



**JADAVPUR UNIVERSITY
KOLKATA – 700 032**

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Passport Size coloured
Photograph here and
Sign across

(INFORMATION SUMMARY SHEET)

For the Post of Assistant Professor / Associate Professor / Professor
(Please tick on appropriate Post)

JU Application Form No

SB Collects Reference No. DU.....

1. Post Applied for..... Dept. / School*.....

2. Advertisement no. with date

3. Name of the Applicant in full

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

4. Current position held since

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

Previous Positions held	Employer/ Organization	Period/Duration of the position/work	Scale of Pay

Use additional sheet, if necessary

6. Date of birth (DD/MM/YYYY) :

7. Category (Please tick)

GEN	SC	ST	OBC-A	OBC-B	Minority	PWD/PC

8. Qualified for (Please tick):

A.

NET	SET	GATE	None

B.

	Title of Research	University	Duration of Programme	Degree obtained/ thesis submitted in the Year
M.Phil/M.Tech.				
Ph. D.				

9. Whether Ph.D. is done under the UGC (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016 (Y/N)

Dated

.....

Full Signature of the Applicant

Mobile No.:

* Strike off whichever is not relevant.



No

Jadavpur University Application Form

1. Post Applied for Dept./School
2. Advertisement no. with date
3. Name of the Applicant in full.....
 (BLOCK Letters) (First) (Middle) (Last)

4. Contact details

(i) Address

(a) Permanent

.....

.....

(b) Address for Communication.....

.....

.....

(ii) Email

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

5. Date of birth (DD/MM/YYYY)

6. Nationality By birth At present

7. Gender(Please tick): Male/Female/Third Gender

8. Category:

GEN	SC	ST	OBC-A	OBC-BMinority	PWD/PC

9. Father's Name/ Mother's Maiden Name

10. Applicant's mother tongue

11. Other languages the applicant can speak/write/read fluently :

Name of the Languages	Speak	Write	Read
i)			
ii)			
iii)			
iv)			
v)			

12. Name and contact details of two referees

Name	Profession/Position	Institutional Affiliation	Address and Contact

13. Additional Remarks, if any:

Declaration

I declare that the entries made in this form are true to the best of my knowledge and belief.

Date Place

Signature of the Applicant

* Editorial Chapter and Full Papers in Conference Proceedings having ISBN and ISSN will be considered as book chapter

- N.B. (i) Papers and documents submitted with the application will not be returned.
(ii) Application, if sent by post should be sent under certificate of posting, preferably by registered post.
(iii) Separate sheet(s) must be attached wherever applicable and necessary
(iv) One original and seven photocopies of the duly filled-in Information Summary Sheet, Application Form and API Score Sheet are to be submitted. All enclosures including self-attested copies of testimonials are to be submitted in single copy each.
(v) Copy of SB Collect Payment Receipt must be attached with the application (v) All claims made above must be substantiated by attaching relevant documents.



Jadavpur University

Post Applied for..... Dept./School*..... Advertisement no. with date.....

Name of the Applicant in full.....

ACADEMIC PERFORMANCE INDICATORS (APIs) SCORESHEET FOR DIRECT RECRUITMENT TO THE POST OF ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR/ PROFESSOR

(The self-assessment score should be based on objectively verifiable records for direct recruitment to the post of Assistant Professor, Associate Professor and Professor.)

TABLE-I: ACADEMIC PERFORMANCE INDICATORS (APIs) FOR ACADEMIC RECORDS FOR DIRECT RECRUITMENT TO THE POST OF ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR/ PROFESSOR

