PANJAB UNIVERSITY, CHANDIGARH

Advt. No. 01/2016

Applications are invited from the eligible candidates for the following post, so as to reach the Assistant Registrar (Estt.), Panjab University, Chandigarh, **by 30.4.2016 upto 4:00 p.m. : -**

Dean College Development Council   Pay scale: ₹ 37400-67000+GP-10000
                                          (plus allowances as per University rules)

The details of advertisement consisting qualifications, application form and detailed instructions etc. are available on P.U. website: **www.puchd.ac.in.**

REGISTRAR

Applications are invited for the following post so as to reach the Assistant Registrar (Estt.), Panjab University, Chandigarh **by 30.4.2016 upto 4:00 p.m**: -

Dean College Development Council- 01

<u>Pay Band</u>: ₹ 37400-67000+GP-10000/-plus allowances admissible under University Rules.

Qualifications:

1. A minimum of 10 years of teaching experience in University/College, and or experience in research at the University/National level Institutions/ Industries, including experience of guiding candidates for research at doctoral level.

2. An eminent scholar with Ph.D. qualification (s) in the concerned/allied/ relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

3. Contribution to educational innovation, design of new curricula and courses and technology- mediated teaching learning process.

4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance based Appraisal System (PBAS).

5. API score of category I & II, not to taken into consideration for determining eligibility.

6. In category III, capping to be operative, as in the case of Professors.

7. Serving Professors in Indian Universities (including affiliated Colleges) appointed and/or promoted under Career Advancement Scheme following UGC norms, are eligible for consideration of appointment as Dean, College Development Council.

8. Approved Principals of NAAC Accredited Colleges working in the Professor's grade be also made eligible to apply.

NOTE: The appointment will be on a tenure basis for three years and a person can be re-appointed for another three years **or** upto maximum age of 60 years, whichever is earlier.

DETAILED INSTRUCTIONS FOR THE CANDIDATES

1. The candidate is required to read the application form, template to be followed for selection of Dean College Development Council, qualifications, detailed instructions, proforma for experience certificate etc. The candidate must fill the following along with application form: -

   i) 'ACADEMIC RECORD (20-marks) AND RESEARCH PERFORMANCE (40-marks), TEACHING EXPERIENCE AND POST DOCTORAL FELLOWSHIP/ POST DOCTORAL PROJECT from Public Funding Agency (5- marks)' which are parts of the 'TEMPLATE to be followed for the selection of Professors and Associate Professors in the teaching Departments of the UNIVERSITY'.

   ii) The candidate is required to fill in the columns of Template (available on the University website as mentioned at Sr. No. 1) for Academic Record & Research Performance i.e. Bachelor's Degree Marks, Master's Degree Marks, Publications/ Patents, Teaching Experience and Post Doctoral experience etc.

2. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for receipt of applications.

3. Screening will be done on the basis of marks obtained by the candidate, as under:

   Out of 65, taking into account the columns "Academic Record, Research Performance, Teaching Experience (PG/UG Classes)/Post Doctoral Fellowship/ Post Doctoral Project from Public Funding Agency" and the requisite number of candidates obtaining higher marks (in order of merit) will be called for interview.

4. The experience certificate must be submitted by the candidate strictly as per the Proforma available on the University web-site.

5. It is understood that the candidate shall possess the requisite qualifications and research experience relevant to the post and other qualifications if any prescribed for the post.

6. Applications not in the prescribed form or incomplete applications or those received after the last date are liable to be rejected.

7. All documents in original will have to be produced at the time of interview.

8. The Vice-Chancellor could place before the Selection Committee names of suitable person for its consideration alongwith the applications received in response to the advertisement.

9. Stringent criteria may be applied for short-listing the candidates to be called for interview.

10. If any information supplied by the candidate in his application form is found to be incorrect/false at any stage, his candidature/selection will be cancelled.

11. The University reserves the right to withdraw the advertised post at any time without assigning any reason. University reserves the right not to fill the above post.

12. It is not obligatory on the part of the University to call every candidate for interview who possesses the essential qualifications.

13. Candidates must attach all the documents related to their research activities/other activities done by them.

14. Candidates are required to attach a copy of each of published research paper/ book/ each publication with the application form. At least the first/relevant page of each research paper/book/publication indicating name(s) of authors, name (s) of journal/ Book with ISSN/ISBN number is necessarily to be attached, without which no credit will be given for the research paper/book/publication.

