



MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

ChaitanyaBharathi P.O., Gandipet, Hyderabad-500 075. AP

(Affiliated to Jawaharlal Nehru Technological University Hyderabad)

Approved by AICTE and Six UG Courses Accredited by NBA in 2009, 2014 & 2017

Ph.No.040-24193057, 24193069 Fax: 040-24193067

Website: www.mgit.ac.in, email: ao@mgit.ac.in & principal@mgit.ac.in

APPLICATION FORM FOR DIRECT RECRUITMENT BY ADVT & SELECTION FOR THE POST OF PROFESSOR / ASSOCIATE PROFESSOR

Advt No: MGIT/2018/5 Date:26.04.2018

JNTUH Faculty ID	
Aadhar No:	
PAN No:	

Affix latest Colour
Passport size
Photograph
(Self Attested)

Application fee details:

D.D. No.	Date	Bank name	Branch Name	Amount Rs.
				1000

(Please tick whichever is applicable)

i).	Professor Rs.37400-67000 +AGP Rs.10000	
ii).	Associate Professor Rs.37400-67000 +AGP Rs.9000/-	

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1.	Name in Full with Surname (CAPITAL LETTERS)	:	
2.	Father' Name / Mother's Name / Guardian's Name	:	
3.	Profession & Annual Income of the Father or Guardian	:	
4.	Date of appointment as	:	
a	Assistant Professor (or its equivalent for candidates from Industry)	:	
b	Assistant Professor(Sr.Scale)	:	
c	Assistant Professor(SGS)	:	
d	Associate Professor	:	
e	Professor	:	
5.	Current Designation & Acad. Grad Pay (AGP)	:	
6.	Date of last of Promotion	:	
7.	Which position and academic grade pay are you an applicant now	:	

8.	Date of Birth	D	D	M	M	Y	Y	Y	Y	Place of Birth		
9.	Gender							:	Male		Female	
10.	Nationality							:				
11.	Marital Status							:				
12.	Indicate whether belongs to OC/SC/ST/BC(A,B,C,D) category and indicate the sub category:							:				
13.	Address for correspondence (with Pin Code)							:				
14.	Permanent Address (with pin code)							:				
	Mobile No.							:				
	Land Line No.							:				
	Email							:				
15.	Academic Qualifications (<i>Copies of certificates to be enclosed</i>):											
	Examinations	Name of the Board / University			Year of passing	Percentage of marks obtained	Division/ Class/ Grade	Subject				
	High School /Metric											
	Intermediate											
	Under Graduate											
	Post Graduate											
	M.Phil											
	Ph.D											
	Other examinations, if any											
16.	Research Degree(s):											
	Degrees	Title of Thesis				Date of award			University			
	M.Phil											
	Ph.D.											

17	Membership in Professional Bodies				
	Languages Known				
18	Appointments held: (Please enclose copies of a). Appointment Orders b). Relieving Order c). Minutes of the Selection Committee d). Service Certificates)				
	Designation	Name of the Employer & Address	Date of		Salary with Grade
			Joining	Leaving	Reason for Leaving
19	Posts held after appointment (<i>Please enclose copies of the orders</i>):				
	Designation	Department	Date of actual joining		Grade
			From	To	
20	Period of teaching experience:				
	Classes	Years		Total Years	
		From	To		
	Research experience excluding years spent in M.Phil / Ph.D (in years)				
21	Fields of specialization under the Subject / Discipline				
a)					
b)					

22.	Academic Staff College Orientation /Refresher Course			
a)	<u>Attended:</u>			
	Name of the Course / Summer School	Place	Duration	Sponsoring Agency
b)	<u>Conducted / Organized by the Candidate:</u>			
	Name of the Course / Summer School	Place	Duration	Sponsoring Agency

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher
Designation

Counter signed by

Head of the Department

Principal with College seal

PART B:

ACADEMIC PERFORMANCE INDICATORS (API)

[For details, see the UGC (Minimum qualifications for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education) (4th Amendment) Regulations No. F.1-2/2016(PS/Amendment), dated 11th July, 2016].

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

Enclose relevant documents in proof of information submitted for all Categories - I to III.