Qualifications	Maximum Marks Assigned (For Arts & Science-52, Engg. & Tech.-50)	% of Marks obtained	Actual API Score (to be submitted by the applicant)	Verified API Score (for office use only)	Supporting Document Tag No. (1, 2, 3, ...)
10 th . Standard	At least 60%: % Marks obtained divided by 20 Below 60%: 1				
12 th . Standard	At least 60%: % Marks obtained divided by 20 Below 60%: 1				
*Graduation: Arts/Humanities/Social Sciences(Honours/Major)	At least 50%: % Marks obtained divided by 10 Below 50%: 1				
*Graduation: Sciences(Honours/Major) Engineering & Technology (Graduation of 4-year duration) or equivalent	At least 55%: % Marks obtained divided by 10 Below 55%: 1 At least 55%: % Marks obtained divided by 10 Below 55%: 1				
**Post Graduation (Recognized by Regulatory bodies like UGC/AICTE/ NCTE/ CoA/PCI, etc.) in the subject as per Advertisement	Arts/Humanities/Social Sciences/Sciences At least 55%: % Marks obtained divided by 10 Below 55%: 0				
	Engineering & Technology: At least 55%: % Marks obtained divided by 10 Below 55%: 0				
2-year M.Phil	2				
Ph.D. awarded	15				
NET-JRF/UGC/State Govt./Central Govt./CSIR/ AICTE/ Institute/Other Full time Research Fellowship	5				
Total API Scores obtained for Academic Records:					

TABLE-II (i.e. UGC/ CATEGORY I): TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES INCLUDING DOMAIN KNOWLEDGE (CUMULATIVE) FOR DIRECT RECRUITMENT TO THE POST OF ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR/ PROFESSOR

Category	Nature of Activity	Assistant Professor		Associate Professor		Professor	
		Max. Score	Actual Score	Max. Score	Actual Score	Max. Score	Actual Score
a.	Direct Teaching including UG/PG/PhD Coursework, etc. (please see note-1 below)	70	Actual hours spent per academic year ÷ 7.5	60	Actual hours spent per academic year ÷7.75	60	Actual hours spent per academic year ÷7.75
Score submitted by the applicant: (Supporting Document Tag No. (1, 2, 3, ...))							
Verified API Score (for office use only):							
b.	Examination duties (question paper setting, Moderation, Invigilation, evaluation of answer scripts) as per allotment	20	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷10	10	Actual hours spent per academic year ÷10
Score submitted by the applicant: (Supporting Document Tag No. (1, 2, 3,...))							
Verified API Score (for office use only):							
c.	Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring, Review of books/pre-published Journal articles, etc.	10	Actual hours spent per academic year ÷ 10	20	Actual hours spent per academic year ÷10	20	Actual hours spent per academic year ÷10
Score submitted by the applicant: (Supporting Document Tag No. (1, 2, 3, ...))							
Verified API Score (for office use only):							
Total API Score submitted by the applicant:							
Verified Total API Score (for office use only): (Cut-off sets at 75% for obtaining minimum qualifying API score in this Table/Category, vide Note-2 below)							

Note: (1) Direct Teaching (16 hours per week for Assistant Professor, and 14 hours per week for Associate Professor and Professor) includes the Lectures/Tutorials/Practicals /Project Supervision/Field Work. (2) Jadavpur University prescribes minimum cut-off, at 75%, below which no scores will be assigned in these sub-categories.

TABLE-III (i.e. UGC/CATEGORY II): PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES (CUMULATIVE) FOR DIRECT RECRUITMENT OF ASSOCIATE PROFESSOR AND PROFESSOR

Category	Nature of Activity	Maximum API Score	Actual Score
a.	Student related co-curricular, extension and field based activities. Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events). (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC, etc.). (iii) Extension and dissemination activities (public /popular lectures/ talks/seminars, etc.).	15	Actual hours spent per academic year ÷ 10
Score submitted by the applicant: (Supporting Document Tag No. (1, 2, 3, ...))			
Verified API Score (for office use only):			
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge). (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10
Score submitted by the applicant: (Supporting Document Tag No. (1, 2, 3, ...))			
Verified API Score (for office use only):			
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10
Score submitted by the applicant: (Supporting Document Tag No. (1, 2, 3, ...))			
Verified API Score (for office use only):			
Total API Score submitted by the applicant:			
Verified Total API Score (for office use only):			

TABLE-IV (i.e. UGC/CATEGORY-III): CONSOLIDATED ACADEMIC PERFORMANCE INDICATORS (APIs) FOR RESEARCH AND ACADEMIC CONTRIBUTIONS(CONSIDERING THE TOTAL TENURE IN THE EXISTING POSITION) FOR DIRECT RECRUITMENT TO THE POST OF ASSISTANT PROFESSOR / ASSOCIATE PROFESSOR / PROFESSOR

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score allotted*	Self-appraisal score (to be submitted by the applicant)	Verified API score (for office use only)	Supporting Document Tag No. (1, 2, 3, ...)
II (A) Research Papers	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication			
	Enclose List of papers published (attach extra sheet if space required) with supporting documentary evidences.						
	Research Papers published in:	Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication			
	Enclose List of papers published (attach extra sheet if space required) with supporting documentary evidences.						
II (B) Books and chapters in books	Books published	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as per UGC norms.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author (In case of more than one author, score be divided equally among the authors)			
	Enclose List of books published(attach extra sheet if space required) with supporting documentary evidences.						

Books published	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Relevant Books, published by National level publishers, with ISBN/ISSN number or State Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author (In case of more than one author, score be divided equally among the authors)			
Enclose List of books published (attach extra sheet if space required) with supporting documentary proof.						
Books published	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Relevant Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author (In case of more than one author, score be divided equally among the authors)			
Enclose List of books published(attach extra sheet if space required) with supporting documentary proof.						
Chapters in books published	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International - 10 per Chapter National - 5 per Chapter (In case of more than one author, score be divided equally among the			
Enclose List of chapters in books published (attach extra sheet if space required) with supporting documentary proof.						

II (C) Research Projects	RESEARCH PROJECTS Note: Principal Investigator (PI) (directly awarded by the funding agencies) will get the full credit/score and Co-PI will get 25% credit/score for the same.						
II (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project			
	Enclose List of projects, funding agency, amount mobilized and period (attach extra sheet if space required) with supporting documentary proof.						
	Sponsored Projects	(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project			
	Enclose List of projects, funding agency, amount mobilized and period (attach extra sheet if space required) with supporting documentary proof.						
	Sponsored Projects	(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project			
	Enclose List of projects, funding agency, amount mobilized and period (attach extra sheet if space required) with supporting documentary proof.						
II (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively			
	Enclose List of projects, consultancy grantee, amount mobilized and period (attach extra sheet if space required) supported by verifiable evidences.						

II(C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO /UNESCO/ UNICEF, etc. Central/State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies- 30, Central Government- 20, State Govt.-10, Local bodies - 5			
	Enclose List of projects outcome/outputs (Patent / Technology transfer / Product / Process/ policy documents) with year (attach extra sheet if space required) supported by verifiable evidences.						
II(D) Research guidance	RESEARCH GUIDANCE						
II(D)(i)	M.Phil./M .E/M.Tec h/MCA/ M.Arch/ M. Pharm	Degree awarded	Degree awarded	5 per candidate			
	Enclose List of candidates with Name and Year of Degree Awarded (attach extra sheet if space required) supported by verifiable evidences.						
II(D)(ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate			
	Enclose List of candidates with Name and Year of Degree Awarded (attach extra sheet if space required) supported by verifiable evidences.						
III	FELLOWSHIPS, AWARDS AND INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS						
II(E)(i)	Fellowshi ps/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship			
		Enclose List of Fellowships/Awards with sponsoring agency and the year of award (attach extra sheet if space required) supported by verifiable evidences.					
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship			
		Enclose List of Fellowships/Awards with sponsoring agency and the year of award (attach extra sheet if space required) supported by verifiable evidences.					
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award			
		Enclose List of Fellowships/Awards with sponsoring agency and the year of award (attach extra sheet if space required) supported by verifiable evidences.					