15. Candidates should attach one set of certificates of teaching and/or research experience in support of their claim for the same.

16. One set of attested copies of Certificates & Detailed Marks Cards in support of qualifications for Matriculation/School leaving, 12th class, Graduation, Post-graduation, Doctoral degree must be attached with the application. The experience certificate must be in the desired format available on the website. Attested copy of conversion formula in case of G.P.A. be also attached. Candidates should also attach copies of testimonials from three referees with the application.

17. Candidates, who have mentioned their merit position in the University examinations in their application form, should attach an attested copy of the University Merit Certificate issued by the University concerned in support of their claim.

18. Candidates who have not passed +2, Pre-Medical or Pre-Engineering examinations should give in the column 'Educational Qualifications' of the application form, the particulars of the other 12th class examination (Intermediate, B.A./B.Sc. Part-I, etc.) passed by them. Candidates should also indicate percentage of marks obtained by them in each examination in the column 'Class/Division/Grade'.

19. Persons already in-service must route their applications through "proper channel". They may, however, send an advance copy of their application on the prescribed Performa direct to the University. They will be allowed to present themselves for interview only on the production of 'No Objection Certificate' from their employers.

20. Canvassing in any form will disqualify the candidate.

21. Candidates if selected for interview will be sent interview letter through post and e-mail & telephonic intimation will also be given. The candidates are advised to intimate the change of address and telephone/mobile numbers, if any and also update their e-mail addresses to avoid any inconvenience.

22. There is no provision of on-line interview (skype etc.).

23. The fees etc. submitted will not be refunded and no correspondence will be entertained. The applicant must ensure that he/she fulfils the minimum eligibility conditions and only then apply within due date.

24. In the case of qualifications, the wording "………….. experience of guiding candidates for research at doctoral level will be interpreted as –

    "the research student/s have submitted Ph.D. thesis."

25. The relaxation is as under: -

    1. A relaxation of 5% is admissible from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's prior to 19th September, 1991.

    2. EXPLANATION

        The term 'good academic record' would imply the following:-

        (i)   At least 55% marks (50% in case of SC/ST/ Physically & Visually handicapped candidates) or an equivalent grade at Master's degree level;
                                        AND
        (ii)   At least 50% marks (45% in case of SC/ST/Physically & Visually handicapped candidates) at the graduation level.
                                        OR
                At least 50% marks (45% in case of SC/ST/ Physically & Visually handicapped candidates) in Honours at the graduation level.

Details of advertisement and application form 21-pages alongwith "Detailed Instructions" for candidates is available on Website: www.puchd.ac.in.

Application form, format of experience certificate(s), template for selection is only to be downloaded from the website.

Candidates are required to submit duly filled-in application form in all respects, along with fee pay-in-slip (University's copy) for ₹ 375/- (₹ 150/- for SC/ST and ₹ 185/- for Physically Handicapped) to be deposited in Account No. 33417855484 of Panjab University, Chandigarh, payable at all Branches of State Bank of India. The Screening Criteria and Template to be used by the Selection Committee for academic record and research performance etc. are also available on University website.

REGISTRAR

		Website: http://jobs.puchd.ac.in
		Serial No. _____
The candidate should attach eleven photostatcopies of this form alongwith the original	**PANJAB UNIVERSITY, CHANDIGARH**	
		Advertisement No. _____
	Application for the post of Dean College Development Council	**Fee Deposited _____**
		Branch _____
		City _____
		Bank Journal No.
		_____
		Dated:_____

Name of the Post	**(For Office Use)**
Department _____	**Diary No. _____**
	Dated: _____

A Name in Full Mr./Mrs./Ms._____ **(In block letters)**	
Father's Name: _____	**Affix recent Passport size photograph**
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 Pay (p.m.) & Grade (Pay-scale)**	**REASON FOR LEAVING**
	Joining	**Leaving**					

G. (A) **Category-I: TEACHING, LEARNING AND EVALUATION Related ACTIVITIES –** attach extra sheet, if need be.

(For Instructions, please refer to Annexure-I)

Category	Nature of activity		Notes		Unit of Assessment	Score			
Category-I	TEACHING, LEEARNING AND EVALUATION RELATED ACTIVITIES								
1A(I)	Classroom teaching (including lectures, seminar)	As per allocation			Hours per academic year				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
1A(ii)	Classroom teaching (including lectures, seminar) in excess of UGC norms	As per allocation				Hours per academic year	2011-12	2012-13	2013-14	2014-15
		2011-12	2012-13	2013-14	2014-15					
1A(iii)	Classroom teaching (including lectures, seminar) preparation time	Same as actual teaching hours as per attendance register			Hours per academic year				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
1B	Tutorial and Practicals	Actual as per Attendance register			Hours per academic year				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
1C	Outside classroom interaction with students	Max 0.5 of hours in 1A			Hours per academic year				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
	Sub –total 1	**Score= hours/ 10 (max score 100)**							

Category	Nature of activity	Notes				Unit of Assessment	Score			
Category-I	**TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**									
2	Research Supervision (including Masters thesis)	Max 1 hour per student per working week				Hours per academic year				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
	Sub –total 2	**Score= hours/ 10 (max score 30)**								
3A	Question paper setting, moderation and related work	Actual hours				Hours per academic year				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
3B	Invigilation/Supervision and related examination duties	Actual hours				Hours per academic year				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
3C	Evaluation/assessment of answer scripts and assignments related to internal assessment, external and re-evaluation	Max 20 minutes per full script				Hours per academic year				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
	Sub –total 3	**Score= hours/ 10 (max score 30)**								
4A	Teaching innovation including preparation of innovative course, use of innovative methodologies for teaching including bilingual/ multi-lingual teaching	Evidence to be provided. Scores to be finalized by the screening committee				Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
4B	Preparation of new teaching-learning material including translation, bridge material, study pack or similar additional resource for students.	Evidence to be provided. Scores to be finalized by the screening committee				Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
4C	Use of anonymous students' feedback on the quality of classroom teaching and students' interaction	Performa and summary feedback to be attached				2 points per course (max 10 points)				
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
	Sub –total 4	**Score= max 20**								

G. (A) Category-II: Co-curricular, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES – attach extra sheet, if need be.

(For Instructions, please refer to Annexure-II)

Category	Nature of activity	Notes				Unit of Assessment	Score			
Category-II	**CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**									
5A	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counselling etc.	(Evidence to be provided. Scores to be finalized by the screening committee) **Self-assessment by candidate**				Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	**Final score by screening committee**			
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
5B	Other co-curricular activities (cultural, Sports, NSS, NCC etc.)	(Evidence to be provided. Scores to be finalized by the screening committee) **Self-assessment by candidate**				Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	**Final score by screening committee**			
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
5C	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under (III)	(Evidence to be provided. Scores to be finalized by the screening committee) **Self-assessment by candidate**				Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	**Final score by screening committee**			
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
	Sub-Total 5	**Score = Max. 30**								
6A	Administrative responsibility (including Dean, Principal, Chairperson, Convener, Teaching-in-Charge or similar duties that require regular office hours for its discharge)	Actual hours				Hours per academic year	**Final score by screening committee**			
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
6B	Participation in Board of Studies, Academic and Administrative Committees	Actual hours				Hours per academic year	**Final score by screening committee**			
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
	Sub –total 6	**Score= hours/ 10 (max score 30)**								

Category	Nature of activity	Notes				Unit of Assessment	Score			
Category- II	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES									
7	Overall contribution to the collective/ corporate life of the institution (including 5, 6 and any other contribution)	(Evidence to be provided. Scores to be finalized by the screening committee) **Self-assessment by candidate**				Outstanding = 10 Very good = 7 Good = 5 Average = 3 Modest = 1	**Final score by screening committee**			
		2011-12	2012-13	2013-14	2014-15		2011-12	2012-13	2013-14	2014-15
	Sub-total : 7	**Score = Max. 10**								
	Grand Total (Sub-total: 1 to Sub-total: 7)	**(Out of 250)**								

Score for Category-I & Category-II

Sr. No.	Category	Minimum API required Total API	API Score filled-in by the Applicant (Year-wise w.e.f. 30.6.2010)		Whether fulfils minimum API score or not (Yes/No)	Remarks, if any	Enclosures: Pl. mention page number of application form where proof is attached
i)	**Category-I :** Teaching-Learning Evaluation related activities	**Per 100 /Year** **180**	**2011-12**				
			2012-13				
			2013-14				
			2014-15				
ii)	**Category-II :** **Co-curricular,** **Extension and** Professional **development related activities**	**Per 20 /Year** **70**	**2011-12**				
			2012-13				
			2013-14				
			2014-15				
iii)	**Minimum total average annual score Under Categories (Category-I and II*)**	**Per 150 /Year** **250**	**2011-12**				
			2012-13				
			2013-14				
			2014-15				