Category I: Teaching, Learning and Evaluation Related Activities

a) Direct teaching :

Academic year	No. of hours allotted during the Academic year	Actual No. of hours spent during the Academic year	<u>API Score:</u> Actual hours spent ÷ 7.5 for (Asst. Prof) & 7.75 for (Assoc. Prof)	Page No.	Remarks
Total API Score (for Assessment period)					

Max. API score: 70 /Academic year for Asst. Professor and 60 / Academic year for Assoc. Professor

b) Examination duties (question paper setting, invigilation and evaluation of answer scripts):

Academic Year	No. of hours spent on paper setting	No. of hours spent on invigilation	No. of hours spent on evaluation of Answer scripts	<u>API Score:</u> Actual hours spent ÷ 10	Page No.	Remarks
Total API Score (for Assessment period)						

Max. API score: 20 / Academic year for all.

c) Innovative teaching-learning methodologies, updating of subject content/courses, mentoring, etc., :

Academic Year	No. of hours spent during Academic year	<u>API Score:</u>		Page No.	Remarks
		Actual hours spent ÷ 10			
Total API Score (for Assessment period)					

Max. API score: 10/Academic year for Asst. Professor and 15/Academic year for Assoc. Professor

Category II: Professional Development, Co-curricular and Extension activities

a) Student related co-curricular extension and field based activities:

Academic Year	Actual hours spent in each of the following activity			Actual API Score:	Page No.	Remarks
	Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminars and other events)	Other co-curricular activities (cultural, sports, NSS, NCC, etc.)	Extension and dissemination activities (public / popular lectures / talks / seminars, etc.)	Total Actual hours spent per Academic year ÷ 10		
Total API Score (for Assessment period)						

Max. API score: 15/Academic year.

b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities :

Academic Year	Actual hours spent in each of the following activity		Actual API Score:	Page No.	Remarks
	Administrative responsibilities (including as Dean / Principal / Head / Convenor/ similar other duties that require regular office hours for its discharge)	Participation in Board of Studies, Academic and administrative Committees	Actual hours spent per Academic year ÷ 10		

Total API Score (for Assessment period)			
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Max. API score: 15/Academic year

c) **Professional development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination of knowledge and publication of general articles and any other contribution) :**

Academic Year	No. of hours spent during Academic year	Actual API Score:	Page No.	Remarks
		Actual hours spent ÷ 10		
Total API Score (for Assessment period)				

Max. API score: 15/Academic year.

Category III: Research and Academic Contributions :

Note-1:

Wherever relevant to any specific discipline, the API score for papers in refereed journal would be augmented as follows:

- (i) papers with impact factor less than 1 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 20 points
- (v) papers with impact factor above 10 by 25 points.

Note-2:

The API for joint publications shall be calculated in the following manner:

Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author / supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

A) Research papers published:

(Enclose the list and copies of the relevant research publications)

Year	Activity	Ref. No. of UGC approved list.	API Score		Page No.	Remarks
	Research Publications		Refereed journals as notified by the UGC <i>(Max. 25 per Publication)</i>	Other journals of repute as notified by the UGC <i>(Max. 10 per Publication)</i>		
Total API Score (for Assessment period)						

B) Publications other than journal articles (books, chapters in books):
(Enclose the list and copies of the relevant publications)

Year	<u>Activity:</u> Text/Reference books published by International Publishers, with ISBN/ISSN number	<u>API Score:</u> <i>(Max. 30 per book for single author)</i>	Page No.	Remarks
Total API Score (for Assessment period)				
Year	<u>Activity:</u> Subject books published by National Level publishers, with ISBN/ISSN number or state / Central Government publications	<u>API Score:</u> <i>(Max. 20 per book for single author)</i>	Page No.	Remarks
Total API Score (for Assessment period)				
Year	<u>Activity:</u> Subject books published by other local publishers, with ISBN/ISSN number	<u>API Score:</u> <i>(Max. 15 per book for single author)</i>	Page No.	Remarks
Total API Score (for Assessment period)				
Year	<u>Activity:</u> Chapters in books published by National and International Level publishers, with ISBN/ISSN number	<u>API Score for</u> <i>(Max. API Score: International-10 per Chapter and National - 05 per chapter)</i>	Page No.	Remarks
Total API Score (for Assessment period)				

C) **Research Projects** (*Enclose the copies of the relevant sanction letters of the projects*):