II.(E) (ii)	*Invited lectures / papers	International	International	7 per lecture / 5 per paper presented			
	Enclose List of invited lectures/papers (attach extra sheet if space required) with documentary proof.						
		National level	National level	5 per lecture / 3 per paper presented			
	Enclose List of invited lectures/papers (attach extra sheet if space required) with documentary proof.						
		State/University level	State/University level	3 per lecture / 2 per paper presented			
	Enclose List of invited lectures/papers (attach extra sheet if space required) with documentary proof.						
<i>*The score under this sub-category shall be restricted to maximum score of 15 for the post of Associate Professor and 20 for the post of Professor.</i>							
II.(F)	Development of e-learning delivery process/materials /10 per module						
	Enclose List of e-learning materials (attach extra sheet if space required) with documentary proof .						
Total API Scores obtained:							

*Teachers may score the balance of points from Table-III/UGC-Category II or Table-4/UGC Category III to achieve the minimum score required (i.e. for Associate Professor-300, for Professor-400) under Table-II/UGC-Category II + Table-4/UGC Category III.

Wherever relevant to any specific discipline, the API for paper in refereed journal would be augmented as follows: (i) paper 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. 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 author would share 35%, any one from Principal / corresponding author /supervisor / mentor would share equally 35% of the total points* and the remaining 30% would be shared equally by all other authors with condition of at least 1 score for each author.

Declaration from the corresponding author be required with regard to the Principal Author / Supervisor / Mentor, etc.

*If the first author or Corresponding author are the same person, the candidate should be given 70% of the total point of the paper. In case of two authored paper, if the first author and the corresponding author are not the same person, both of them will get 50% credit.

Note: For Publications in Science and Engineering subjects, " Impact Factor" of 'Thomson Reuters' will be considered.

N.B.: All other rules and regulations for direct recruitment of teachers laid down in UGC Principal Regulations, 2010 and its subsequent amendments including UGC Regulations (4th amendment), 2016 (vide UGC Notification, dated 16 July, 2016) and the Government of West Bengal Memorandum No. 516-Edn(U)/1U-91/10, dated 16th May, 2017, and 142-Edn(U)/1U-91/10 dated 28.02.2011 and 430 Edn(U)/1U-91/10, dated 03.05.2012 along with its subsequent modification vide Notification No. 894-Edn(U)/HED-12014(21)/1/2019-UNV SFC-Dept. of HE, dated 07.08.2019 and its clarification on API Score Vide Memo No. 1059-EH/1U 32/2019, dated 27 September, 2019 are strictly applicable for direct recruitment to the post of Assistant Professor/Associate Professor/ Professor.

SUMMARY OF API SCORES

Sl. No.	Table/ Category	Criteria	Assistant Professor (Minimum score requirement- Nil)	Associate Professor (Minimum score requirement under Table-III/UGC-Category II and Table-4/UGC Category III-300)	Professor (Minimum score requirement under Table-III/UGC-Category II and Table-4/UGC Category III - 400)
1.	Table-I	Academic records			
	Scores submitted by the applicant:				
	Normalized scores obtained by the applicant (for office use only):				
2.	Table-II/ UGC Category – I	Teaching- learning, Evaluation related Activities and Domain Knowledge			
	Scores submitted by the applicant:				
	Normalized scores obtained by the applicant (for office use only):				
3.	Table-III/UGC Category - II	Professional Development and Extension activities			
	Scores submitted by the applicant:		X*		
	Normalized scores obtained by the applicant (for office use only):		X*		
4.	Table-IV/UGC Category - III	Research and Academic Contributions			
	Scores submitted by the applicant:				
	Normalized scores obtained by the applicant (for office use only):				
Verified Total API score submitted by the applicant under Table-III/UGC-Category II and Table-4/UGC Category III (for office use only):			X*		
Normalized Total API score after verification (for office use only):					

* Not applicable.

LIST OF ENCLOSURES: (Please attach, documentary proofs including copies of certificates, testimonials, sanction orders, papers, etc. wherever necessary)

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DECLARATION

I declare/certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof attached herewith are correct to the best of my knowledge and belief.

Signature of the applicant:

Place :

Date :