

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY, BHOPAL

APPLICATION FORM FOR TEACHING POST

Post Applied forName of Department.....

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block letters) :
2. Father's Name/Mother's Name/Husband Name :
3. Current Designation & Grade Pay :
4. Department/Organization :
5. Date of Birth :
6. Age on 30 April, 2015 : YearMonth.....days.....
7. Present Position :
8. Sex :
9. Marital Status :
10. Nationality :
11. Indicate whether belongs to SC/ST/OBC/Women category :
12. Whether person with Disability : Yes/No
If yes PH/VH/MH percentage of disability :
(Please enclose attested copy of certificate)
13. Address for Correspondence (with Pin code)
: Telephone No.
Email Address :

Paste self
Attested
Recent colored
Photograph

14. Permanent Address (with Pin code) :

Telephone No.

15. Academic Qualifications (Matric till Post graduation) :

Examinations	Name of the Board/University	Year of Passing	Percentage marks obtained	Division/ Class/ Grade	Subject
High School/Matric					
Intermediate					
B.A/B.Sc./B.Com.					
M.A./M.Sc./M.Com					
LL.B.					
LL.M.					
Others examination, if any					

16. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil			
Ph.D./D.Phil			
D.Sc./D.Litt/LL.D			

17. Appointment held

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving if any
		Joining	Leaving		

18. Posts held after appointment at his/her parent institution :

Designation	Department	Date of actual Joining		Grade
		From	To	

19. Period of Teaching Experience : P.G. Classes (in Years) :

U.G. Classes (in Years) :

(Please enclose certificate)

20. Research Experience excluding years spent in M.Phil/Ph.D/D.Phil (in Years)
(Please enclose certificate)

21. Fields of Specialization under the Subject/Discipline

1	
2	
3	
4	
5	

22. Academic Staff College Orientation/Refresher Course attended : (Please enclose certificate)

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY : I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- (i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sl.No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100% performance & proportionate score upto 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (max score : 10)	

(ii) Reading/Instructional material consulted and additional knowledge resources provided to students

Sl.No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. score : 20)				API Score

(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject Content, Course improvement etc.

Sl.No.	Short Description	API Score
	Total Score (Max. Score : 20)	

(iv) Examination Duties Assigned and Performed

Sl.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max : 25)			

CATEGORY : II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following :

Sl.No.	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-curricular & field based Activities		
	Total (Max : 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max : 15)		
	(iii) Professional Development Activities		
	Total (Max : 15)		
	Total Score (I + ii + iii) (Max : 25)		

CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

(Please enclose separate sheet if required).

(A) Published Papers in Journals (Please enclose evidences)

Sl.No.	Title with page nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed/ Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score

(B) (i) Articles/Chapters published in Books (Please enclose evidences)

Sl.No.	Title with page nos.	Book Title, Editor & Publisher	ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

(ii) Full Papers in Conference Proceedings

Sl.No.	Title with page nos.	Details of conference Publications	ISSN/ ISBN No.	No. of Co-authors	Whether you are the main author	API Score

(iii) Books published as single author or as editor (Please enclose evidences)

Sl. No.	Title with page nos.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

(C) Ongoing and Completed Research Projects and Consultancies

(C) (i & ii) Ongoing Projects/Consultancies (Please enclose evidences)

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	API Score

(C) (iii & iv) Ongoing Projects/Consultancies (Please enclose evidences)

Sl.No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/Patent as outcome	API Score

(D) Research Guidance (Please enclose evidences)

Sl.No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M.Phil or Equivalent				
Ph.D. or Equivalent				

E (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes Faculty Development Programmes (not less than one week duration)

Sl.No.	Programme	Duration	Organized by	API Score

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

Sl.No.	Title of the Paper presented	Title of Conference/ Seminar etc.	Organized by	Whether International/National/ State/Regional/University or College Level	API Score

E (iii) Invited Lectures and Chairmanships at National or International Conference/Seminars etc. (Please enclose evidences)

Sl.No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Organized by	Whether International/ National/State	API Score

IV. SUMMARY OF API SCORE

Sl.No.	Criteria	Last Academic Year	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I.	Teaching, Learning and Evaluation related activities			
II.	Co-curricular, Extension, Professional development etc.			
	Total I + II			
III.	Research and Academic Contribution			

PART C : OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl.No.	Details (Mention Year, Value etc. where relevant)

Statement of Purpose : (500 words) – (Please enclose separate sheet)

Future Research Proposal to be under taken : (1000 words) - (Please enclose separate sheet)

Name of Referees (at least 3)

1. The present/previous employer, if employed.
Or
If conducting Research : Research Supervisor

(i)
.....
.....

(ii)
.....
.....

(iii)
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.....

2. Two academicians of repute in the Area

(i)
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(ii)
.....

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

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

I certify that the information provided above is correct.

Signature of the applicant

Place & Date

**Signature of HOD/School
Chairperson/Principal**

Note :

1. The candidates who are presently employed will have to produce a certificate in original from the Head/Registrar of that Institution regarding their API-Scores.
2. The candidates who are working as P.D.F., R.A., etc. will have to produce a certificate in original from their Guide/Supervisor/PI which should be countersigned by the HOD for their API-Scores.
3. The individual PBAS proforma duly filled along with the enclosures, submitted will be duly verified by the University as necessary and placed before the Selection Committee.
4. In any of the fields if the space provided is not sufficient additional space may be added or separate annexure may be enclosed with reference at the prescribed field position/API Score.

Appl. No.

 (to be filled in by
 Office)

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY, BHOPAL

(Please fill this Proforma neatly handwritten or typed)

Note : No enclosure with this proforma is permissible

Post applied forDept.....
 Specialization
 Name Date of Birth
 Mailing Address (with Tel. No./e-mail/Fax No.) Present Scale
 Present basic Pay Rs.....p.m.
 Present gross emoluments Rs.....p.m.
pin.....
 Present Employer (Institution)
SC/ST/OBC/women/PH (VH or OH)

Total Teaching Experience year(s).....months.....
 Total Research Experience Year(s)months.....
 Total Administrative Experience Year(s)months.....
 Present PostNET cleared/appearedYear

Academic Qualifications					Publications & Research work (give number)		
Exam	Year	Division	% of marks	University		Published	Under Publication/ Unpublished
						Books	
						Research Papers	
						Articles	

Title of Ph.D. Thesis

Experience				Ph.D./M.Phil.		
Institution	Post held/Pay	From	To	Awarded	Under Submission	Research in Progress
				Areas of Specialization		

Recommendation of the forwarding authority

Signature of Applicant

Signature of forwarding authority with seal

Date

(On the letter head of the University/Institute)

ANNEXURE – I

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr..... Reg. No.)

has successfully completed Ph.D. programme in the Faculty of

University during the year The Ph.D. degree awarded by this University is

in compliance of UGC Regulation 2009 for the award of Ph.D. degree. As part of the Ph.D.

degree, the following course work was done by the candidate.

- a)
- b)
- c)
- d)

IMPORTANT :

Please note the above certificate should be issued by Registrar of the concerned University. Certificates issued by departments will not be valid.

FORMAT OF ENVELOPE FOR SENDING APPLICATION FORM

APPLICATION FOR THE POST OF

SUBJECT CATEGORY.....

TO,

**THE REGISTRAR,
M.P. BHOJ (OPEN) UNIVERSITY,
RAJA BHOJ MARG (KOLAR ROAD),
BHOPAL – 462 016 (M.P.)**

FROM

.....

.....

Phone No.....