



**SRI PADMAVATI MAHILA VISVA VIDYALAYAM, TIRUPATI
(Women's University)**

Recruitment of Teaching Staff

Affix
Recent
Photograph
duly self
attested

Advertisement No & Date

Post Applied for:

Subject:

Details of Demand Draft:

Amount	D.D. No	Date	Name of the Bank

1. (a) Applicant's Name:
(full & in capitals)

(b) Father's Name:

(c) Mother's Name:

2. Date of Birth & Age (in completed years):

Age:

3. Place of Birth Place: _____ District: _____

4. (a) Nationality _____ (b) Religion _____

5. (a) Address for Communication _____ (b) Permanent Address _____

Pin Code _____ Phone _____ Pin Code _____ Phone _____
 Mobile: _____ e-mail _____

6. Reservation Category, if any (put $\sqrt{\quad}$ mark), (enclose an attested copy of the Caste Certificate issued by the competent authority not below the rank of MRO, issued on or after 01.07.2016

SC	ST	BC-A	BC-B	BC-C	BC-D	BC-E	PH(VH)(HH)(OH)

7. (a) Position held at present , if any:

(b) Whether the Post is Temporary or Permanent/ Aided/ Unaided and ratified by the University

(c) Pay scale : Whether UGC/State-RPS -2006 / Consolidated

Basic Pay	DP	DA	HRA	Other Allowances	Total

(d) Date of Increment:

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8. Academic Qualifications:

Examination	Course Name	Subjects Studied	Year of Passing	Division	% of Marks	College Studied	Name of the Board/University
Postgraduate							
Degree							
Intermediate							
Academic Distinction, if any (Prizes, Medals, etc):							

9. Whether qualified in NET/SLET/SET : YES/ NO Year of Passing:

10. Research Qualifications:

Degree	Title of the Thesis	Subject / Discipline	Year of Award	Class (if any)	University
M.Phil.					
Ph.D.					
Specific Area of Research					

11. Post-Doctoral Experience, if any:

S. No.	Position Held	Awarding Organization	Emoluments per month	Title of Project	From - To

12. Details of Research Publications/Books:

(Enclose list of publications /books/research Articles in chronological order stating the Citation Index & Impact Factor of the journal and enclose them to the application)

Description	Published	Accepted	Publisher / Name of Journal with ISBN/ISSN Number/UGC List No	Year / Number etc.	Citation Index / Impact Factor
Book					
Book chapters					
Research Publications					
Other Publications					

13. Research Projects:

Title of the Project	Duration	Funding Agency	Amount

14. Particulars of Research Guidance

(a) Number of Scholars awarded / Working

Status	M.Phil.	Ph.D
Awarded		
Working		

(b) Awards, Rewards, Fellowships, Patents, if any:

(i)

(ii)

(iii)

(iv)

15. Training courses attended and papers presented at Conferences / Seminars / Workshops, etc.

(Proof to be enclosed wherever necessary)

(a) Refresher Courses/ Workshops:

Name/ Title	Organized by	Duration	Year

(b) Papers presented at Conferences/ Seminars:

Title of Conference/Seminar	Organized by	Title of the Paper	Year

(c) Invited talks delivered at Conferences/ Seminars:

Title of Conference/Seminar	Organized by	Title of the Talk	Year

16. Teaching Experience:

Designation	Name of the University / College	Temporary/ Permanent	Scale of Pay	Classes Taught		Period From - To
				U.G.	P.G.	

17. Academic Performance Indicator (API) Score, based on Performance Based Appraisal System set out in the UGC Regulations (30-06-2010) .(Appendix - III Table - I - UGC Regulation) to the cadre of Associate Professor is to be calculated and enclosed.

18. Administrative / other Experience (Contribution to Corporate Life)/Any other

Designation	Name of the Institution/ Organization	Temporary/ Permanent	Scale of Pay	Nature of Assignment	Period		Length of Service
					From	To	

19. Name and Address of the Present Employer:
(Has the application been routed through the proper channel? Enclose a No Objection Certificate).

20. Details of academic visits abroad, if any:

21. Additional information, if any, the candidate wishes to provide in support of his/her application:

22. Name and addresses of two references not related to the applicant

1.

2.

DECLARATION

I hereby declare that the statements made in this application are true to the best of my knowledge and belief. If at any stage it is found that the particulars furnished by me are false my candidature / application / appointment, if any, may be cancelled.

