14. Whether Ph.D. is done under the UGC 2009 Regulation (Y/N) ,If yes give details.....

Those who have done Ph.D. outside India, whether a Ph.D. course work was attended (Y/N)

DECLARATION

I, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. If any information is found to be incorrect at any stage, my application shall be liable to be rejected.

Dated.....

Full Signature of the Applicant

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To
The Registrar
Raiganj University,
West-Bengal, India.

Sir,
With reference to your advertisement for the above mentioned post. I present myself as an applicant for the same. The requisite particulars and other relevant particulars are given below.

Yours faithfully,
.....
(Signature of the Applicant)

Dated:

1. Name of the Applicant in full _____
(BLOCK Letters) (First) (Middle) (Last)

2. Contact details /Address

(a)Permanent (with nearest Railway Station)

(b) Address for Communication:

ii) Email

iii)Phone (Mobile).....Resi./Office.....

iv)Website/Blog:

3. Date of birth (DD/MM/YYYY) _____ 4.. Sex(please tick) : Male/Female/Third

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5. Nationality by birth _____ At present

6. Mother's or Father's Name, Address and Occupation (if dead, state last address and occupation before death):

7. Marital status: _____, If married, name of the spouse:

8. Applicant's mother tongue _____.

9. What languages (including Indian language) can you read, write or speak?

Read only	Speak only	Read and Speak	Speak and write

10. (a) Academic Records:

Examination passed	Name of the School with Board / Council, College and University	Duration of the Course	Year of Passing	Division /Class/ Grade	% of marks	Subject/ Discipline* Specialization
10th. Standard						
12th. Standard						
B.A./ B.Sc/ B.Com / B.Tech.						
M.A./M.Sc /M.Com / M.Tech						
M.Phil						
Any other						

b) Whether NET/SLET/SET Qualified: _____ If so, give details

(c) Whether acquired/awarded Ph D/D Sc/D Lit Degree: _____

If so, (i) Give details mentioning the Name of the supervisor: _____

(ii) The Title of the Thesis:

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11. (a) Particulars of experience in reverse chronological order (starting from present employment)

Name of Organisation/ Institution	Position Held	Scale of pay & other allowances	Duration		Nature of Work	Reason for leaving
			From (dt)	To(dt)		

(b) Present Pay & Allowance: Currency:

Scale of Pay: Basic Pay: Allowance: Gross Amount Drawn:

(c) If appointed what notice period you require for joining the post :

(d) Administrative experience (if any):

12. Teaching experience:

Name of the institution	Designation & Scale of pay	Nature of post: Temp/Cont./ Permanent	Class taught		Duration From - To
			UG	PG	

13. Research Experience **excluding** years spent in M.Phil / Ph.D. (In years) * Give details and certificates

Name of the institution	Designation & Scale of pay	Name of the post	Nature of Assignment	Duration From - To

14. Fields of Specialization under the Subject/Discipline

(a)

(b)

(c)

(d)

15. Any other relevant information, if not given above

16. ACADEMIC PERFORMANCE INDICATORS

A CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (During the last three years)

S. No.	Courses/Papers Taught	Level	Mode of teaching*	Hours per week allotted (Approx)	% of classes taken (80% & above)* See calculation table	API Score

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* NB: Lecture (L), Seminar (S), Tutorial(T), Practical(P), Contact Hours(C)

* NB: CALCULATION OF API SCORE FOR I(i) ABOVE		
API Score		
(a)	Classes Taken (Below 80% performance, no score may be given); For 80% - API Score is 30, and for every 1% higher, one API Score is awarded, subject to a maximum of 50 for 100%	(Max: 50 for 100%)
(b)	Teaching Load in excess of UGC norm (max score:10 which is over and above 50 as under [a])	Max: 10

ii) Reading /Instructional material consulted and additional knowledge resources provided to students

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided	API Score
API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students				(Max. API score : 20)	

iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc.

S. No.	Short Description in terms of (a) to (k) as listed below	API Score
	(a) Updating of Courses/Curriculum Design: 5 per course – Max 10 (b) Particip/Innovative – Interactive courses: 5 (c) Particip/Innovative – Learning Modules: 5 Max 10 (d) Particip/Innovative – Case Studies prepared: 5 (e) Use of ICT or Computer-aided methods – ppt: 5 (f) Use of ICT – Multi-media/Simulation etc: 5 Max 10 (g) Dev/Teaching Remedial/Bridge Courses: 5 each Max 10 (h) Dev/Teaching Soft skill/Communication/Personality Dev: 5 each Max 10	

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	(i) Special Programmes in Phys.Edn./Library: 5 each Max 10 (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts: 5 each ; Max 10 (k) Orgn/Teaching Web-based/E-Library/IT-asst teaching: Workshop 10 points; Popularization 5 points	
	Max API Score : 20)	Total Score:

iv) Examination Duties Assigned and Performed

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out(%)	API Score
	(a) Invigilation: 10 (b) Evaluation: 5 Max : 10 (c) Question-paper setting: 5 (d) Internal/Continuous Assessment: 10 (e) Exam Coordination Cell/Outst or Flying Squad: 10			
	(Max API Score : 25)			

16. B 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		
	a) Field Study/Ed. Tours/ Placement: 5 each Max 10		
	b) NSS/NCC/NSO etc: Max 10		
	c) Student/Staff Sports Campus Publ etc: Max 10		
	d) Community work (Env, Hum.Rights, Peace/Relief etc): Max 10		
	(Max API Score : 20)		
	(ii)Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	a) Governance Resp (Dean/Adhyaksha/ Warden/Coord.): Max 10		
	b) Admission Comm/ Campus Dev/ Library Comm: 5 each Max 10		
	c) Student Welf/ Counselling/ Discipline (Proct) 5 each Max 10		
	d) Conf Organization/Chair Secy/Treasurer (I) International: 10 (II) National/Reg: 5 (III) Member: 1 each		
	(Max API Score : 15)		

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	(iii) Professional Development Activities		
	a) Member in Professional Comm (I) National 3 (II) State 2 ; Max 10		
	b) Particip in Conf/Seminars Without paper: 2 each ; Max 10		
	c) Short-term Courses/ Training less than a week: 5 each Max 10		
	d) Membership/Particip in State/ Central Bodies/Comm: 5 each Max 10		
	e) Newspaper/Magaizine/ Radio-TV progr (Not covered in Category III): 1 each ; Max 10		
	(Max API Score : 15)		
	Total Score (i + ii + iii)		

16. C CATEGORY III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

**A (i) Published papers in journals API Score – Category 1- Refereed – 15
Category 2- Non-Refereed – 10**

S.No	Title with page number	Journal Name	ISBN/ISSN / Categorization Refereed/ Non	Whether Peer reviewed	No of Co-authors	Impact Factor if any	Whether you are the main author	API Score

**(ii) Public Displays/Exhibitions/Performances with or without outputs in
CD/DVD/Online/E-form/E-book API Score – International 15 each,
National 10**

Sl.No	Title of Show/ Exhibition/Performance with or without CD/DVD/Tape/ Online/E-form/ E-book version or Brochures	Company/ Agency/ Instt Name (Including TV/Radio etc)	Categorization I. International 15 each/ II. National 10 each (Venues/event/gallery/ studio/ museums)	Whether reviewed/ Impact factor (Reporting/Coverage/Reviews/Hits/sales/citations/commendations/ etc)	No of Co-performer or Co-authors (10 each)	Whether you are the Solo artist/ performer (15 each)	API Score

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B (i) Articles/Chapters published in Books

API Score (Per Art/Chap) Category 1: International Publ – 10

Category 2: National/ State/ Central/ Societies Publisher – 5

Category 3: Subject books by Other/ Local Publisher – 3

Category 4: Chapters in Knowledge-based Volumes – 5

Sl.No	Art/Chapter Title with page numbers	Book title, Editor & Publisher	ISBN/ISSN No/ (Or, Renowned publishers) See Cat 1-4 as above for scores	Whether peer-reviewed	No of Co-authors (Points to be shared)	Whether you are the main author	Impact Factor if any	API Score

(ii) Full papers in Conference Proceedings

API Score: 10/each

Sl.No	Title with page number	Details of Conference Publication	ISBN/ISSN	Whether peer-reviewed	No of Co-authors (Points to be shared)	Whether you are the main author	Impact factor if any	API Score

(iii) Books Published as a Single/Joint Author/Editor

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API Score – Category 1 Text/Reference Books by International Publisher – 50

Category 2 Text/Reference Books by National/Soc/Univ Publ – 25

Category 3 Subject Books by Other/Local Recognized Publ – 15

S.No	Title with page number	Type of Book/ and Authorship	Publisher & ISBN/ISSN / Categorization	Whether peer-reviewed/Impact	No of Co-authors (To be shared)	Whether you are the main author	API Score