Year	Activity	<u>API Score for</u> Faculties of Science / Engg., / Technology (API Score for major projects with grants above Rs. 30 lakhs is 20 per project, for those with grants above Rs. 5 lakhs up to 30 lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 5 lakhs is 10 per project)	<u>API Score for</u> Faculties of Arts / Social Sciences / Law/ Education/ Commerce / Management (API Score for major projects with grants above Rs. 5 lakhs is 20 per project, for those with grants above Rs. 3 lakhs up to 5 lakhs is 15 per project and for minor projects with grants above Rs. 1 lakh up to Rs. 3 lakhs is 10 per project)	Page No.	Remarks
	Sponsored Projects				
Total API Score (for Assessment period)					

Year	Activity	<u>API Score for</u> Faculties of Science / Engg., / Technology (API Score for amount mobilized with a minimum of Rs. 10 lakhs is 10 for every Rs. 10 lakhs)	<u>API Score for</u> Faculties of Arts / Social Sciences / Law / Education / Commerce / Management (API Score for amount mobilized with a minimum of Rs. 2 lakhs is 10 for every Rs. 2 lakhs).	Page No.	Remarks
	Consultancy Projects				
Total API Score (for Assessment period)					

Year	Activity	<u>API Score for</u>	<u>API Score for</u>	Page No.	Remarks
	Projects Outcome / Outputs <i>(Enclose the relevant documents)</i>	Faculties of Science/ Engineering/ Technology (<u>API Score for Patent/ Technology transfer/ Product/ Process : 30 for each International and 20 for each National level Patent or Output</u>)	Faculties of Arts/ Social Sciences/ Law/ Education/ Commerce/ Management (<u>API Score for Major policy documents prepared for International bodies like WHO/ UNO/ UNESCO/ UNICEF, etc and for Central/ State/Local bodies: 30 for International bodies, 20 for Central Govt., 10 for State Govt. and 5 for Local bodies</u>)		
Total API Score (for Assessment period)					

D) Research Guidance (Enclose the list of candidates awarded/submitted):

Year	<u>Activity:</u>	<u>API Score:</u>	Page No.	Remarks
	Guiding Ph.D. / M.Phil.	<i>(API Score: 15 for each Ph.D. degree awarded, 10 if the Ph.D. thesis is submitted and 5 for each M.Phil. degree awarded)</i>		
Total API Score (for Assessment period)				

E) Fellowships/Awards and Invited Lectures delivered in conferences/seminars:

(The score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period) **(Proof to be enclosed)**

Year	Activity: Fellowships /Awards from academic bodies / academic associations <i>(Enclose the copies of the certificates)</i>	API Score: <i>(API Score: 15 for International Award / Fellowship, 10 for National Award / Fellowship and 5 for State / University level Award)</i>	Page No.	Remarks
Total API Score (for Assessment period)				

Year	Activity: Invited Lectures / Paper presentations <i>(Enclose the copies of the certificates)</i>	API Score: <i>(API Score: 7 per lecture and 5 per paper presented at International level, 5 per lecture and 3 per paper presented at National level, and 3 per lecture and 2 per paper presented at State/University level)</i>	Page No.	Remarks
Total API Score (for Assessment period)				

F) Development of e-learning delivery process / material: (Proof to be enclosed)

Year	E-learning modules / material developed	API Score: <i>(10 per Module developed)</i>	Page No.	Remarks
Total API Score (for Assessment period)				

Summary of API Scores

Category	Criteria	Last Academic Year	Total API Score for Assessment period	Annual average API score for Assessment period
I	Teaching Learning and Evaluation related activities			
II	Professional development Co-curricular and Extension activities			
III	Research and Academic Contributions.			
	Total : II + III			

PART - C: OTHER RELEVANT INFORMATION

(Give details of any other credentials, significant contributions, awards received, etc. that are not mentioned above)

Year	Details (<i>enclose copies of relevant certificates / documents</i>)	Page Nos.	Remarks

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- .
- .

❖ If selected and appointed please specify the time you require for joining duty :

❖ If any of your relatives / friends are working in the :
Institute mention their names with relationship. :

❖ Names of two persons with their address / Designation :
to whom reference can be made about the candidate. :

i)

ii)

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher
Designation

Forwarded to Principal MGIT, Gandipet

The applicant is a permanent employee/Approved Probationer/Probationer/Temporary Employee in this Department / College. His/Her character as far as is known to me is good and his/her work suggested that he/she would be suitable for appointment. He/She will be relieved from the present post if he/she is selected for the post to which he/she applied.

I certify that all the entries made in the application are correct according to his/her Service Book or records maintained in this Office.

I recommend that his/her application may be considered

Full Signature:

Designation:

Office Seal: