

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Headquarters: Patgaon, Rani, Guwahati – 781017, Assam, India

Ph. 0361-2235642, Website: www.kkhsou.in

APPLICATION FORM FOR PLACEMENT IN *(Under Career Advancement Scheme of UGC, 2018)*

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name** (in capital letters):

2. **Date of Birth:**

3. **Marital Status:**

4. **Discipline:**

5. **Category (SC/ST/OBC/PWD/General):**

6. **Details of first joining in KKHSOU:**

Date:

Designation:

Pay Scale:Pay fixed at:

7. **Details of joining next higher position (if applicable):**

Date:.....Designation

Pay Scale:Pay fixed at:

8. **Details of joining second next higher position (if applicable):**

Date:.....Designation

Pay Scale:Pay fixed at:

9. **Present Position:**

Designation:

w.e.f.

Pay Scale:

Present Pay:As on

10. Academic Qualifications:

Sl. No	Examination Passed	Year of passing	Board / Council/ University	Percentage of Marks	Grades /Class/ Rank	Main Subject
1.	Degree (Please Specify)					
2.	Master's Degree (Please Specify)					
3.	Others (Please Specify)					

11. Research Degree(s)

Degrees	Name of the University	Title of dissertation/ Thesis	Date of Submission	Date of Award
M. Phil				
PhD				
DSc/DLit				

12. Post-Doctoral position such as Research Associate/Research Scientist, etc.

Sl No	Designation	Name of the employer	Date of		Pay Band with Grade Pay	Area of work
			Joining	Leaving		
1.						
2.						

13. Record of previous employment:

Name of Organization/ Institution	Post Held	Scale of Pay	Duration		Nature of Appointment (Regular/ Temporary/ Ad-hoc)
			From	To	

14. Total length of service (as applicable) on the date of submission of this application (Please mention the date):

(a) Assistant Professor or Equivalent Grade: years

(b) Associate Professor or Equivalent Grade: years

15. If qualified the UGC/CSIR-NET or other UGC accredited similar test (enclosed copy of certificate)

Subject: Year of qualifying:

16. Orientation and Refresher Course attended:

Serial No.	Name of Course	Duration	Sponsoring agency	Mode

17. MOOCS Completed

Sl. No	Details of MOOC	Subject	Certification providing agency	Date of certification	Level (UG/PG/Other)	E-certification No.

PART – B

(API Score on the basis of Performance Based Appraisal System as per UGC Formula)

Brief Explanation: The self-assessment score will be based on verifiable criteria and will be finalized by the screening or selection committee.

CATEGORY 1: 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 and evaluation; (d) contribution to innovative teaching, new course 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 or selection committee.

Sl. No	Nature of Activity	Maximum Score	Score claimed by the Candidate	Verified API Score of the Candidate
A-I	(i) Programme or Course development, unit writing, editing, course maintenance, Revision of programme or course etc. ii) Programme Implementation, Delivery, monitoring, counseling, giving guidance or rendering assistance to learners for pursuing KKHSOU programme. iii). Audio-Video related activities	60		
B-I	Production of material like Preparation of information Brochures, Programme guides, Instructional guidelines to students, counselors (programme wise and course wise), practical manual, Project guide etc.)	20		
C-I	(i). Innovations in curriculum design and planning, pedagogy and Distance Education (ii). Programme or Course Coordination, Maintenance including Coordination of Workshops, Training, Seminar etc.	20		
D-I	(i). Exam duties (Invigilation; question paper setting, Marking Scheme, evaluation, assessment of answer scripts, practical, Projects and Assignment preparation) as per allotment.	25		
	Total Score 125			
	Minimum API Score Required 75			

Teaching, Learning and Evaluation Related Activities (TLE)

A-I. (i) Programme or Course development, unit writing, editing, course maintenance, Revision of programme or course etc.	Score claimed by the candidate	Verified API Score of the Candidate
i). Writing course Units ii) Transformation or formatting iii) Translation iv) Editing & Proof Reading (content or language) v) Designing, Graphics and Cover Pages, Participating in Design vi) Preparation of assignments, translation or vetting Marking Scheme viii) Online Delivery course development ix) Monitoring the feedback on: - Assignments - Lab and Practical activities - Counselling session - Analysis of Feed back x) Question bank xi) Tele-conferencing or radio counseling - Resource person xii) Pre-admission counseling and guidance	5 points per unit 2 points per Block 1 point per unit 2 points per Block 2 points per course 2 points per course 10 points per course (one time) 1 point per 10 Assignments. 1 point per session 1 point per session 3 points per course 5 points per 500 question 2 points per session 2 points per Induction Programme or session	
(ii). Programme Implementation, Delivery, monitoring, counseling, etc.	Score claimed by the Candidate	Verified API Score of the Candidate
i). Identification and Activation of Study Centres under various categories ii) Activation of new programme iii) Feedback analysis (including Students' feedback, counselors' feedback) iv) Post admission counseling and guidance to the learners v) Monitoring of academic activities at Study Centres (counseling, library, use of audio- video facilities and assignment at Study Centres. vi) Phone in Radio Session ix) Convergence Scheme related activities x) Community scheme related activities xi) Collaborative Programme related activities	2 points per centre 2 points per programme 2 points per programme 1 point per session 5 points per year per centre 3 points per session 2 points per activity 2 points per activity 3 points per activity	

(iii). Audio-Video related activities		Score claimed by the Candidate	Verified API Score of the Candidate
i). Audio briefs, Script, Interaction with Producers, participation in production and previewing Programmes	2 points		
ii) Production of curriculum based video programme with contributions as member of course development team, researcher, instructional designer, media selection, participating in script writing and visualization	5 points per 20 minutes of Production		
iii) Production of curriculum based programme in teleconferencing mode after post production	2 points per 20 minutes of Production		
iv) Direction of studio based tele-teaching programmes in teleconferencing mode	2 points per day		
v) Production of curriculum based multi-media programme with contribution as member of course development team, researcher, instructional designer, media selection, participating in script writing and visualization	5 points per activity		
vi) Contribution of e-resources and content to portals such as e-gyan kosh, Sakshat etc.	2 points per activity		
vii) E-learning on line packages, for example web-casting of educational content on EduSat, NCIDE, KKHSOU website etc.	5 points per year		

B-I. Production of Material like Preparation of Information brochures, Programme guides, Instructional guidelines to students or counselors (programme wise or course wise), practical manual, Project guides, Etc.	Score claimed by the Candidate	Verified API Score of the Candidate
i). Preparation of the Programme Guide ii) Preparation of Counsellors, Teachers and Students' Manual iii) Practical Manual iv) Course Reader v) Project Guide vi) Course Guide vii) Assignments Manual viii) Coordinators or LSC Management Manual ix) Information Brochure or Leaflet for the learners x) Meeting with the Academic Counsellors xi) Meeting with the Coordinators or LSC Functionaries xii) Meeting with the Learners	5 points per Programme guide 5 points per manual 2 points per manual 1 point per manual 2 points per manual 2 points per manual 3 points per manual 2 points per manual 6 points per manual 1 point per meeting 2 points per Centre 2 points per Centre	

C-I (i) Innovations in curriculum design and planning Pedagogy and Distance education		Score claimed by the Candidate	Verified API Score of the Candidate
Innovation in curriculum design, Teaching learning Methodology for transaction of curriculum and use of technology for learner support, Development of e-content and online delivery of instruction such as online courses, Open Educational Resources (OERs), Massive Open Online Courses (MOOCs), Web based repository portals: web casting and board casting of educational content through EduSat, Website, Portals, Social Media etc. and Updating printed SLMs and e content.	10 points		
(ii) Programme or Course Coordination and Implementation			
(i) Planning and designing the Curriculum of a Programme and its implementation and including Revision (as programme proposer or coordinator or facilitator or implementer)	20 points per new programme		
ii) Design and coordination of training programme or workshop or Coordination of Academic Counselors or Orientation Programme.	-Less than 3 days 5 points per programme -3-5 days 10 points per programme -6-10 days 15 points per programme -11-15 days 20 points per programme -16 and above 25 points per programme		

D-I	Examination duties (Invigilation, question paper setting, Marking Scheme, evaluation or assessment of answer scripts or projects) as per allotment.	Score claimed by the Candidate	Verified API Score of the Candidate
	i) Setting of Question Paper (one language)	2 points per papers	
	ii) Setting of Question Paper (Bilingual)	3 points per papers	
	iii) Moderation of Question Paper	1 point per 5 papers	
	iv) Observer duty	1 point per day	
	v) Evaluation of answer scripts	1 point per 25 copies	
	vi) Evaluation of assignments	1 point per 40 copies	
	vii) Evaluation of Thesis	2 points per M. Phil. and 5 points per Ph.D.	
	viii) Monitoring & visit to Examination Centre	2 points per visit	
	ix) Conduct and coordination of examination	2 points per examination	
	xii) Coordination of Centralised Evaluation or Zonal or Assistant Zonal Officer	5 points per evaluation zone	
	xiii) Coordination and conduct of Lab Practicals	2 points per session	

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION
ACTIVITIES**

Sl. No.	Nature of Activity	Maximum API Score	API Score claimed	Verified API Score
1.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study centre visit, student seminar and other events.) (ii) Other co-curricular activities: (iii) Extension and dissemination activities (public, popular lectures, talks, seminars etc.	15		
2.	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 or Director or Chairperson or Convenor or Teacher-in-charge or similar other duties that require regular office hrs. for its discharge) (ii) Participation of Board of Studies, Academic and Administrative Committees	15		
3.	Professional Development activities (such as participation in seminars, conference, short term training courses, industrial experience, talks, lectures in refresher or faculty development courses, dissemination and general articles and any other contribution)	15		

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

A. Research Papers published

Sl. No	Title with Page Nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed Impact Factor if any	No. of Co-author	Whether you are the main author	Whether listed by UGC, if yes, serial no.	API Score
API Score								