Place :

Date :

SIGNATURE OF THE APPLICANT

For Government / University / College Staff, etc.
(Endorsement by the Principal / Head of the Institution)

FORWARDED to the Registrar, Sri Padmavati Mahila Visvavidyalayam ,Tirupati:

The applicant holds a permanent / temporary post in this institution. Her character, as far as is known to me, is good and her work is satisfactory. The facts stated in the above application have been verified and found correct, as per the records with this institution. This Institution / Organization has no objection to the candidature of the applicant being considered for the position she has applied for.

Place:

Date:

SIGNATURE OF THE FORWARDING OFFICER
(WITH SEAL & ADDRESS)

CHECK LIST:

1. Proof of Date of Birth
2. Caste Certificate issued by the MRO
3. Medical Certificate issued by a competent authority in case of candidates of OH /HH/ VH category
4. Attested copies of Educational Qualifications
5. Attested copy of the Ph.D. certificate issued by the degree-awarding University to the effect that the Ph.D. degree awarded to the candidate is in accordance with the minimum standards and procedures as per UGC Regulations, 2009.
6. Proof of previous teaching & administrative experience
7. No Objection Certificate, if the applicant is an employee and if the application is not forwarded through the employer
8. Testimonials, if any
9. Demand Draft towards the Registration fee of Rs 1000/- / US\$ 25.00
10. 'Eight' copies of duly filled in Abstract (Proforma of Particulars)
11. List of Research Publications
12. Three sets of research publications / papers presented at Conferences / Seminars and books
13. API Score based on PBAS

REGISTRAR



SRI PADMAVATI MAHILA VISVAVIDYALAYAM, TIRUPATI

(Women's University)

ABSTRACT

PROFORMA OF PARTICULARS

(Eight copies of neatly typed / computerized proforma should be enclosed to the application)

1. a) Name of the Post Applied for :

b) Subject

2. Name of the Candidate in full

3. Address for Communication

4. Date of Birth and Age : (in completed years)

5. Specify Community / Category : SC/ST; BC-A/BC-B/BC-C/BC-D/BC-E;
PH(VH)(HH)(OH)

6. (a). Academic Qualifications:

:

Examination Passed	Class	% of Marks	Year	University / Institution
i. PG				
ii.UG				

(b) Whether qualified in NET/SLET/SET : YES/NO Year of Passing:

(c) Research Qualifications:

Degree	Title of the Thesis	Year of Award	Class (If any)	University

7. Teaching Experience (At University and / or Degree level):

Name of the Post	Name of the Institution	Period with dates		Total Teaching Experience
		U.G	P.G.	

8. (a) Post Doctoral Research Experience :

(b) Specific Area of Research :

(c) Particulars of Research Guidance M.Phil. Ph.D.

i. Number of scholars awarded

ii. Number of scholars working

(d) Awards, Rewards, Fellowships :
Patents, if any

(e) Details of projects undertaken :

9. Details of Administrative Experience :

10. Computer Proficiency

11. (a) Details of Research Publications :

Mention papers published in research journals which are cited in abstracts (Enclose list of publications). List out three major research publications/books/research reports under Serial Numbers 1, 2 and 3 followed by other research publications in chronological order.

	Published (Specify number)		Accepted for Publication	
	Indian	Foreign	Indian	Foreign
1. Research Papers				
2. Articles				
3. Books				

(b) Conferences/Seminars etc. (Give Numbers)

	Attended	Papers Presented	Organized
National			
International			

12. Any other relevant information:

Place :

Date :

SIGNATURE OF THE APPLICANT

APPENDIX – III TABLE – I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.

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.

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score	Self appraisal Score	Verified API Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated ^a	50		
2	Lectures or other teaching duties in excess of the UGC 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		

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 sub-categories.

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.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

Sl. No.	Nature of Activity	Maximum Score	Self appraisal Score	Verified API Score
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		

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.

Sl. No.	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	Self app- raisa I Scor e	Verifi- ed API Score
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		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	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.	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 in knowledge based volumes by	Chapters in knowledge based volumes in	5 / Chapter		

		Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories			
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. 2.0 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) (i)	M.Phil.	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)	Refresher courses, Methodology workshops, Training, Teaching-Learning-	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each		

	Evaluation Technology Programmes , Soft Skills development Programmes , Faculty Development Programmes (Max: 30 points)	(b) One week duration	(b) One week duration	10/each		
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	10 each		
		b) National	b) National	7.5 / each		
		c) Regional/State level	c) Regional/State level	5 /each		
		d) Local – University/College level	d) Local – University/College level	3 / each		
III(E) (iv)	Invited lectures or presentations for conferences/ / symposia	(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 publicize 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 60% of the total points and the remaining 40% would be shared equally by all other authors.