



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

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APPLICATION FORM FOR FACULTY POST ON CONTRACT

(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
(Self Attested)

1. Full Name : _____
(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: _____

PIN Code: _____ Tele: _____
8. Permanent Address: _____

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):

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: _____

Application Fee 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 AT ICCMRT
(AS PER AICTE REGULATIONS, 2012)

Name of the Applicant : _____
 Post applied for (Please ✓) : Assistant Professor (on contract)

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		
	Total Score	125		
	Minimum API Score Required	75		

supporting documents be attached.

(Signature of the 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		
Minimum API Score Required		15		

supporting documents be attached.

(Signature of the 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 Assessment 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 by Indian/National level publishes 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)	Research Projects					
III(C)(i)	Sponsored Projects carried out/ongoing	Major Projects amount mobilized with grants above Rs. 30.0 lakhs	Major Projects amount mobilized with grants above Rs. 5.0 lakhs	20/each Project		
		Major Projects amount mobilized with grants above Rs. 5.0 lakhs upto Rs. 30.00 lakhs	Major Projects amount mobilized with minimum of Rs.3.00 lakhs upto Rs.5.00 lakhs	15/each Project		
		Minor Projects (Amount mobilized with grants above Rs.50,000 upto Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs.25,000 upto Rs. 3 lakh)	10/ each project		
III(C)(ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.3.00 lakh	Amount mobilized with minimum of Rs.1.0 lakhs	10 per every Rs.3.0 lakhs and Rs.1 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		

(Signature of the Applicant)

III(C) (iv)	Projects Outcome /Outputs	Major Policy document of Govt. Bodies at Central and state level.	Major Policy document of Govt. Bodies at Central and state level.	30/each national level output/or patent. 50/each for international level		
		Patent/Technology transfer/Product/Process.	Patent/Technology transfer/Product/Process.			
III(D)	Research Guidance					
III(D)(i)	M.Phil/MF/M Tech.	Degree awarded only	Degree awarded only	3/each candidate		
III(D)(ii)	Ph.D.	Degree awarded	Degree awarded	10/each candidate		
		Thesis submitted	Thesis submitted	7/each candidate		
III(E)	Training Courses and Conference/Seminar/Workshop Papers					
III(E)(i)	Attended 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		
		One week duration	One week duration			
III(E)(ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in			
		a)International conference	a) International conference	15/each		
		b)National	b)National	10/each		
		c)Regional/State level	c)Regional/State level	5/each		
III(E)(iv)	Invited lectures or presentations for conferences/ symposia	d)Local- University/College	d)Local- University/College	3/each		
		a)International	a)International	10/each		
		b) National level	b) National level	5		

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

Notes:

1. It is incumbent on the Coordination Committee proposed in these Regulations and the University to prepare and publicise within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.

Supporting documents be attached.

(Signature of the Applicant)