B. PUBLICATIONS OTHER THAN JOURNAL ARTICLES (Books, Chapters in Books)

(i) Text/Reference Books Published as an author or as editor (International Publications)

Sl. No.	Title with Page Nos.	Type of Book & Authorship	Publisher & ISSN/ISBN (International Publisher/ National Publisher/ Other Local Publisher)	Whether peer reviewed,	No of Co-authors/Editors	Whether you are the main author / Editor	API Score
Total API Score							

(ii) Subject Books Published as author or as editor:

Sl. No	Title with Page Nos.	Book Title & Editor, publisher (International/ Publisher/ National Publisher/ Other Local Publisher)	ISSN/ISBN No.	Whether peer reviewed	No. of Co-author (s) Editor(s)	Whether you are the main author	Whether approved & posted in website of University	API Score
	Total API Score							

(iii) Chapters published in the books:

Sl. No.	Title with Page Nos.	Book Title & Editor, publisher (International/ Publisher/ National Publisher/ Other Local Publisher)	ISSN/ISBN No.	Whether peer reviewed	No. of Co-author	Whether you are the main author	API Score	
	Total API Score							

C. RESEARCH PROJECTS

(i) Sponsored Projects

Major/Minor Projects:

Sl. No	Title & Discipline	Agency	Period	Type of Project Mini/Minor/Major- (a), (b)	Grant/Amount Mobilized (in Rs.)	API Score
Total API Score						

(ii) Consultancy Projects Carried Out/ongoing

Sl. No.	Title & Discipline	Agency	Period	Grant / Amount Mobilized (in Rs.)	API Score
Total API Score					

(iii) Project Outcome/Output mentioning Patent/technology transfer/product & if major policy documents prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc./Central/State Govt./Local bodies:

Sl. No.	Title	Agency	Period	Grant / Amount Mobilized (in Rs.)	Whether policy documents of Bodies at Central and State Level/Patent/Technology/Product	Govt. State	API Score
Total API Score							

(D) Research Guidance: (documentary evidence to be furnished)

	Number Enrolled	Dissertation/ Thesis Submitted	Degree Awarded	API Score
(i). M.Phil				
(ii) Ph.D				
	Total API Score			

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

i) Post-Doctoral Fellowships of received and availed of :

Title of Award/ fellowship	International / National / State / University level	Name of the Academic Body awarding the fellowship/ award	Date & Year of achievement	API Score

ii) Short Term Fellowships/Visiting Scholar (Regional / National / International):

Title of Award/ fellowship	International / National / State / University level	Name of the Academic Body awarding the fellowship/ award	Date & Year of achievement	API Score

iii) Prestigious Honour / Awards received with name of awarding agency/ Government if any in international / National/ State / University level/ academic bodies/associations Award with year:

Awards	Funding Agency/Institution Funding Agency/Institution if International / National / State / University level from academic bodies	Host Institution	Period	API Score

iv) Invited lectures/Papers at International/national/State/ University level Conference/Seminar etc.:

Sl. No.	Title of Invited Lecture/ Paper presented	Title of Conference/ Seminar etc. with date	Organised by	Whether International / National/State/University level	API Score
	Total API Score				

- The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

(F) Development of e-content

Sl. No.	Title of the Module	Module prepared for Course/Paper	Dt. & Yr. of Delivery/ Presentation	Whether uploaded the e-matter in the Website of the Institution	API Score

(G) Development of MOOCs

Sl. No.	Year	Subject/Course	Credits	Details of MOOC (with no. of quadrant)	Level (UG/PG/Others)	Weblink

(H) Content writer for MOOC

Sl. No.	Year	Subject/Course	Details of module	Organisation for which it was developed	Level (UG/PG/Others)	Weblink

(I) Course Coordinator for MOOCs

Sl. No.	Year	Subject/Course	Credits	Details of MOOC	Organisation for which it was developed	Level (UG/PG/Others)	Weblink

SUMMARY OF API SCORE:

Criteria	Preceding Academic Years			Total API Score for Assessment Period
Category I: Teaching-learning, Evaluation Related Activities				
Category II: Professional Development and Extension activities				
Category III: Research and Academic Contribution				
Total API Score Under Categories II and III				

LIST OF ENCLOSERS: (Please attach self-certified copies of certificates. Orders, etc. wherever necessary)

Sl. No.	Annexure No.	Details of Annexure	Section no.

DECLARATION

I declare that (a) the above particulars are true and correct to the best of my knowledge and original documentary evidence for each information will be produced as and when required. If any of the information / documents / statements furnished are found to be incorrect or false, the appointment given subsequently on the basis of such incorrect or false information/documents/statements is liable to be terminated forthwith.

Date:

Place:

(Signature with date)

For official use:

Verification of information furnished,

Remarks of the officer verifying the information

Countersigned by:

Name:

Designation:

Signature with date:

Name:

Designation:

Signature with date:

Orders of the competent authority:

(Signature with date)

Designation