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) (i) Published Papers in Journals

S.N.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
				Total API Score					

III. (A) (ii) Full papers in Conference Proceedings

S.N.	Title with page no.	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee

S.N.	Title with page no.	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
			Total API score					

Let X = Total API scores in Table III (A) (i) & (ii) = _____

III. B (i) Articles/ Chapters published in Books

S.N.	Title with page no.	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors and Date of Publication	Whether you are the main author	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
				Total API score					

III. B (ii) Books published as single author or as editor

S.N.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
					Total API score				

Let Y= Total API scores in Table III (B) (I) & (II) = _____

III. C (i & ii). Ongoing Research projects and consultancies

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

III. C (iii & iv) Completed project/Consultancies

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

Let Z = Total API scores in Table III (C) (I & II) and III (C) (III & IV) = _____

III. (D) Research Guidance

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

Let U = Total API scores in Table III (D) = _____

III. E (i) **Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Not less than one week duration)**

S.N.	Programme	Duration		Organised by	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee
		From	To				

III. E (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S.N.	Title of the paper presented	Title of Conference/ Seminar etc	Date(s) of the event	Organised by	Whether International/ National/State/ Regional/ University or College Level	API Score claimed by candidate	**Enclosures:** Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee

III. E (iii) Invited Lectures and Chairmanships at National or international Conference/ Seminars

S.N.	Title of Lecture/ Academic Session	Title of Conference/Seminar etc	Date(s) of the event	Organised by	Whether International/ National	API Score claimed by candidate	**Enclosures** : Pl. mention page number(s) of application form where proof is attached	API score to be given by screening committee

Let V = Total API scores in Table III (E) (I,+ II + III) = _____

Note .

1. The screening/selection committees will assess and verify the categorization and scores of publications.
2. The parameters listed in table of category-III (Research and Academic contributions) shall have following capping in relation to the total API score claimed by the candidates:-

   - III (A) : Research papers (Journals, etc) 30%
   - III (B) : Research publications (Books, etc) 25%
   - III (C): Research Projects 20%
   - III (D): Research Guidance 10%
   - III (E): Training Courses and Conf/Seminar, etc 15%

ELIGIBILITY

3. **For eligibility, a candidate has to secure the following API scores:**

   For eligibility based on Category-III: **RESEARCH AND ACADEMIC CONTRIBUTIONS** the API score is to be calculated as follows:-

Sr. No.	Table/Sub-category		API Score claimed/ filled by the candidate	API Score to be given by Screening Committee
1.	Table III (A) (i) and (ii)	X		
2.	Table III (B) (i) and (ii)	Y		
3.	Table III (C) (i) & (ii), (iii) & (iv)	Z		
4.	Table III (D)	U		
5.	Table III (E) (i)+ (ii) + (iii)	V		

Let T = X + Y + Z + U + V =

As claimed by the candidate	As given by the Screening Committee

Sr. No.	Table/Sub-category	API Score		Score as claimed/ filled by the candidate	Score to be given by the Screening Committee
1.	Table III (A) (i) and (ii)	X	Let X_1 = Minimum of X and T x 0.3	X_1 =	X_1 =
2.	Table III (B) (i) and (ii)	Y	Let Y_1 = Minimum of Y and T x 0.25	Y_1 =	Y_1 =
3.	Table III (C) (i) & (ii), (iii) & (iv)	Z	Let Z_1 = Minimum of Z and T x 0.2	Z_1 =	Z_1 =
4.	Table III (D)	U	Let U_1 = Minimum of U and T x 0.1	U_1 =	U_1 =
5.	Table III (E) (i)+ (ii) + (iii)	V	Let V_1 = Minimum of V and T x 0.15	V_1 =	V_1 =
			Let $T_1 = X_1 + Y_1 + Z_1 + U_1 + V_1$	T_1 =	T_1 =

If $T_1 \geq 400$: eligible for the post of Dean College Development Council

The API scores in Categories–I & II, will not be taken into consideration for determining the eligibility and short-listing of candidates. However, it is clarified that the API score under Category-III will be considered for eligibility & short-listing.

H. Teaching Experience (PG/UG Classes) & Post doctoral Fellowship/Post-doctoral Project from a public funding agency (marks are to be given as per relevant table below*)

S. N.	Designation	Pay-scale	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)	Actual period worked			
					From	To	YY / MM/ DD	
								Self Assessed Score
				Total Number of years				

*For the post of DCDC	
Number of Years/ Months of Experience	**Marks**
10 Years	0
More than 10 years or equal to 10 years & 6 months	0.5
More than 10 years & 6 months but less than or equal to 11 Years	1
More than 11 Years but less than or equal to 11 Years & 6 months	1.5
More than 11 years & 6 months but less than or equal to 12 Years	2
More than 12 years but less than or equal to 12 Years & 6 Months	2.5
More than 12 Years & 6 Months but less than or equal to 13 Years	3
More than 13 years but less than or equal to 13 Years & 6 Months	3.5
More than 13 Years & 6 Months but less than or equal to 14 Years	4
More than 14 Years but less than or equal to 14 Years & 6 Months	4.5
More than 15 years and above	5

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. For applicants having done post-doctoral and/or doctoral research, the research supervisors must be listed. 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: (No annexure need be enclosed)

_____

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

INSTRUCTIONS

Category-I: Teaching, LEARNING AND EVALUATION Related ACTIVITIES

Note: 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 %, for 1 and 5 above, below which no scores may be assigned in these subcategories.

Note: The model table proposes API scores and the mode for awarding these scores for various parameters of Category I of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.

2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional 2 x 16 hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for 320+32+275 = 627 hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.

3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in that category.

4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.

5. Under 4c, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

INSTRUCTIONS

Category II: **Co-curricular, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

Note: The model table proposes API scores and the mode for awarding these scores for various parameters of Category II of PBAS.

1. Wherever the unit of assessment is the number of hours, the teacher is required to compute the total number of hours allocated as per the time-table or the actual number of hours spent in that activity in the previous academic year. The institution can verify these from the official Time Table and the record of students' attendance.

2. In calculating the number of hours allocated, only working days/weeks will be taken into account. For example, if a teacher has been assigned 20 hours of classroom teaching per week in an institution that teaches for 16 weeks per semester, the teacher would write 320 hours (plus another 320 hours if her teaching load is the same in the second semester) in the row 1A(i). Since this is 2 hours higher than the UGC norm, she would claim additional 2 x 16 hours in row 1A (ii). If she has actually taught for 275 hours in that semester, she would claim 275 hours in row 1A (iii). So, in all, she would get credit for 320+32+275 = 627 hours for that semester. She would do similar calculation for the second semester and the total would be entered in each row.

3. In most sub-categories, the total score of a teacher may exceed the maximum score permitted against the relevant sub-total. In that case, the score of the teacher will be credited the maximum score. For example, a teacher who marks 900 scripts can get credit for 300 hours and may have spent another 40 hours on examination duty. This adds up to 340 hours = 34 points. But he will be awarded the maximum of 20 points in that category.

4. Wherever the criterion involves an assessment by the screening committee, the teacher will be required to submit some evidence of work done. Each institution may further develop these criteria and specify the requirements for the various categories mentioned here.

5. Under 4c, the teacher is only required to give a proof that she administered an anonymous feedback questionnaire wherein the students can give their assessment of the quality of her teaching. She would be entitled to the points irrespective of the content of the feedback. The comments given by the students may not be used against the teacher in this exercise.

INSTRUCTIONS

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.N.	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
III (A)	**Research Papers (Published in Journals)**	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
		Conference proceedings as full papers, etc. (Only abstract included in the conference Proceedings and/or souvenir of Conference would not merit any credit)	Conference proceedings as full papers, etc. (Only abstract included in the conference Proceedings and/or souvenir of Conference would not merit any credit)	10 / 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.	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 by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter

S.N.	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
III C	**Research Projects**					
III 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 30.00 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 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 (ii)	**Consultancy Projects carried out / ongoing**	Amount mobilized with minimum of Rs.10.00 lakh		Amount mobilized with minimum of Rs.2.00 lakhs		10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III C (iii)	**Completed projects : Quality Evaluation**	Completed project Report (Acceptance from funding agency)		Completed project report (Accepted by 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 ii)	**M.Phil**	Degree awarded only			Degree awarded only	3 Points for each candidate
III D (ii)	**Ph.D**	Degree awarded only			Degree awarded only	10 Points for each candidate
		Thesis submitted			Thesis submitted	7 Points for 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 points each
		(b) One week duration		(b) One week duration		10 points each

S.N.	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
III E (ii)	Papers in Conference/ 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 Points each
		b) National	b) National		7.5 Points each
		c) Regional/State level	c) Regional/State level		5 Points each
		d) Local – University/College level	d) Local –University/ College level		3 Points each
III E (iii)	Invited lectures or presentations for conferences/ symposia	(a) International	(a) International		10 Points each
		(b) National level	(b) National level		5 Points each

*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 score for joint publications (books/chapters in books) will be calculated in the following manner:

"Of the total score for the relevant category of publication by the concerned candidate, the first/principal author and the corresponding author/ supervisor/ mentor would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors."

It is clarified that the points are to be shared equally and not to be divided equally:

For example, if a paper has 'M' authors, which are amongst the first/principal author, the corresponding author/supervisor/mentor and 'N' remaining authors, then each of 'M' authors will get 60% marks each (say M-1 or M-2 or M-3 etc. will get 60% marks each) and the remaining authors will get 40% marks each (say N-1 or N-2 or N-3 etc. will get 40% marks each).

FORMAT OF EXPERIENCE CERTIFICATE

This is to certify that _____

S/o, D/o _____ has been working/has worked as _____ (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

_____

_____

_____

FORMAT OF EXPERIENCE CERTIFICATE

This is to certify that _____ S/o, D/o _____ has been working/has worked as _____ (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**

_____

_____

_____

Template for the post of Dean College Development Council in the Panjab University with regard to ACADEMIC BACKGROUND AND RESEARCH PERFORMANCE BASED ON API SCORE AND QUALITY OF PUBLICATIONS.

Academic Background 20%		Research Performance Based on API Score and quality of Publications 40%	Assessment of Domain Knowledge & Teaching Skills 20%		Interview 20%	Final Score (Total weight-ages 100)	Remarks
Bachelor's Degree (%ageofmarks obtained in Bachelor's degree multiplied by 0.05 i.e. out of 5)	Master's Degree (% age of marks obtained in Master's degree multiplied by 0.15 i.e. out of 15)	If T is the total API score, without capping then marks are $$20 + \frac{T - 400}{10},$$ (Subject to maximum of 40 marks)	*Teaching Experience (PG/UG Classes) & Post-doctoral fellowship/ Post-doctoral project from a public funding agency	Assessment of Domain Knowledge & Teaching Skills including Presentation directly relevant to the subject appearing for interview			
5	15	40	5	15	20	100	

*Number of Years/ Months of Experience	Marks
10 Years	0
More than 10 years or equal to 10 years & 6 months	0.5
More than 10 years & 6 months but less than or equal to 11 Years	1
More than 11 Years but less than or equal to 11 Years & 6 months	1.5
More than 11 years & 6 months but less than or equal to 12 Years	2
More than 12 years but less than or equal to 12 Years & 6 Months	2.5
More than 12 Years & 6 Months but less than or equal to 13 Years	3
More than 13 years but less than or equal to 13 Years & 6 Months	3.5
More than 13 Years & 6 Months but less than or equal to 14 Years	4
More than 14 Years but less than or equal to 14 Years & 6 Months	4.5
More than 15 years and above	5

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Branch _____
City _____
Date of Deposit _____

1. Name of Candidate: _____
2. Father/Husband Name: _____

Reference No.:   3   4   5   6

*Name of the Post & Subject, if any	#Advt. No./ Year	^Category	@Post Code

*In column 3 above: fill name of the Post & Subject, if any

#In column 4 above: fill Advt. No./Year
e.g. 1/2016

^In Column 5 above: fill Category
e.g. 'G' for **General**
'R' for **Reserved: R-SC** or **R-ST** or **R-PH**
(**SC**- Scheduled caste, **ST** – Scheduled Tribe and
PH – Physically Handicapped)

@In Column 6 above: fill **'T'** for **Teaching** and
'NT' for **Non-teaching**

7. Amount of Fee : _____
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9. Total : _____

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Branch stamp :

NOTE:
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