(Score in above A to C be shared in case of multiple authors: 1st author 60%, other 40%)

C) Ongoing and Completed Research Projects and Consultancies

Ongoing Projects/Consultancies API Score for **Projects**–

Cat I: (Sc -Rs 30 lakhs+ ; Non-Sc: Rs 5 lakhs +): 20

Cat II: (Sc -Rs 5 lakhs+ ; Non-Sc: Rs 3 lakhs +): 15

Cat III: (Sc -Rs 0.5 lakhs+ ; Non-Sc: Rs 0.25 lakhs+): 10

Other approved projects of Univ/Other agencies : 5

API Score for **Consultancies**– (Sc -Rs 10 lakhs+ ; Non-Sc: Rs 2 lakhs +): 10

API Score for **Quality Evaluation**– Major Project Eval: 20 Minor Project Eval: 10

API Score for **Project out come** –

Sc.(Patent/Tech. Transfer/Product/Process): International level: 50, National level: 30

Non Sc. (Major policy doc of Govt. Bodies): Central level : 50, State level: 30

S.No	Title	Agency (Funding, Commissioning and/or Collaborating)	Period	Output/ Impact, i.e. Book/paper/ film/technology /Web-facility/ Program/Process	Grant(s)/ Amount mobilized (so far) in Rs. (Lakhs)	Whether Principal Investigator/ Coinvestigator or Consultant/Quality evaluator	API Score

d) RESEARCH SUPERVISION

(i) Degree-oriented: API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7; M.Phil. awarded – 3;

S. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil or equivalent				

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Ph.D. or equivalent				

(ii) Non-Degree Products: API Score – Post-Doctoral – 7; National Scholar – 5;
Guidance to Foreign Scholars & Master’s level – 3;

S. No.	Number Enrolled	Thesis/Product/ Document/ Monograph Submitted	Period (in Years/ Semesters)	API Score
Foreign Scholars or Master’s level				
Post-Doctoral				
National				

e) Conference/Seminar/Workshop paper and Training courses

(i) Papers presented in Conferences, Seminars, Workshops, Symposia

API Score – Category 1 International – 10 Category 2 National – 7.5

Category 3 Regional – 5 Category 4 Local – 3

S. No.	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether International / National/State/Region al/ University/College level	API Score

(ii) Invited Lectures and Chairmanships at National/ International Conference / Seminar etc.

API Score – Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional /State level – 5

Category 4 Univ/Endowment Lect – 3

S. No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organised by	Whether international /national	API Score

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iii) TRAINING RECEIVED: Academic Staff College Orientation / Refresher Courses/ Methodology Workshops/ Training/Teaching-Learning-Evaluation Technology Programmes/Soft-Skill Development Programmes & Faculty Improvement/Dev. Programmes, including Summer and Winter Schools attended: (Maximum-30)

Name of the Course/ Place Duration Sponsoring Agency **API SCORES**
Programme/Training/ & Instt (Dates) (UGC/ICAR/ICHR/ICSSR/ 2 Week & More: 20/each
Summer or Winter School Academies/Universities etc) 1 Week: 10/each

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2.

3. SUMMARY OF API SCORES (In Respect of Applicants against Academic Positions)

S. No.	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			

17. Name of three referees with address details to whom the candidate is known: (1)

..... (2)

..... (3)

18. Have you at anytime convicted by a court for any case? If so, give the details. 19.

Have you ever been dismissed / removed / asked to retire from service? If yes give details:

20. Documents and attested copies of Certificates/Diploma/Degree, etc. (i)

.....(ii) (iii)

.....(iv) (v)

.....(vi) (vii)

21. If appointed what notice period you require for joining the post. ? _____

DECLARATION

I, _____, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. If any information is found to be incorrect at any stage, my application shall be liable to be rejected.

Dated.....

Full signature of the applicant

Note:

1. Papers and documents submitted with the application will not be returned.
2. Application, if sent by post should be sent under certificate of posting, preferably by registered post.

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3. One original and five photocopies of the duly filled-in application forms are to be submitted. All enclosures including self-attested copies of testimonials are to be submitted in each copy.
4. Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied. Separate sheet(s) must be attached wherever applicable and necessary.
5. Though Advance copy of Application will be entertained the no-objection letter from the appropriate authority should be produced at the time of interview in case of the in-service applicants.

6. Raiganj University does not hold itself responsible to fill up the post advertised if the post advertised is not filled up. The University may raise the standard of qualification, experience etc. at its discretion.